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REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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
Office of Automated Systems Policy

4. NAME OF PERSON WITH WHOM TO CONFER
Judy Bert

5. TEL EXT
426-9201

LEAVE BLANK	
JOB NO	NC1-398-80-2
DATE RECEIVED	September 12, 1980
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
10-14-80 Date	<i>Arthur W. [Signature]</i> Archivist of the United States

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 1 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 9-8-80	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	10. ACTION TAKEN
1	<p><u>OFFICE OF AUTOMATED SYSTEMS POLICY</u></p> <p>The Office of Automated Systems Policy fosters the development and use of the automated information technology to effectively support mission objectives, improve productivity and efficiently utilize the Department's information resources.</p> <p><u>ADMINISTRATIVE CORRESPONDENCE FILES</u></p> <p>Correspondence, memoranda and reports relating to the administration and operation of the Office of Automated Systems Policy. (Arranged in accordance with DOT Subject Classification directive).</p> <p>a. Review files every three years and destroy at that time files without continuing reference value.</p> <p>b. Files with reference value should be transferred when three-years-old to FRC. FRC destroy after additional three years. <i>6 yrs. old,</i></p>		

CS 9/23/80
CS 9/23/80

to agency, UNRC, NNF - 10/16/80
Closed Out: 10-20-80 : K.T.J.

2 items