REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

FROM (Agency or establishment)
Department of Transportation
National Highway Traffic Safety Administration
General Services Division

NAME OF PERSON WITH WHOM TO CONFERENCE
Marilyn McCollum

DATE RECEIVED
12-22-86

DATE
3-11-87

TELEPHONE EXT
366-2589

DATE
12/16/86

SIGNATURE OF AGENCY REPRESENTATIVE
Marilyn McCollum

CITY
WASHINGTON, DC

STATE
DC

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, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence [ ] is attached, or [ ] is unnecessary

B DATE
12/16/86

D TITLE
Records Officer

7 ITEM NO

8 DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9 GRS OR SUPERSEDED JOB CITATION

10 ACTION TAKEN
( NARS USE ONLY)

1. Investigatory Case Files.
Individual files involving investigations into manufacturers' compliance with Federal vehicle safety regulations.

a. Certified Information Requests (CIR) Files.
   (1) Paper Records.
   Destroy when microfiche has been determined to be a satisfactory substitute for original records.
   (2) Microfiche copies of records.
   Destroy when no longer needed.

b. Preliminary Customs Investigations (PCI). Files pertaining exclusively to imported vehicles to ensure compliance with Federal vehicle safety regulations.
   Cut off when case is closed. Retire to WNRC 1 month after case is closed. Destroy 2 years after closing of case.

   Change in wording agreed to by R.T. and J.E.

   3-9-87

   S.J.K.

   3/12/87

   DOT

   NCF.NNF

   3/12/87

   NSN 7540-00-634-4064

   STANDARD FORM 115 (REV. 8-83)

   Prescribed by GSA

   FPMR (41 CFR) 101-11-4