

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(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  
Bureau of Traffic

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
Carroll Stearns

5. TEL. EXT.  
633-0204

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

**LEAVE BLANK**

DATE RECEIVED <u>May 11, 1981</u> <del>NOV 13</del>	JOB NO. <u>NCI-134-81-3</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
(Date)	Archivist of the United States

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 14 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

5/1/81 Date      Robert L. Mergens (Signature of Agency Representative)      Secretary (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><b>BUREAU OF TRAFFIC</b></p> <p>The Bureau of Traffic performs duties relative to the filing of schedules or tariffs of rates, fares, and charges, and of transportation contracts, of carriers subject to the Act; the suspension of tariff provisions pending investigation of their lawfulness, and the administration of the long-and-short-haul and aggregates-of-intermediate-rate provisions of Title 49 USC (Revised Interstate Commerce Act); confers and corresponds with carriers, shippers and other interested parties, expressing its views, concerning the application of rates and other tariff provisions, as a possible means of settling controversies; processes applications of carriers requesting authority to make reparation on past shipments; and advises with, and acts as consultant to, the Commission and its staff with respect to tariff policies, rate adjustments, general rate investigations, tariff interpretations, and ratemaking principles. The Bureau consists of the Director's Office, the Section of Tariffs, the Section of Rates and Informal Cases, the Suspension Board, the Special Permission Board, the Released Rates Board, the Tariff Rules Board, the Special Docket Board, and the Tariff Integrity Board.</p>		<p>WITHDRAWN</p> <p><u>35 items</u></p>

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p><u>Section of Tariffs.</u> The Section receives, examines, and maintains the official files of all tariff publications; processes applications for special permission to establish rates and charges or other tariff provisions on less than statutory notice or for waiver of tariff circular rules; receives, examines and files tariffs, powers of attorney, concurrences, and quotations filed under Section 10721 of the Act, contracts between freight forwarders and motor carriers filed under Section 10766 of the Act for the use of the public, and contracts between the US Postal Service and motor carriers; and makes recommendations as to changes in tariff circular rules.</p> <p><u>Section of Rates and Informal Cases.</u> The Section provides an expert forum where rate and tariff disputes between carriers, and between carriers and shippers, are resolved promptly and inexpensively on an informal level; provides rate information and interpretations of published tariffs and schedules to other bureaus and offices of the Commission; processes informal complaints, special docket applications, and released rates applications; furnishes, upon request, certified copies of tariff matter to the public for use in Commission and court proceedings; assists the Office of Consumer Protection during field investigations by furnishing technical support, including prompt tariff interpretations and advisory opinions on rate and tariff matters, activities or services under investigation; provides technical review of rate and tariff matters alleged to be in violation of carriers' tariffs; provides technical traffic counsel to the Commission and U.S. Attorneys during pre-trial stages, and furnishes expert witnesses for the government if enforcement actions go to trial; performs traffic consultant functions concerning exceptionally difficult rate and tariff matters for the Commission, its attorneys, its divisions, and Administrative Law Judges; reviews all complaints and disputes processed through the Section in order to identify recurring problems, evaluating options for remedial or initiative action, and formulating and recommending long-term solutions for tariff-related problems by proposing legislative changes, recommending rulemaking proceedings, and by promoting shipper-carrier negotiations; and works closely with the U.S. Department of Agriculture to authorize rail carriers to publish reduced rates under the emergency (disaster/drought) relief provisions of 49 USC 10724.</p>		

