

Rec'd 17 Jul 1979

# REQUEST FOR RECORDS DISPOSAL AUTHORITY

(See Instructions on reverse)

LEAVE BLANK	
JOB NO <b>NCI-398-79-2</b>	
DATE RECEIVED <b>18 JUL 1979</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>1-8-80</b> Date	<i>James E. O'Keefe</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  
Research and Special Programs Administration

3. MINOR SUBDIVISION  
Office of University Research

4. NAME OF PERSON WITH WHOM TO CONFER  
Lessie Graves

5. TEL. EXT  
426-0190

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 3 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 <b>7/16/79</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Carol A. Sutton</i> Carol A. Sutton	E. TITLE OST Records Management Officer
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO (Submit 115)	10. ACTION TAKEN
1	<p><u>Office of University Research</u></p> <p>The Office of University Research acts as principal advisor to the Director, Transportation Programs Bureau, Research and Special Programs Administration and higher level officials on Departmental activities with the academic community; stimulates university attention to transportation research; and disseminates the results of the research nationwide. The research is directed toward issues related to national transportation policy and toward high priority problem areas which complete other Departmental programs.</p> <p><u>GENERAL CORRESPONDENCE.</u></p> <p>These records include general subject files, such as debriefing logs, workshops on university research, reports and related records maintained by the Office relating to the administration of the planning, management and accomplishment of research. <i>Arr. by subject.</i></p> <p>Transfer to FARC when two years old. Destroy when seven years old.</p> <p><i>copy hand-carried to agency by RB, 1/10/80</i> <i>copies to WNRC, NAR, + NNI + NNB - 1/10/80</i></p>	GRS 19/1	6 items

*closed-1-18-80 JS*

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
2	<p><u>R&amp;D PROJECT FILES. (Research + Development Project Files)</u></p> <p>Files reflecting a complete history of each <sup>research + development</sup> project from initiation to completion. Consists of proposal, project authorization documents; basic contract including abstract, work tasks, and deliverables; research results; budgets, analysis memorandums, research photographs, interim, progress reports, notices of completion and correspondence influencing the course of action taken on project.</p> <p>Transfer to closed project file upon completion or termination; transfer closed file to FARC <u>upon closing.</u>                      Destroy seven years after completion or termination</p>	GRS 19/3 (submit 115)	
3	<p><u>R&amp;D TECHNICAL COMMITTEES AND PROCUREMENT BOARDS</u>                      (R+D = Research + Development)</p> <p>Records of workshops, meetings and committees studying transportation problems, records of procurement boards and review committees including the authorization of projects, the phasing of programs, and the control and coordination of contract research. Consists of agendas, minutes of meetings and documents relating to the establishment, revision, or termination of project; and papers reflecting the groups actions, recommendations and accomplishments.</p> <p>Transfer closed files to FARC <del>after</del> two years <u>after closing.</u>                      Destroy seven years after file is closed.</p>	GRS 19/2a (submit 115)	
4	<p><u>R&amp;D PROJECT LISTS AND CHARTS</u> (R+D = Research + Development)</p> <p>Lists, card indexes, charts, or other media reflecting specific information on individual projects administered by Department of Transportation.</p> <p>Destroy when project is complete.</p>	GRS 19/4 (submit 115)	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
5	<p><u>R&amp;D TECHNICAL REPORT FILE.</u> (R+D= Research + Development)</p> <p>An official file copy of each technical report or unpublished manuscript of report prepared in connection with a project. This file also includes articles, papers at professional meetings, negatives of published reports, statistical and graphic compilation, computer programs, summarizations, analyses, and books. <i>Arr. by title. 12 cu ft/yr.</i></p> <p><u>PERMANENT</u> of reports.</p> <p>A. <u>Master Set</u> Transfer to FARC when two years old.                      Offer to NARS when seven years old.</p> <p>B. <u>Case File.</u> Transfer to FARC when two years old.                      Destroy when seven years old.</p>	GRS 19/7 (submit 115)	