

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
Budget and Fiscal Office

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Carroll Stearns

5. TEL EXT
275-7696

LEAVE BLANK	
JOB NO NC 1 184 77 10	
DATE RECEIVED 18 FEB 1977	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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>6-1-77</u> Date	<u>James B. Schaefer</u> Archivist of the United States

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 1 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE	7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
<u>2/1/77</u>	<u>Robert Oswald</u>	Secretary		BUDGET AND FISCAL OFFICE (MACHINE-READABLE RECORDS)		
			1.	<u>EMPLOYEE MASTER FILE (PAYROLL)</u> - This file covering the period 1970 to the present is located at 12th and Constitution Ave., N.W., Washington, D.C. in Room B-117. The file consists of data on Commission employees used to produce paychecks and related payroll listings. Contact Bernita Joyce at 275-7827 for further information on this file. Dispose of when 6 years old. GRS-20, Part III, Section 1.		
			2.	<u>PAY THIS PERIOD ACCUMULATED FILE</u> - This file covering the period 1970 to the present is located at 12th and Constitution Ave., N.W., Washington, D.C. in Room B-117. The file contains payroll data for generating monthly state, federal, and local tax information, to provide W-2 information to the Internal Revenue Service and Commission employees, and to produce other pay reports. Contact Bernita Joyce at 275-7827 for further information on this file. Dispose of when 6 years old. GRS-20, Part III, Section 1.		RG134; 2 items

115-107 *copies to NNR and agency
des 6/6/77 plus*