

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

NCO 30 OCT 78

LEAVE BLANK	
DATE RECEIVED	JOB NO.
	NOV 2 1978
DATE APPROVED	
NCL 416 79 1	

TO: GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)
 Department of Transportation

2. MAJOR SUBDIVISION
 National Highway Traffic Safety Administration

3. MINOR SUBDIVISION
 Traffic Safety Programs

4. NAME OF PERSON WITH WHOM TO CONFER
 Carlotta Bailey

5. TEL. EXT.
 426-2968

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3503a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

1-26-79 James P. O'Neill
 Date acting Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 1 pages are proposed for disposal for the reason indicated: ("X" only one)

- A The records have ceased to have sufficient value to warrant further retention.
- B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

10/23/78
 (Date)

Carlotta D. Bailey
 (Signature of Agency Representative)

NHTSA Records Officer
 (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>REQUEST ██████████ DISPOSAL AUTHORITY FOR THE FOLLOWING RECORDS</p> <p><u>PROGRAM FILES.</u> These files are accumulated by the Traffic Safety Program, NHTSA. They provide for the planning, guidance and coordination necessary for the development, implementation, and evaluation of approved State-Community programs.</p> <p><u>HIGHWAY SAFETY PLAN (HSP).</u> (Formerly Annual Work Program and Comprehensive Plan) Includes copies of the program, agreements, revisions, quarterly progress reports, revisions, modifications, and evaluations with related correspondence.</p> <p>PERMANENT: Headquarters and Regional Offices: COFF after 4 fiscal years, hold 1 year, transfer to FRC.</p> <p>a. <i>Headquarter: Destroy when 5 years old.</i></p> <p>b. <i>Regional Office: COFF at end of fiscal year. Transfer to FARC 4 years after period of the account. Destroy 6 years and 3 months after the period of the account. SC 1-18-79 per Carlotta Bailey</i></p>	<p>Job No. NN-174-44 Items 78 and 79</p>	<p><i>GRS 6-1</i></p> <p><i>sent to All FRCs, NWF & Agency MA 1-30-79</i></p> <p><i>2 items</i></p>