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	<p>Suspension Board. The Board considers matters arising under 49 USC 10707 and 49 USC 10708. The Board is authorized (1) initially to dispose of these matters, by declining to suspend a rate or a classification, rule, or practice related to a rate, or by suspending such rate, classification, rule, or practice and ordering an investigation; (2) to institute investigations into rates, fares, charges, and practices of regulated carriers; and (3) prior to the submission of evidence, to discontinue any proceeding when the proposed rate, classification, rule, or practice has been cancelled. This delegation of authority does not include authority over petitions or requests, relating to rates, classifications, rules or practices filed in purported compliance with decisions of the Commission or a division, or action in connection with suspensions to be taken during or after formal hearings or investigations. The Board may certify to the entire Commission any matter which, in its judgment, should be passed upon by the Commission.</p> <p>The Board considers applications requesting relief from the long-and-short-haul and aggregate-of-intermediates provisions of 49 USC 10726, except proceedings made subject to formal hearing, matters prompted by an order or requirement of the Commission or a division, or matters arising from general increase proceedings.</p> <p>This schedule supersedes Schedule NCl-134-77-6. Items from the superseded schedules which appear on the new schedule are cross-referenced.</p> <p>Items appearing in NCl-134-77-6 were deleted as shown in the following:</p> <table border="1" data-bbox="445 1455 1268 1714"> <thead> <tr> <th><u>Item</u></th> <th><u>Reason Deleted</u></th> </tr> </thead> <tbody> <tr> <td>3</td> <td>No longer maintained/created.</td> </tr> <tr> <td>13</td> <td>No longer maintained.</td> </tr> <tr> <td>16</td> <td>No longer maintained.</td> </tr> <tr> <td>17</td> <td>No longer maintained - Transferred to Regional Offices.</td> </tr> <tr> <td>23</td> <td>No longer maintained.</td> </tr> </tbody> </table>	<u>Item</u>	<u>Reason Deleted</u>	3	No longer maintained/created.	13	No longer maintained.	16	No longer maintained.	17	No longer maintained - Transferred to Regional Offices.	23	No longer maintained.		
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<u>DIRECTOR'S OFFICE</u>			
1.	<p><u>DIRECTOR'S CORRESPONDENCE FILE</u> - Correspondence of the bureau director concerning the operation of assigned programs. See NC1-134-77-6, Item 1, and NC1-134-77-3, Item 9.</p> <p>Break files annually and transfer to FRC 5 years later. Destroy when 10 years old.</p>		WITHDRAWN
2.	<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 NC1-134-77-6, Item 2.</p> <p>Destroy when 1 year old.</p>		WITHDRAWN
3.	<p><u>BUDGET ESTIMATE FILE</u> - Copies of budget estimates and related papers retained by organizational components of the Bureau and copies of consolidated estimates, the originals of which are submitted to the Budget and Fiscal Office. See NC1-134-77-6, Item 4.</p> <p>Destroy 1 year after close of fiscal year covered by budget.</p>		WITHDRAWN
4.	<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 NC1-134-77-6, Item 5.</p> <p>a. <u>Bureau Report</u> - Break file every 5 years and destroy portions which are 5 years old.</p> <p>b. <u>Section and Other Reports</u> - Destroy after submission of reports for the succeeding year.</p>		WITHDRAWN  WITHDRAWN
5.	<p><u>OFFICE ADMINISTRATION RECORDS</u> - Records relating to such matters as space allocation and utilization, fire prevention, safety, employee relations, personnel strength, and performance evaluations; leave (except daily time and leave records, related correspondence, and official leave cards), distribution of paychecks and bonds, charity drives, health services and medical benefits; welfare and recreation, work assignments and production,</p>		

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	<p>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; and employee training, such as training schedules, lists and notices, and comparable internal administrative and housekeeping functions. See NCI-134-77-6, Item 6.</p> <p>Destroy when 1 year old.</p> <p style="text-align: center;"><u>SECTION OF TARIFFS</u></p>		WITHDRAWN
6.	<p><u>OFFICIAL TARIFF FILES</u> - Official tariff files, consisting of an official file copy of each tariff filed with the Commission by carriers, providing rates, charges, classifications, rules, regulations, and practices of the carriers regarding the transportation of property and passengers. See NCI-134-77-6, Item 7.</p> <p>Keep 5 years after cancellation, then transfer to the Federal Records Center. Destroy 10 years after cancellation.</p>		WITHDRAWN
7.	<p><u>TARIFF CANCELLATION FILES</u> - Form letters requesting carriers to transfer tariff publications upon revocation of a certificate or permit, denial or dismissal of an operating authority, or cancellation of a registration of a State certificate. See NCI-134-77-6, Item 9.</p> <p>Close file annually. Destroy closed file when 1 year old.</p>		WITHDRAWN
8.	<p><u>TARIFF REVIEW FILES</u> - Tariff review files consisting of correspondence with carriers, carriers' agents, and others relating to the review of tariff publications to determine their compliance with statutory requirements, and calling attention to any deficiencies, such as incorrect item numbers, effective dates in conflict with statutory requirements, failure to comply with tariff circulars on format, and comparable matters; and response of carriers indicating corrective action taken. See NCI-134-77-6, Item 10.</p> <p>Close file every 2 years. Destroy closed file when 2 years old.</p>		WITHDRAWN

