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 the Asst. Secretary for Budget & Programs

4. NAME OF PERSON WITH WHOM TO CONFER
   Ann Hale

5. TEL EXT
   426-9191

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 2 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
   3-12-81

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)

9. SAMPLE OR JOB NO

10. ACTION TAKEN

OFFICE OF THE ASSISTANT SECRETARY FOR BUDGET AND PROGRAMS

The Office of the Assistant Secretary for Budget and Programs advises the Secretary of Transportation on the development, review and presentation of the Department's budget resource requirements and on the evaluation and oversight of the Department's programs.

1. GENERAL SUBJECT FILES.
   Correspondence, reports and other documents accumulated by offices that are general in nature and relate to internal administration of the Office of Budget and Programs. These records include material of the Departmental program, planning and budgeting process such as working tables, planning instructions and program proposals.

   Destroy when three years old.

2. BUDGET POLICY FILES
   Correspondence documenting Departmental policy and procedures governing budget and planning administration

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4
<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)</th>
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<td>and reflecting policy decisions affecting expenditures for DOT programs. Destroy when six years old</td>
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<td>3.</td>
<td>BUDGET ESTIMATES AND JUSTIFICATION FILES. Copies of budget estimates and justification comprised of appropriation language sheets, narrative statements and related schedules and data.</td>
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<td>LOST - PERMANENT Transfer to the Federal Records Center when five years old. FRC offer to NARS when 10 years old. All other administrations Destroy when three years old.</td>
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<td>4.</td>
<td>CONGRESSIONAL INQUIRY FILES. Copies of correspondence regarding requests for data from Members of Congress on subjects such as budget obligation estimates, budget outlays and new programs authorized. Destroy when four years old.</td>
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