

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-467-94-5	DATE RECEIVED 5.13.94
1. FROM (Agency or establishment) Department of Transportation		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Research and Special Programs Administration		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Office of Automated Tariffs (OAT)			
4. NAME OF PERSON WITH WHOM TO CONFER Joan Hepburn	5. TELEPHONE 366-2419	DATE <i>for</i> 5/20/94	ARCHIVIST OF THE UNITED STATES <i>James W. Moore</i>

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached ___ 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE <i>4/25/94</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE <i>Sup. Sew. Specialist</i>
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See Attached Sheets		

Copies sent to Agency, NCF, NNT @ 5/26/94

Office of Automated Tariffs (OAT)

1. Waiver Files (NC1-197-82-1/88)
Files consists of carrier application to file tariff publications in a manner contrary to that required by DOT regulations, staff working papers and evidence of final DOT action.

Cutoff files annually. Transfer to FRC when 2 years old.
Destroy when 7 years old.
2. Authorizations Under Terms of 402 Permits (NC1-197-82-1/100)
One-time applications and evidence of OST action.

Cutoff files annually. Transfer to FRC 1 year after filing.
Destroy when 5 years old.
3. Tariffs Publications and Transmittal Letters (NC1-197-82-1/101)
 - A. Tariff publications: printed schedules (official and cancelled pages) and other supporting data of current rates and fares published by foreign air carriers.

Cutoff files annually. Transfer to FRC 3 years after schedule is superseded or obsolete. Destroy 5 years after superseded or obsolete.
 - B. Transmittal letters: cover letter with tariff publications.

Cutoff files annually. Transfer to FRC 2 years after receipt of letter. Destroy 5 years after date of receipt.
4. Tariff Memoranda Files (NC1-197-82-1/102)
Contains copies of memoranda and related staff working papers in connection with description of tariffs files with OAT.

Destroy 5 years after date of memoranda.
5. Complaints, Protests, and Petitions File (NC1-197-82-1/103)
Contains copies of formal documents (duplication of official docket) arising out of actions taken by carriers in protest against tariffs, staff working papers and related memos.

Destroy 2 years after date of document or when no longer needed for reference, whichever is sooner.

6. Tariff Rejection Notice File (NC1-197-82-1/104)
Copies of notices sent to carriers rejecting tariff.

Destroy 2 years after date of notice.

7. Special Tariff Permission Files (NC1-197-82-1/107)
Carrier applications for various special tariff actions, staff working papers, and evidence of final OAT action.

Cutoff files annually. Transfer to FRC one year after close of case. Destroy 7 years after close of case.