

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rec'd NCI 3 Mar 81/44

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 Policy and International Affairs

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

5. TEL EXT
426-1280

LEAVE BLANK

JOB NO
NCI-398-81-2

DATE RECEIVED
March 3, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

8-27-82 *Richard K. ...*
Date 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
2-27-81

D. SIGNATURE OF AGENCY REPRESENTATIVE
Carol A. Sutton
Carol A. Sutton

E. TITLE
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
	All the unscheduled records listed below are stored at the Washington National Records Center. They are all records of the Office of the Assistant Secretary for Policy and International Affairs. After research and checking with the offices involved it has been determined that they can now be disposed of.		
1	Questionnaires used in two surveys conducted by DOT on traveller and employee access to Cleveland Hopkins Airport. <i>Destroy immediately.</i>	122 cu. ft.	
2	Working papers and background material on two studies Interoceanic Canal Study and Automobile Insurance Study. <i>Destroy immediately.</i>	5 cu. ft.	
3	General subject files that contain records consisting of chron files, background material and internal administrative files, <i>1966-69.</i>	47 cu. ft.	
4	General office records consisting of comments received on draft policy statement (1970) comments and miscellaneous papers received re Steering Committee meetings and Intl Aviation Policy, <i>1970.</i>	4 cu. ft.	
	<i>Permanent. Offer to NARS when 20 years old.</i>		<i>4 items</i>

115-107

*Changes per M.G. of NARS & C.S. of DOT
3-17-82 M.G. Closed out: 9-1-82 cm
Moved to Room 2 NCI*

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