

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
*(See Instructions on reverse)*

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
 WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
 DOT/Office of the Secretary

2. MAJOR SUBDIVISION  
 Office of the Assistant Secretary for Administration

3. MINOR SUBDIVISION  
 Office of Administrative Services & Property Management

4. NAME OF PERSON WITH WHOM TO CONFER  
 Richard Bradley

5. TELEPHONE  
 202 366-9729

LEAVE BLANK (NARA use only)

JOB NUMBER  
 NI-398-93-1

DATE RECEIVED  
 8-2-93

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE  
 10-5-95

ARCHIVIST OF THE UNITED STATES  
*[Signature]*

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE 7-21-93	SIGNATURE OF AGENCY REPRESENTATIVE <i>David H. Parker Sr.</i>	TITLE OST Records Management Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Office of Administrative Services and Property Management  -DOT Employee Fitness Center-  The Employee Fitness Center was established by DOT as a health maintenance facility concentrating primarily on programs for cardiovascular endurance and neuromuscular strength and flexibility. The center, authorized by Public Law 79-658 (5.U.S.C. 7901) provides programs to prevent health problems and to improve physical fitness.		
1	Employee Fitness Files (1981-1992). Files consist of fitness evaluation forms, personal consent forms, medical questionnaire forms, and summary sheets. Files in paper form.  DISPOSITION: Destroy immediately. Information now entered in computer.	NI-398-86-4 item 2	GRS 20, item 2
2	Employee Fitness Files (1981-current). Files consist of fitness evaluation forms, personal consent forms, medical questionnaire forms, and summary sheets all are stored on computer ( Fitness Center Data Information).  DISPOSITION: Delete one year after separation from DOT.		<del>GRS 20, item 3</del>