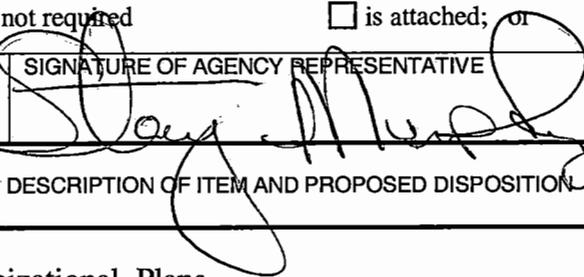


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| REQUEST FOR RECORDS DISPOSITION AUTHORITY | | JOB NUMBER 570-04-4 | |
| TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001 | | Date received 8/18/04 (12/30/04) | |
| 1. FROM (Agency or establishment) U.S. Department of Transportation | | NOTIFICATION TO AGENCY | |
| 2. MAJOR SUBDIVISION Bureau of Transportation Statistics | | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER | 5. TELEPHONE NUMBER | DATE 4/1/04 | ARCHIVIST OF THE UNITED STATES Alta Weinstein |
| 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 needed now for the business for 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, | | | |
| <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. | | | |
| DATE 12/28/04 | SIGNATURE OF AGENCY REPRESENTATIVE  | | TITLE Administrative Specialist |
| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
| 1. | <u>Organizational Plans</u> This records series includes documents relating to the establishment of and changes in the organization, mission, functions, relationships, and delegations of authority, such as organizational and functional charts, staff studies, minutes of staff meetings, and related correspondence. This schedule applies to all the described records regardless of physical media. If permanent records are on CD-ROM, they must conform to existing standards for transfer to the National Archives. a(1) Record copy - Final report of agency <u>organization</u> or <u>reorganization</u> plan or study that was implemented. Disposition: Permanent . Close file after completion of the study or report. Keep file in the office for 4 years after closure, then retire to the FRC. Transfer to NARA in 5 year blocks when the most recent record is 20 years old. | | |

a(2). Work files/supporting documentation of agency organization or reorganization plan or study that was implemented.

Disposition: **Disposable**. Close file upon completion of the plan or study. Keep files in the office for 4 years after closure, then retire to the FRC. Destroy 7 years after closure.

b(1). Documentation of agency organization or reorganization plan or study that was **not** implemented.

Disposition: **Disposable**. Close file when study is cancelled. Keep files in the office for 2 years after closure, then retire to the FRC. Destroy 5 years after closure.

c(1). Electronic mail and word processing system copies – copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Disposition: **Disposable**. Destroy/delete within 180 days after the recordkeeping copy has been produced.

c(2). Electronic mail and word processing system copies – copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Disposition: **Disposable**. Destroy/delete when dissemination, revision, or updating is completed.