

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC - 398-76-2	
DATE RECEIVED SEP 16 1975	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>1-22-76</i> Date	<i>James B. Hoode</i> Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)

Department of Transportation

2. MAJOR SUBDIVISION

Office of the Secretary

3. MINOR SUBDIVISION

Departmental Office of Civil Rights

4. NAME OF PERSON WITH WHOM TO CONFER

Martha D. Jones

5. TEL. EXT.

426-4648

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE	
<u>1/8/76</u>	<i>E. Frederick Langford</i>	OST Records Management Officer	
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>This proposed schedule is submitted for the Departmental Office of Civil Rights. The series of records enumerated herein are currently unscheduled.</p> <p>Records which are disposable by authority of the General Records Schedule are excepted from this request.</p> <p style="text-align: center;"><i>RG 398, 3 ITEMS</i></p>		

Copy to Agency 1-23-76-UN

Request for Records Disposition Authority – Continuation

JOB NO

PAGE OF
2/2

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p><u>Reading Files.</u> Copies of letters sent from the Departmental Office of Civil Rights.</p> <p>Destroy when 3 years old.</p>		
2.	<p><u>Internal Working Papers.</u> Material collated and referenced by the Departmental Office of Civil Rights in effecting reports and studies.</p> <p>Destroy when 3 years old or upon completion of report or study, whichever is sooner.</p>		
3.	<p><u>Subject Files.</u> Includes all other subject files of a general administrative nature, including copies of correspondence, reports, and miscellaneous supportive data.</p> <p>Destroy when 3 years old.</p>		