

REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO. NC1-134-76-3	
DATE RECEIVED APR 5 1976	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
4-16-76 Date	<i>James B. Rankin</i> Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)
Interstate Commerce Commission

2. MAJOR SUBDIVISION
Office of Hearings

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Kathy Link

5. TEL. EXT.

275-7431

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 2 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 3/30/76	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert Oswald</i>	E. TITLE Secretary
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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>The Office of Hearings performs scheduling and processing duties for proceedings coming before the Commission in the carrying out of the Interstate Commerce Act and other related Acts. The Office schedules oral hearings, handles proceedings under special and modified procedures, responds to procedural questions, prepares reports and releases for initial decisions, conducts hearings, provides case status information, maintains production control, and appoints joint boards for handling proceedings for carrier operations involving three or fewer states.</p> <p style="text-align: center;"><i>c.s./R.C.T. 4-5-76</i></p> <p>Joint Board Appointment File - Complex of records documenting the appointment of members to joint boards to which proceedings may be referred when motor carrier or broker operations involve no more than three states. Includes correspondence concerning the formation of boards and appointment of members, participation of board members, lists of membership of various boards, and orders documenting composition of current boards. Arranged alphabetically by state. See NN 172-34, Items 1, 3, and 4.</p> <p>Break file every 5 years. Destroy 5-year segment when 5 years old.</p> <p><i>Copy to Agency 4-19-76</i></p>		

Request for Records Disposition Authority – Continuation

JOB NO.

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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
2.	<p>Joint Board Combination Lists - Lists of possible combinations of states forming joint boards and numerical designations for such boards. Used in designating boards for hearings. See NN 172-34, Item 2.</p> <p>Destroy when superseded.</p>		
3.	<p>Hearing Case Control Cards - Hearing Case Control Card (Form OH-99) used as control file in processing of cases. Includes information concerning the scheduling of hearings and the disposition of cases before the Interstate Commerce Commission. Card indicates place of hearing, judge, date, applicant's name, attorney, shipper, protestants, and hearing room. Arranged by docket number.</p> <p>Destroy 5 years after becoming inactive.</p>		