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9.	<p><u>SUSPENSION ORDER FILES</u> - Suspension order files consisting of copies of orders furnished by the Suspension Board to the Section of Tariffs suspending the effective dates of tariff or schedule provisions, and copies of orders relating to ancillary investigations which institute investigations without suspending action, and related memoranda and correspondence reflecting participation in the case. See NCI-134-77-6, Item 11.</p> <p>File individual cases in closed file upon completion of action. Break closed file annually. Destroy one-year segment when 2 years old.</p>		WITHDRAWN
10.	<p><u>JOINT RATE DIVISION SHEETS</u> - Division sheets or statements showing the divisions joint rates applicable to railway fuel other than coal, amendments to such division sheets or statements, and related correspondence, filed by carriers pursuant to request of the Commission under amendment of regulations by order entered July 11, 1957 (49 CFR Part 5). See NCI-134-77-6, Item 12.</p> <p>Destroy when 2 years old.</p>		WITHDRAWN
11.	<p><u>FREIGHT-FORWARDER-MOTOR CONTRACT FILES</u> - Freight-Forwarder-Motor Contract Files, consisting of certified true copies of contracts entered into by freight forwarders with motor carriers for the transportation of freight for the forwarders, pursuant to 49 USC 10766. See NCI-134-77-6, Item 14.</p> <p>File each contract in cancelled file upon cancellation. Close cancelled file annually, and destroy two years later.</p>		WITHDRAWN
12.	<p><u>TARIFF SUBMISSION GUIDELINE LETTERS</u> - Specimen files, consisting of retained copies of letters to carriers with examples of publications, notices, powers of attorney, and instructional material sent to carriers for guidance in the submission of tariff instruments required by the Commission. See NCI-134-77-6, Item 15.</p> <p>File individual cases in closed file upon completion of action. Cut off closed file annually, retain for two years and then destroy.</p>		WITHDRAWN

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13.	<p><u>RATE ADOPTION FILES</u> - Adoption files relating to the application by carriers for the adoption of rates of other carriers as a result of transfer of operating rights through lease or transfer, or change in name, and consisting of copies of hearings and reports, adoption notices, Commission orders, and related correspondence. See NCI-134-77-6, Item 18.</p> <p>File individual cases in closed file upon completion of action. Break closed file annually and keep 2 years, then transfer to the Federal Records Center. Destroy when 5 years old.</p>		WITHDRAWN
14.	<p><u>TARIFF FILING AND SCHEDULE PUBLICATION AUTHORIZATION FILES</u> - Letter of authorization files, consisting of letters executed by carriers and submitted to the Commission, authorizing persons outside their organization to handle the filing of tariff and schedule publications. See NCI-134-77-6, Item 19.</p> <p>Place individual letters in cancelled file when cancelled or revoked and close cancelled file annually. Retain closed file for two years and then destroy.</p>		WITHDRAWN
15.	<p><u>CONCURRENCE AND POWER OF ATTORNEY REVIEW FILE</u> - Concurrences and powers of attorney review files, consisting of correspondence with carriers regarding the filing of concurrences and powers of attorney relating to such matters as incorrect corporate titles shown on concurrences, requests for submission of powers of attorney for carriers to agents to sign concurrences and revocation notices, questions concerning signatures not supported by powers of attorney, and comparable matters. See NCI-134-77-6, Item 20.</p> <p>Close file annually. Keep closed file for two years and then destroy.</p>		WITHDRAWN

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16.	<p><u>CARRIER RATE APPLICATION CONCURRENCE FILE</u> - Concurrence Files, consisting of microfiche copies of official file copies of concurrences indicating the concurrences of carriers in application of rates of other carriers to their operations as participating carriers and related revocations. See NCI-134-77-6, Item 21.</p> <p>Prepare microfiche copies of official file instrument and file microfiche alphabetically as to carrier. Destroy original concurrence upon completion of microfiche process. Destroy microfiche copies 5 years after cancellation.</p>		WITHDRAWN
17.	<p><u>POWERS OF ATTORNEY FILES</u> - Powers of attorney files consisting of microfiche copies of original executed powers of attorney issued by carriers to designate individuals or corporations for filing tariffs, classifications, exception sheets, supplements, concurrences, and related revocations. See NCI-134-77-6, Item 22.</p> <p>Prepare microfiche copies of official file instrument and file microfiche alphabetically as to carrier. Destroy original power of attorney upon completion of microfiche process. Destroy microfiche copies 5 years after cancellation.</p>		WITHDRAWN
18.	<p><u>PUBLIC TARIFF FILE</u> - Public tariff file, consisting of duplicate copies of tariffs filed by carriers with the Commission, maintained for inspection by the public and including the following: All tariffs which provide rates, fares, charges, classifications, rules, regulations and practices for the transportation of passengers and property; special permission applications and supporting papers, and lists of grants; contracts filed by freight forwarders; and schedules of minimum charges of contract carriers by water. See NCI-134-77-6, Item 24.</p> <p>Destroy 5 years after cancellation, except that special permission files and lists of grants will be destroyed after 30 days and copies of passenger tariffs and schedules and express tariffs 60 days after filing with the Commission.</p>		WITHDRAWN

