

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)

Interstate Commerce Commission

2. MAJOR SUBDIVISION

All Bureaus and Offices

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Carroll Stearns

5. TEL EXT

275-7696

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 5 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 <u>12/2/76</u> | D. SIGNATURE OF AGENCY REPRESENTATIVE <u>Robert Oswald</u> | E. TITLE <u>Secretary</u> |
|---------------------------|---|------------------------------|

| 7. ITEM NO | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO | 10. ACTION TAKEN |
|------------|---|---------------------|------------------|
| | <p align="center"><u>INTERSTATE COMMERCE COMMISSION</u> <u>GENERAL RECORDS SCHEDULE</u></p> <p>The records herein are those common to all Bureaus and Offices, those usually referred to as "housekeeping and "administrative" records. These records are scheduled under a Commission General Schedule for consistency and ease of applicability.</p> <p>This schedule supersedes the Interstate Commerce Commission General Schedule, NN-169-103, dated 4-30-69. Items appearing in the new schedule which also appeared in the superseded schedule or other schedules are cross-referenced.</p> <p>The following items listed in the Interstate Commerce Commission General Schedule, NN-169-103 were deleted because they are no longer maintained or identifiable as separate records series.</p> <p>Item 6b. Item 7a. Item 9.</p> | | <u>16 items</u> |

| | |
|---|---|
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| JOB NO | <u>NC 1-134-77-3</u> |
| DATE RECEIVED | <u>DEC 6 1976</u> |
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 | |
| <u>JUL 19 1977</u> Date | <u>James B. Cloud</u> Archivist of the United States |

¹¹⁵⁻¹⁰⁷
Sent to agency, all FRC's, NOW, NNF, HNB, NNG
7/21/77

| Request for Records Disposition Authority – Continuation | | JOB NO | PAGE OF 2 |
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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><u>OFFICE ADMINISTRATION RECORDS</u> - Records relating to such matters as space allocation and utilization; fire prevention; safety; employee relations; personnel strength; performance evaluations; leave (except daily time and leave records, related correspondence and official leave cards); distribution of pay checks and bonds; charity drives; health services and medical benefits; welfare and recreation; work assignments and production; requisitioning of supplies, services and publications; reproduction and certification of ICC documents; travel funds; requests for credentials; motor vehicle assignments; telephone usage files relating to funds used for long distance calls and reports of such calls; employee training such as training schedules, lists and notices (but excluding training course substantive materials and agenda); and, comparable internal administrative and housekeeping functions. See NN-169-103, Item 1.</p> <p>Destroy when 1 year old.</p> | | |
| 2. | <p><u>BUDGET ESTIMATE FILE</u> - Copies of budget estimates and related papers retained by organizational components of the Bureau or Office and copies of consolidated estimates, the originals of which are submitted to the Budget and Fiscal Office. See NN-169-103, Item 2.</p> <p>Destroy 1 year after close of fiscal year covered by budget.</p> | | |
| 3. | <p><u>REPORTS FILE</u> - Copies of periodic reports of accomplishment submitted by organizational units for inclusion in reports to the Chairman and in the annual report of the Commission. See NN-169-103, Item 3. <i>Arranged chronologically, 1970 to present.</i> <i>VTD = 10 C.F.; EAV = 1 1/2 C.F.</i></p> <p>a. <u>Bureau and Office Reports</u> - Permanent. Close file annually and transfer to the FRC 5 years later. Offer to the National Archives when 20 years old.</p> <p>b. <u>Section and Other Reports</u> - Destroy after submission of reports for the succeeding year.</p> | | |

