

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK (NARA use only)

JOB NUMBER
NI-348-95-3

DATE RECEIVED
5-30-95

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 JUN 28 1995
5/23/95 ARCHIVIST OF THE UNITED STATES
John W. Paul

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

1. FROM (Agency or establishment)
Department of Transportation

2. MAJOR SUBDIVISION
Office of the Secretary

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Charlotte L. Beck

5. TELEPHONE
202
366-4713

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 3 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
5-25-95

SIGNATURE OF AGENCY REPRESENTATIVE
David H. Parker Sr.

TITLE
OST RECORDS MANAGEMENT OFFICER

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See Attached Sheets		

Copies sent to agency, NN-E NNT, NSX, NIA 7/3/95

Department of Transportation Dockets

The Department of Transportation's (DOT) Office of the Secretary is establishing a Department-wide optical disk system for the storage and retrieval of certain dockets from the DOT administrations: Office of the Secretary (RG 398), United States Coast Guard (RG 26), Federal Aviation Administration (RG 237), Federal Highway Administration (RG 406), Federal Railroad Administration (RG 399), National Highway Traffic Safety Administration (RG 416), Federal Transit Administration (RG 408), St. Lawrence Seaway Development Corporation (RG 367), Maritime Administration (RG 357) and Research and Special Programs Administration (RG 467). Many of the DOT dockets contain multiple media records such as 16mm films, video cassettes, photographic prints, oversized drawings and maps as well as standard and oversized black and white and color textual records. Oversized physical submissions, and multiple media docket items will not be scanned at this time. Of the ten DOT administrations' dockets selected for the optical disk project, some are permanent, some are temporary and some are unscheduled.

DISPOSITION INSTRUCTIONS

1. Scheduled Permanent Dockets

A. Paper, microform, multiple media and oversized docket records that have not been converted to optical disk and are covered by an approved permanent authority.

Transfer the complete docket and related finding aids to the National Archives as provided for in schedules or in accordance with transfer procedures to be determined by NARA and DOT.

B. Paper and microform records that have been converted to optical disk and are covered by an approved permanent authority.

(1) Hardcopy: Destroy upon verification that the record copy information has been fully and accurately converted to optical disk.

✓
100%

(2) Optical Disk copy: Optical disk images will be converted to paper, microform, magnetic tape, 3480 class tape cartridge or any other medium that meets the standards specified in Subchapter B of 36 CFR Chapter X11 before transfer to the National Archives' legal custody with related finding aids. Prior to transfer, NARA and DOT will determine the medium in which records will be transferred.

2. Unscheduled Dockets

A. Paper, microform, multiple media, and oversized docket records not covered by a NARA approved schedule that have not been converted to optical disk.

Submit an SF 115 to establish appropriate disposition instructions.

B. Paper and microform docket records not covered by a NARA approved schedule that have been converted to optical disk.

1. Hard Copy: Destroy upon verification that the information has been fully and accurately converted to optical disk.

2. Optical disk copy: Submit SF 115 that establishes appropriate disposition instructions. Docket records appraised as temporary will be destroyed in accordance with approved disposition instructions. Docket records appraised as permanent will be transferred to NARA in accordance with item 1B (2) of this schedule.