

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

REMOVED FROM 8/14

TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

LEAVE BLANK	
JOB NO	NC1-398-81-1
DATE RECEIVED	January 29, 1981
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
3-30-82 <i>Date</i>	<i>Robert W. ...</i> <i>Archivist of the United States</i>

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Transportation

2. MAJOR SUBDIVISION
Office of Administrative Operations

3. MINOR SUBDIVISION
Facilities Management Branch

4. NAME OF PERSON WITH WHOM TO CONFER
Carol A. Sutton

5. TEL EXT
426-1280

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 1-9-81	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	All the unscheduled records below are stored at the Washington National Records Center and after research in DOT/OST we feel they should be now disposed of. <u>Volpe Personal Files 1969 - 73</u> <u>28 cu. ft. accession 398-76-9</u> These are duplicate records and were used by Secretary Volpe for his own personal use.		
2	<u>Relocation Files 1970 - 1973</u> <u>1 cu. ft. accession 398-74-18</u> Records are general in nature and serve of no use to this agency.		
3	<u>General Subject Files of the Office of Telecommunications 1967 - 1968</u> <u>1 cu. ft. accession 398-71A-4193</u> Records are general in nature and serve of no use to this agency. <u>Destroy Immediately</u>		

3 items

*Closed Out: 4-13-82: K.P.H. -
Copy to Agency, NCW & NNF*