

AUG 26 1982

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCI-398-81-2
DATE RECEIVED	AUG 26 1982
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
1-13-83 Date	<i>[Signature]</i> Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)
U.S. Department of Transportation

2. MAJOR SUBDIVISION
Office of the Secretary

3. MINOR SUBDIVISION
Office of the Assistant Secretary for Policy and International Affairs

4. NAME OF PERSON WITH WHOM TO CONFER
Jean Amado

5. TEL EXT
426-4352

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 8-23-82	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>OFFICE OF THE ASSISTANT SECRETARY FOR POLICY AND INTERNATIONAL AFFAIRS</p> <p>The Office of the Assistant Secretary for Policy and International Affairs is the principal staff advisor to the Secretary for analysis, development, articulation and review of policies and plans for domestic and international transportation.</p> <p><u>POLICY CORRESPONDENCE FILES.</u></p> <p>Correspondence, agreements and other documents reflecting the planning, direction, coordination and evaluation that formulate and recommend DOT policy and plans for domestic and international transportation.</p> <p>Filed by subject in accordance with the Department's Subject Classification Directive APPROX. 6 CU. FT. PER YR. <u>PERMANENT</u></p> <p>Transfer to FRC when three years old. Offer to NARS when 10 years old in 5 year blocks</p>		<p>NO MASS DATA CHANGE</p> <p>9 items</p>

1-6-83
change
PERMS of
NARS
copy to agency, 2-15-83, 88.

when the latest records are 10 years old.

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
2	<p>OFFICE OF THE ASSISTANT SECRETARY FOR POLICY AND INTERNATIONAL AFFAIRS (CONTINUED)</p> <p><u>POLICY REPORT FILES</u></p> <p>Official files of studies, reports and projects, conducted in-house or by contract, relating to transportation policy and procedures such as the 55 mile speed limit, transportation for elderly and handicap; planning for intermodal transportation; policy development and evaluation such as energy and technological developments; and planning for national emergencies related to energy problems such as foreign oil embargoes and coal shortages.</p> <p>Filed by report, study or project title.</p> <p>A. <u>Master</u>. One copy of final report, study or project. <u>PERMANENT</u> <i>APPROX. 3 CU. FT. PER YR.</i> Transfer to FRC three years after study or report is completed.</p> <p>Offer <i>Offer</i> to NARS 10 years after study or report is completed.</p> <p>B. <u>Case File</u>. Includes background and working papers.</p> <p>Transfer to FRC three years after study or report is completed</p> <p>Destroy <i>D</i> Destroy six years after study or report is completed</p>		
3	<p><u>COUNTRY CASE FILES</u></p> <p>Case files consisting of correspondence and technical background material used in preparation of bilateral negotiations and for reference purposes.</p> <p>Destroy when reference value is exhausted.</p>		

*1-6-93
 Changes
 per MG of
 NARS
 C.S. of DOT*

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
4	<p>OFFICE OF THE ASSISTANT SECRETARY FOR POLICY AND INTERNATIONAL AFFAIRS (CONTINUED)</p> <p><u>OFFICE ADMINISTRATIVE FILES.</u></p> <p>A. <u>General Subject Files.</u> Correspondence, memoranda and other documents accumulated by offices that relate to internal administration such as travel and transportation, budget submissions, correspondence management, personnel and general housekeeping records.</p> <p>Destroy when three years old.</p> <p>B. <u>Reading or Chron files.</u> Copies of correspondence used solely as a reading or reference file for convenience of personnel.</p> <p>Destroy when two years old or when reference value has been exhausted.</p>		
5	<p><u>ENVIRONMENTAL IMPACT STATEMENT FILES.</u></p> <p>Background and working papers regarding waterways, highway and airport construction, building, etc.</p> <p>A. If project is, or is expected to be involved in litigation, retain until reference value is exhausted.</p> <p>B. All others destroy after final EIS is signed.</p> <p>Each DOT operating administration has final EIS approval authority and keeps final EIS.</p>		
6	<p><u>LEGISLATIVE AND REGULATORY COORDINATION FILES.</u></p> <p>Contains legislative material (bills, reports, hearing records) and regulatory material which the office has reviewed for comments in support of the Departments position. Used as a reference source for future legislation. Copies of material kept in the Office of General Counsel.</p> <p>Destroy when three years old or when reference value is exhausted.</p>		