

Rec'd NCI 23 Jul 80

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

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

Form with fields: DATE RECEIVED (July 29, 1980), JOB NO (NC1-134-80-5), NOTIFICATION TO AGENCY, and signature of Robert W. [unclear] dated 2-20-81.

1. FROM (AGENCY OR ESTABLISHMENT) Interstate Commerce Commission
2. MAJOR SUBDIVISION Commissioners' Offices
3. MINOR SUBDIVISION
4. NAME OF PERSON WITH WHOM TO CONFER Carroll Stearns
5. TEL EXT. 633-0204
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

7/25/80 Date, Agatha L. Mergenovich (Signature of Agency Representative), Secretary (Title)

Table with 4 columns: 7. ITEM NO, 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods), 9. SAMPLE OR JOB NO, 10. ACTION TAKEN. The description of item details the Interstate Commerce Commission's history and structure.

Closed Out: 2-27-81: K.T. Copy sent to Agency, NCW; NNF

## Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

7  
ITEM NO8 DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)9  
SAMPLE OR  
JOB NO10  
ACTION TAKEN

Each Commissioner and the Chairman, with a separate office and staff, participates in the disposal of all formal decisions before the agency and each maintains a separate, individual filing system.

The records listed below are those maintained by each Commissioner and his staff in performing their designated functions.

1. COMMISSIONERS' CORRESPONDENCE--Official correspondence of the Commissioners concerning the programs and policies of the Commission. Includes correspondence with the public, lobbyists, and other Federal agencies regarding discontinuance of railroad service, railroad car ownership, supply and demand, denial of authority to carrier to operate, objections to proposed rate increases, information on status of proceedings, and service problems with carriers. Arranged alphabetically by name of correspondent.

*Destroy when 4 years old or when no longer needed for permanent. Close file upon completion of the Commissioner's term. Offer to the National Archives 10 years later. reference, whichever is sooner.*

2. COMMISSIONERS' SPEECHES AND PRESS RELEASES  
Complete set of formal informational releases and publications, such as press releases, press conference transcripts, and official speeches.

~~Permanent. Close file upon completion of Commissioner's term. Offer to the National Archives 10 years later.~~

*Destroy when 4 years old or when no longer needed for reference, whichever is sooner.*

*Disposition instructions supplied by Carroll Stearns per telecom 1/2/81 RWC*