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19.	<p><u>GOVERNMENT RATE (SECTION 22) QUOTATION OR TENDER FILES</u> - Quotation or tender files, consisting of quotations and tenders filed by carriers under 49 USC 10721 for transportation, storage, and handling of property, or the transportation of persons free or at reduced rates for the United States Government, or any agency or department thereof. See NC1-134-77-6, Item 25.</p> <p>Keep 5 years after cancellation, then transfer to the Federal Records Center. Destroy when 10 years old.</p>		WITHDRAWN
20.	<p><u>UNITED STATES POSTAL SERVICE CONTRACTS</u> - Public reference copies of contracts between the United States Postal Service and common carriers by rail or motor vehicle (including passenger-carrying vehicles) of freight forwarder, express company, or other persons, for the surface transportation of mail as authorized by Chapters 50 and 52 of Title 39, United States Code, as revised and reenacted by the Postal Reorganization Act, 84 Stat. 719, 39 U.S.C. 5001 and 5002. The files consist of two types of contracts; short term, which are for a specified period of time or restricted to a designated number of trips, and continuing contracts, which are renewed every four years. See NC1-134-77-6, Item 26.</p> <p>Destroy short term contracts after one year. Destroy continuing contracts after four years or when cancelled.</p>		WITHDRAWN
21.	<p><u>SPECIAL PERMISSION FILES</u> - Applications of carriers submitted under 49 USC 10762 for authority to depart from established tariff publishing rules and for authority to establish rates, charges, classifications, rules, regulations, and practices upon less than statutory notice (30 days). Includes drafts of Commission orders, signed orders showing decisions, and related correspondence. See NC1-134-77-6, Item 27.</p> <p>Place individual cases in closed file upon completion of action (date of authorization). Break closed file every 2 years and transfer to the Federal Records Center. Destroy 3 years later.</p>		WITHDRAWN

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22.	<p><u>TARIFF RULES BOARD FILES</u> - Correspondence and memorandums relating to changes or additions to tariff rules under 49 USC 10762 which concern the prescription of regulations regarding the form and manner in which tariffs required to be filed shall be published, filed, and posted. Includes the institution of rulemaking proceedings under the Administrative Procedure Act for the purpose of prescribing new or changed regulations, except matters which involve or have involved the taking of testimony at a public hearing or the submission of evidence by opposing parties in the form of affidavits. See NCI-134-77-6, Item 28.</p> <p>Permanent. Offer to NARS when 25 years old.</p>		WITHDRAWN
23.	<p><u>SPECIAL PERMISSION BOARD FILES</u> - Correspondence and memorandums initiated by the Board prior to consideration of a special permission application seeking waiver of tariff rules regarding schedules of rates, and other matters, under 49 USC 10762. Includes the vote sheet indicating action taken by the Board. See NCI-134-77-6, Item 29.</p> <p>Place individual cases in closed file upon completion of action (date of authorization). Break file every 2 years, and transfer to the Federal Records Center. Destroy 3 years later.</p>		WITHDRAWN
24.	<p><u>TARIFF INTEGRITY BOARD FILES</u> - Complaints alleging that a tariff has been unlawfully established in violation of a provision of the Interstate Commerce Act, the Commission's tariff publishing regulations (49 CFR 1300 et seq.), or order of the court. Includes drafts of Commission orders, signed orders showing decisions, and related correspondence.</p> <p>Place individual cases in closed file upon completion of action. Close file at end of fiscal year. Destroy after 3 years.</p>		WITHDRAWN
25.	<p><u>CARRIER LISTINGS</u> - Official file copy of comprehensive listings of carriers filing tariffs, powers of attorney, or concurrences with the Commission. See NCI-134-77-6, Item 8.</p> <p>Destroy when superseded.</p>		WITHDRAWN

