ACTIVE ITEMS. These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

INACTIVE ITEMS. These items may no longer be used to disposition records. They are superseded, obsolete, filing instructions, describe non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items may be annotated on the schedule.

(P) Permanent
(T) Temporary

ITEM	STATUS	WHY INACTIVE
1/A	Withdrawn	Withdrawn
1/B/1	P(inactive)	superseded by DAA-0398-2024-0004-0001
1/B/2	T(Active)	
1/B/3/A	T(Active)	
1/B/3/B	P(Active)	
1/B/4	T(Active)	
2	T(Active)	
3	P(Active)	
4	T(Active)	
5	P(Active)	
6	P(Active)	
7/A/1	P(Active)	
7/A/2	T(Active)	
7/B/1/A	P(Active)	
7/B/1/B	T(Active)	
7/B/2	T(Active)	

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK
JOB NO: NC1-398-80-1
DATE RECEIVED: 11-19-79
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10. 4-15-80 Date. Archivist of the United States (Acting)

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: Executive Secretariat
4. NAME OF PERSON WITH WHOM TO CONFER: Luci Austin
5. TEL EXT: 426-0337

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 4 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
1-31-80	Carol A. Sutton	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
	EXECUTIVE SECRETARIAT The records listed in this schedule are those maintained by the Executive Secretariat on behalf of the Secretary, Deputy Secretary, Associate Deputy Secretary and Director of the Executive Secretariat and records maintained by the Special Assistants to the above officials. The Secretary is the principal advisor to the President on national transportation affairs and is the principal representative of the President's Administration in relations to Congress, other elements of Government, the transportation community and the public, with respect to transportation needs, policies, programs, resources and actions.		
1	GENERAL SUBJECT FILES - Microfilm and Hard Copy Correspondence, memoranda, reports and all other official documents relating to transportation policy or planning or the executive direction of the Department of Transportation which has been acted on (signed, approved and/or seen) by the Secretary, Deputy Secretary, Associate Deputy Secretary and Director of the Executive Secretariat. to agency, NNE, NNR, WNRC - 4/17/80 NNB Closed 4-21-80 JC		15 items

115-107

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

Standard Form No. 115-A
Revised November 1951
Prescribed by General Services Administration
GSA Reg. 3-IV-106
115-202

Job No. _____ Page 2 of 4 pages

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

a. Records created prior to 1973 and not supported by an automated system (not to be filmed)

PERMANENT.
Offer to NARS when 5 years old with related finding aids such as source file.

~~Total 326 cu. ft, 1966-73. Currently in WNRC. None in agency. 55 cu. ft. per year~~ - arranged by subject (numerical/alpha) according to agency's subject classification directive.

b. Records created after 1973 and supported by an automated system

(1) Microfilm records
PERMANENT - silver original + 1 duplicate copy (silver, diazo, or vesicular)
Offer to NARS when five years old with related manual finding aids

2 cu. ft. per year - arranged numerically by cartridge #, Documents are arranged on film numerically by control #,

(2) All other microfilm copies - ~~Appropriate disposition will be determined by DOT and destruction will be handled by the originating office when superseded.~~ Destroy in agency when no longer needed for administrative purposes.

The agency certifies that the records described on this form will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506. Storage conditions will adhere to the standards of 41 CFR 101-11.507 and 41 CFR 101-11.508. The first inspection of microfilm will be conducted in 1982.

(3) Computerized index (Secretariat Information Retrieval System)

(a) DOT copy - destroy in agency when superseded.

(b) ~~NARS copy - current copy of index to be dumped annually from disc and sent to NARS with related film. NARS to retain as finding aid until superseded, then destroy.~~
Record copy -- Permanent. Transfer annually from disc to magnetic tape + send to NARS with related film.

(4) All manuals, procedural indexes, guides, documentation, and any necessary information retrieval documents - transfer current version to NARS with related film. NARS retain until superseded, then destroy.

withdrawn, 3/17/80 RTB CAS

RTB 4/10/80 CAS

Four copies, including original, to be submitted to the National Archives and Records Service

GPO .1963—O-711-917

Standard Form No. 115-A
Revised November 1951
Prescribed by General Services Administration
GSA Reg. 3-IV-106
115-202

Job No. _____

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	REPORTS (GENERAL). These records include Financial and General Reports on the Secretary's Dining Room and other similar reports of the Secretary, Deputy Secretary, Associate Deputy Secretary and their Special Assistants. Transfer to FARC when three years old. FARC destroy when six years old.		
3	REPORTS (SPECIAL) These records include Bi-weekly High-light Reports and other similar Secretarial level reports. PERMANENT Transfer to FARC when one year old. Offer to NARS when six years old. 2 cu. ft. per year - arranged chronologically		
4	LECTURES AND SPEECHES OF THE SECRETARY, DEPUTY SECRETARY, ASSOCIATE DEPUTY SECRETARY AND THEIR SPECIAL ASSISTANTS. These records consist of copies of speeches pertaining to transportation policy and programs. (Official copy of speeches are retained in the Office of Public and Consumer Affairs). Destroy when three years old.		
5	TRAVEL. These records include supporting and briefing papers relating to the official travel of the Secretary, Deputy Secretary, Associate Deputy Secretary and their Special Assistants. Arr. chronologically or by place. 3 cu ft./yr. ~~PERMANENT. Offer to NARS when 5 years old.~~ ~~Transfer to FARC when three years old.~~ ~~FARC destroy when six years old.~~ RTB 3/17/80 + 4/3/80 OK Permanent. Break file annually. Transfer to FARC when 5 years old. Offer to NARS in 4-year blocks when latest records are 10 years old.		
6	APPOINTMENTS. These records contain briefing material and appointment records for the Secretary, Deputy Secretary, Associate Deputy Secretary and their Special Assistants. Arranged chronologically. 3 cu ft/yr. ~~PERMANENT. Offer to NARS when 5 years old.~~ ~~Transfer to FARC when three years old.~~ ~~FARC destroy when six years old.~~ RTB 3/17/80 + 4/3/80 OK Permanent, Break file annually. Transfer to FARC when 5 years old. Offer to NARS in 4-year blocks when latest records are 10 years old.		

GPO : 1963—O-711-917

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
7.	COMMITTEE AND CONFERENCES		
	a. Records relating to establishment, organization, membership and policy	GRS 16/12a (1) (submit 115)	
	(1) DOT-sponsored interagency, advisory, and international committees and conferences.		
	PERMANENT. Transfer to FARC three years after committee is terminated. Offer to NARS ~~when~~ 10 years ~~old.~~ after committee is terminated.		
	ca. ~~1~~ ½ cu. ft. per year - arranged by group name		
	(2) internal committees	GRS 16/12a (2) (same)	
	Destroy in agency two years after termination of committee.		
	~~b. All other committee records — Destroy in agency when three years old or when no longer needed for reference.~~		
	b. Records created by committees	GRS 16/12 b(1)(a) (submit 115)	
	(1) Agendas, minutes, final reports + related records documenting the accomplishments of official boards & committees sponsored by DOT. Arr. by name of group ca. ½ cuft/yr.		
	(a) Record copy (office of record) PERMANENT. Transfer to FARC 3 years after committee is terminated. Offer to NARS 10 years after committee is terminated.		
	(b) All other copies Destroy when 3 years old or when no longer needed for reference.	GRS 16/12 b(1)(b) (same)	
	(2) All other committee records, all committees. Destroy when 3 years old or when no longer needed for reference.	GRS 16/12 b(2) (same)	

GPO . 1963—O-711-917