

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

|   |  |
|---|--|
| LEAVE BLANK   |  |
| JOB NO<br><b>NCI-398-83-2</b>   |  |
| DATE RECEIVED<br><b>3-10-83</b>   |  |
| 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the disposal request including amendments is approved except for items that may be stamped 'disposal not approved' or 'withdrawn' in column 10 |  |
| <b>5-5-83</b><br>Date   | <i>Robert W. May</i><br>Archivist of the United States |

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 Small and Disadvantaged Business Utilization**

4 NAME OF PERSON WITH WHOM TO CONFER  
**Marie Hendricks**

5 TEL EXT  
**426-1930**

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<br><b>3-8-83</b> | D SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Carol A. Sutton</i><br><b>Carol A. Sutton</b> | E TITLE<br><b>OST Records Management Officer</b> |
|-------------------------|--|--|

| 7 ITEM NO | 8 DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
|-----------|---|--------------------|-----------------|
| 1         | <p><u>OFFICE OF SMALL AND DISADVANTAGED BUSINESS UTILIZATION</u></p> <p>This office provides policy direction for minority, women-owned and small and disadvantaged business participation in the Department's procurement and Federal financial assistance activities.</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, correspondence management, and personnel and general housekeeping records.</p> <p>Start new file yearly<br/>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> |                    | <b>2 items</b>  |

**NO MASS DATA CHANGE**

Sent to NAF by Dmw-6/1/83 Agency-6/1/83 by Dmw