

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

LEAVE BLANK	
JOB NO	<b>NC1-398-78-1</b>
DATE RECEIVED	<b>28 OCT 1977</b>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	<i>11-17-77</i> <i>James P. O'Neil</i> Acting 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  
**Transportation Systems Center (TSC)**

3. MINOR SUBDIVISION  
**Budget Office Code TSC-82**

4. NAME OF PERSON WITH WHOM TO CONFER  
**William G. Gaffney**

5. TEL EXT  
*8-537*  
**494-2602**

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	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
10/21/77	<i>Helen M. Schreyer</i>	Records Management Officer		
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<u>Budget Policy Files</u> Correspondence and subject files in Budget Office documenting Center policy and procedures governing budget administration, and reflecting policy decisions affecting expenditures for Center programs.  DESTROY AFTER 5 YEARS.			
2.	<u>Budget Estimates and Justifications Files</u> Copies of budget estimates and justifications prepared or consolidated in Center Budget Office. Included are appropriation language sheets, narrative statements and related schedules and data.  TRANSFER TO PARC 2 YEARS AFTER CLOSE OF FISCAL YEAR COVERED. DESTROY 1 YEAR AFTER TRANSFER. <i>Destroy one year after the close of the fiscal year covered by the budget.</i>		GRSS-4	

115-107

*Sent to agency, NARS - 11/18/77*

*4 items*

**Request for Records Disposition Authority - Continuation**

JOB NO

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2

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
3.	<p><u>Program Planning, Management and Review Records</u></p> <p>Internal documentation pertaining to authorization for use of program funds, agreements between organizations describing work to be performed, vu-graphs used in program presentations, and authorization for use of overhead funds.</p> <p>DESTROY END OF FISCAL YEAR.</p>		
4.	<p><u>Appropriation Allotment Files</u></p> <p>Allotment records showing status of obligations and allotments under each authorized appropriation.</p> <p>DESTROY AFTER GAO AUDIT OR <sup>when</sup> 10 YEARS <sup>old.</sup>, WHICHEVER IS SOONER.</p>	GRS7-3	