INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-398-80-02

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Superseded by GRS 3.1, item 010 (DAA-GRS-2016-0013-0002)

Date Reported: 5/12/2021
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  

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 ____ 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  
Carol A. Sutton  

E. TITLE  
OST Records Management Officer  

7. ITEM NO  

8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)  

OFFICE OF AUTOMATED SYSTEMS POLICY  
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.  

1. ADMINISTRATIVE CORRESPONDENCE FILES  
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).  

a. Review files every three years and destroy at that time files without continuing reference value.  

b. Files with reference value should be transferred when three-years-old-to-FRC. FRC-destroy when additional three years, 6 yrs. old.  

ACTION TAKEN  

closed out: 10-20-80  

STANDARD FORM 115  
Revised April 1, 1975  
Prescribed by General Services Administration  
FPMR (41 CFR) 101-11 4