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<u>SECTION OF RATES AND INFORMAL CASES</u>			
26.	<p><u>DISASTER ORDER FILES</u> - Papers relating to requests of the Secretary of Agriculture under 49 USC 10724 for reduced rates to apply to livestock, feed, and other commodities in areas affected by flood, drought, or other disaster conditions. Includes correspondence with State governors, interoffice memoranda, and signed and unsigned orders. See NCI-134-77-6, Item 30.</p> <p>Keep files 2 years after closed, then destroy.</p>		WITHDRAWN
27.	<p><u>INFORMAL COMPLAINTS FILE</u> - Informal complaints files consisting of correspondence between carriers, shippers, transportation consultants and the Commission concerning (1) allegations of unreasonableness by shippers against carriers and monetary damages sought; and (2) adjustment of rates or tariff provisions alleged to be unreasonable but in connection with which no damages are sought. See NCI-134-77-6, Item 31.</p> <p>Keep 2 years after closed, then transfer to the Federal Records Center. Destroy 3 years later.</p>		WITHDRAWN
28.	<p><u>SPECIAL DOCKET FILES</u> - Applications by carriers for refunds to shippers for demurrage or other shipping charges upon protest of the shippers. Includes related correspondence, inter-office memoranda, and order indicating the decision, either as to amount of refund due, or no refund in order. See NCI-134-77-6, Item 32.</p> <p>Keep 3 years after closed, then transfer to the Federal Records Center. Destroy 2 years later.</p>		WITHDRAW

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29.	<p><u>LAW AND ENFORCEMENT CASE FILES</u> - Law and enforcement (Enforcement Support Unit) files consisting of BOp Field Forms 16 and 17 received by the Enforcement Support Unit from ICC field offices. These forms contain information as to carrier, commodity, rates charged and other data involved in freight tariff investigations as well as information inserted by E/S Unit specialists showing applicable tariffs, rates, and charges. Copies of both BOp Forms 16 and 17 are contained in case files of the Office of Consumer Protection. See NCI-134-77-6, Item 33.</p> <p>Destroy 7 years after completion of case.</p>		WITHDRAWN
30.	<p><u>RELEASED RATE CASE FILES</u> - Copies of released rates applications, correspondence supporting or opposing applications and the informal rate case examiner's recommendation to the Board. The Released Rates Board is an informal employee board created by the Commission. Its files reflect the facts bearing on each case and the measurement of those facts against criteria established by the Commission in its formal proceedings. While cases handled by employee boards may not be used as precedent they are used as reference material on a daily basis. See NCI-134-77-6, Item 34.</p> <p>Keep 5 years after closed, then transfer to the Federal Records Center. Destroy 5 years later.</p>		WITHDRAWN
31.	<p><u>RATE CASES GENERAL FILES</u> - Correspondence between users of transportation services, carriers, and the Commission relating to disputes between shippers and carriers concerning tariffs, and requests for informal opinions. Used in settling disputes between shippers and carriers. See NCI-134-77-6, Item 35.</p> <p>Keep 2 years after closed, then transfer to the Federal Records Center. Destroy 3 years later.</p>		WITHDRAWN
32.	<p><u>SECTION CHIEF CORRESPONDENCE</u> - Internal memoranda on policy and procedures, and correspondence with shippers, carriers, and other government agencies concerning a wide range of traffic matters. See NCI-134-77-6, Item 36.</p> <p>Keep 3 years after closed, then destroy.</p>		WITHDRAWN

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35.	<p><u>SUSPENSION CASE FILES</u> - Suspension case files, created in analyzing petitions and protests seeking suspension and/or investigation of proposed tariff or rate schedules, consisting of copies of petitions or protests from carriers and others; replies to the petitions or protests by the carriers whose proposed rate is involved; memoranda of the Board showing findings and recommendations; worksheet showing Board members handling the case and how they voted on the decision; general correspondence relating to the case; and, a copy of the Commission's order and notices, when issued. Exclusive of papers filed in the formal docket file. See NCI-134-77-6, Item 39.</p> <p>Transfer to FRC 2 years after close of case. Destroy all cases 5 years after transfer to the Federal Records Center.</p>		WITHDRAWN