INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-398-93-001

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Item 1: Disposal at agency is assumed.
Item 2: Superseded by GRS 2.7, item 070 (DAA-GRS-2017-0010-0012)

Date Reported: 5/12/2021
**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

| TO: | NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408 |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. FROM (Agency or establishment)</td>
<td>DOT/Office of the Secretary</td>
</tr>
<tr>
<td>2. MAJOR SUBDIVISION</td>
<td>Office of the Assistant Secretary for Administration</td>
</tr>
<tr>
<td>3. MINOR SUBDIVISION</td>
<td>Office of Administrative Services &amp; Property Management</td>
</tr>
<tr>
<td>4. NAME OF PERSON WITH WHOM TO CONFER</td>
<td>Richard Bradley</td>
</tr>
<tr>
<td>5. TELEPHONE</td>
<td>202 366-9729</td>
</tr>
</tbody>
</table>

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

**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 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**  
**TITLE** OST Records Management Officer

### 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

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.

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.

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<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
<th>GRS OR SUPERSEDED JOB CITATION</th>
</tr>
</thead>
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<tr>
<td>2</td>
<td>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).</td>
<td>GRS 20 item 2</td>
</tr>
</tbody>
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**STANDARD FORM 115 (REV. 3-91)**

Prescribed by NARA  
36 CFR 1228