

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCI-398-84-1	
DATE RECEIVED 11-14-83	
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the disposal request including amendments is approved except for items that may be stamped 'disposal not approved' or 'withdrawn' in column 10	
<i>Jan 9 85</i> Date	<i>Robert W. [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 Financial Management

4 NAME OF PERSON WITH WHOM TO CONFER
Gwendolyn Dawson

5 TEL EXT
426-1306

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 11-10-83	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 style="text-align: center;"><u>OFFICE OF FINANCIAL MANAGEMENT</u></p> <p>The Office of Financial Management provides and is principal advisor to the Assistant Secretary for Administration and operating Administrations on matters relating to financial management and employee travel entitlement allowances for the Department. This includes debt collection, cash management, internal control, financial systems policy, etc.</p> <p><u>OFFICE ADMINISTRATIVE FILES</u></p> <p>A. <u>General Subject Files.</u> Correspondence, memoranda, and other documents accumulated by the office that relate to internal administration such as travel and transportation, correspondence management, personnel and general housekeeping records.</p> <p style="padding-left: 40px;">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.</p> <p style="padding-left: 40px;">Destroy when two years old or when reference value has been exhausted.</p>		5 items

sent agency copy 2/6/85 CLK
sent copies to NCW NNF 2/8/85 COMASS DATA CHANGE SHEET NOT REQUIRED

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>REPORT FILES. Official files of studies, reports or projects conducted in-house or by contract.</p> <p>A. Reports, studies, or projects relating to evaluations to develop or ensure development of new or improved policies, practices, procedures and systems and made to evaluate Departmental programs and proposed programs.</p> <p>(1) Final Report/Study</p> <p>PERMANENT. One copy of final report, study, or project. Transfer to Federal Records Center five years after study or report is completed. FRC offer to NARS 10 years after study or report is completed.</p> <p>(Approx. 2 cu. ft. per year.)</p> <p>(2) Case Files. Background and working.</p> <p>Destroy five years after study or report is completed.</p> <p>2.3. FINANCIAL MANAGEMENT POLICY FILES. Records relating to the formulation and implementation of Departmental financial management policy concerning debt collection, cash management, internal control, accounting system reporting requirement, travel and fiscal services, etc.</p> <p>Transfer to FRC when five years old. FRC destroy when eight years old.</p> <p>MASS DATA CHANGE SHEET NOT REQUIRED</p>	<p><i>Withdrawn</i></p> <p><i>CA Sutton</i> <i>10/23/84</i></p>	