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| 4. | <p><u>PERSONNEL WORKING FILE</u> - Unofficial copies of personnel records maintained in Bureaus and Offices. Includes requests for personnel actions, notifications of personnel actions, service record cards, and related correspondence. See NN-169-103, Items 4a and 4c.</p> <p>If employee transfers to another organizational unit within the Commission, transfer his personnel file with him. Upon separation of employee, transfer file to the Personnel Office. <i>Dispose of when no longer needed.</i></p> | | |
| 5. | <p><u>LEAVE AND TIME REPORTS</u> - Daily leave and time reports and related correspondence exclusive of the official leave record maintained for each employee. See NN-169-103, Item 4b.</p> <p>Destroy 6 months after end of pay period.</p> | | |
| 6. | <p><u>TRAVEL AUTHORIZATION FILE</u> - Duplicate copies of ICC Form 1002, Request for and Authorization of Official Travel, or comparable forms, per diem record of individual employees, correspondence relating to itineraries, expenses, use of private automobiles, and other matters relating to employee's travel exclusive of documentation used to support accountable records. See NN-169-103, Item 4d.</p> <p>Destroy when 2 years old.</p> | | |
| 7. | <p><u>REFERENCE FILES</u> - Nonrecord copies of Commission minutes, orders, circulars, manuals, regulations, and comparable publications, official file copies of which are maintained elsewhere; copies of exhibits; copies of transcript of hearings; copies of court briefs; copies of reports; carriers and other commercial publications; publications of other Government agencies; copies of General Counsel's memoranda; printed Congressional hearings and processed issuances concerning hearings; copies of speeches; news clippings and extra copies of news and press releases (including press releases other than those issued by ICC); and comparable publications and issuances maintained solely for convenience of reference and not required to document a specific action or case. See NN-169-103, Item 5.</p> <p>Destroy when superseded.</p> | | |

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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 |
| 8. | <p><u>BOARD, COMMITTEE, AND COUNCIL FILES</u> - Records reflecting participation of Commission employees as members of boards, committees, and councils, including various employee boards. Includes correspondence, reports, and record of votes and decisions. See NN-169-103, Item 6a. <i>Arranged by Board, Committee and Council type; arranged chronologically. 1967 to present.</i></p> <p>VTD = 15 c.f. Permanent. Transfer to the FRC when 10 years old. EAV = 1/2 c.f. Offer to the National Archives when 20 years old.</p> | | |
| 9. | <p><u>CORRESPONDENCE FILES</u> - Correspondence of Bureaus and Offices, sections, branches, and other organizational units concerning the operation of assigned agency programs. See NN-169-103, Items 7b, and 7c.</p> <p>a. <u>Bureau or Office Correspondence</u> - Break files annually and transfer to FRC 5 years later. Offer to the National Archives when 10 years old. <i>DESTROY</i></p> <p>b. <u>All Other Correspondence</u> - Break file annually. Destroy 3 years later.</p> | | |
| 10. | <p><u>WORKING PAPERS</u> - Copies of orders, transcripts of hearings, applications and comparable papers duplicated in official files of the Commission, used for reference in specific cases; and rough drafts, copies of court briefs and indictments, and exhibits; interoffice memoranda which do not relate to cases appealed to the courts; routing slips; and comparable papers considered of inconsequential value in documenting a related case. See NN-169-103, Item 8.</p> <p>Destroy upon completion of related case or cases.</p> | | |
| 11. | <p><u>READING FILES</u> - Extra copies of outgoing letters, memoranda, messages, and internal memoranda, official file copies of which are maintained in correspondence or case files. See NN-169-103, Item 10.</p> <p>Destroy when 3 years old.</p> | | |

| Request for Records Disposition Authority - Continuation | | JOB NO | PAGE OF 5 |
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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 |
| 12. | <p><u>LEGAL OR OFFICE MEMORANDUM, GUIDE, OR MANUAL</u> - Official copy of each legal, or office memorandum, guide, manual, circular, ex parte order, other directives, press release documenting information to the public, and comparable issuances reflecting in summary form information relating to court decisions and interpretation or clarification of legal questions for which the Bureau or Office is the proponent, or relating to the functions of the Bureau or Office. Records reflect the rules, policies and procedures governing functions of the Bureau or Office together with essential background material consisting of related memoranda, studies and other papers having a direct bearing on the contents of the publication. See NN-169-103, Item 11. <i>Arranged by subject; the remainder chronologically.</i></p> <p><i>VD = 5 C.F.</i> <i>EM = 1/2 C.F.</i> Permanent. Break file annually and transfer to FRC 2 years later. Offer to the National Archives when 20 years old.</p> | | |
| 13. | <p><u>CONTROL RECORDS</u> - See NN-169-103, Item 12.</p> <p>a. <u>Mail control files</u> consisting of logs and other media for the control of incoming and outgoing mail.</p> <p style="padding-left: 40px;">Destroy when 2 years old.</p> <p>b. <u>Index cards</u> filed, numerically or by subject, relating to correspondence, cases and other records, including case number assignment record.</p> <p style="padding-left: 40px;">Retain or destroy in accordance with authorization for related records, i. e. , destroy the index when the case is disposed.</p> | | |