

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED <i>6-1-83</i>	JOB NO <i>NC1-134-77-3</i>
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
1-15-86 (Date)	<i>Frank D. Bond</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

All Bureaus and Offices

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Carroll Stearns

5. TEL EXT

275-0993

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

May 6, 1983 Date *Agathe L. Margusovich* 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 align="center"><u>INTERSTATE COMMERCE COMMISSION GENERAL RECORDS SCHEDULE</u></p> <p>This schedule covers records common to all bureaus and offices, those usually referred to as "housekeeping" or "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, NC1-134-77-3, dated 7-19-77. Items appearing in the new schedule which also appeared in the superseded schedule are cross-referenced.</p> <p>The following items listed in the Interstate Commerce Commission General Schedule, NC1-134-77-3, were deleted because they were merged with Item 1, Office Administrative Files, or scheduled as separate items in bureau and office schedules.</p> <p>Item 2, Budget Estimate File - Included in Item 1, Office Administrative Files.</p> <p>Item 3, Reports File - Included in Item 1, Office Administrative Files.</p>		<i>3 items</i>

Copies to Agency & NC 16 Jan 86

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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
	<p>Item 5, Leave and Time Reports - Included in Item 1, Office Administrative Files.</p> <p>Item 6, Travel Authorization File - Included in Item 1, Office Administrative Files</p> <p>Item 12, Legal or Office Memorandum, Guide, or Manual - Scheduled as specific item in separate bureau and office schedules.</p> <p>1. OFFICE ADMINISTRATIVE FILES. Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records relate to the office organization, staffing, procedures, and communications; the expenditure of funds, including budget papers; day-to-day administration of office personnel including training and travel, supplies and office services and equipment requests and receipts; and the use of office space and utilities. They may include copies of internal activity and workload reports (including work progress, statistical, and narrative reports which are prepared in the office and forwarded to higher levels) and other materials that do not serve as official documentation of the programs of the office.</p> <p>Destroy when 2 years old or when no longer needed, whichever is sooner.</p> <p>2. PERSONNEL WORKING FILE. Unofficial copies of personnel records maintained by bureaus and offices. Includes copies of requests for personnel actions, notifications of personnel actions, service record cards, and related correspondence. See NC1-134-77-3, item 4.</p> <p>Upon separation of employee, transfer file to the Personnel Office.</p>		

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	<p>3. <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; carrier 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 NC1-134-77-3, item 7.</p> <p>Review annually and destroy material of no further reference value.</p>		
	<p>4. <u>BOARD, COMMITTEE, AND COUNCIL FILES.</u> Records reflecting participation of Commission employees as members of boards, committees, and councils. Includes correspondence and reports. See NC-1-134-77-3, item 8.</p> <p>Review annually and destroy material of no further reference value.</p>		
	<p>5. <u>CORRESPONDENCE FILES.</u> Correspondence of bureaus and offices, sections, branches and other organizational units concerning the operation of assigned agency programs. See NC1-134-77-3, item 9.</p> <p>Break file annually. Destroy 3 years later.</p>		

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	<p>6. <u>WORKING PAPERS</u>. Copies of records used in preparing reports, studies, and decisions. Copies of decisions, hearing transcripts, rough drafts and other papers duplicated in official files. See NC1-134-77-3, item 10.</p> <p>Destroy when no longer needed.</p> <p>7. READING FILES. Extra copies of outgoing letters, memoranda, official file copies of which are maintained in correspondence or case files. See NC1-134-77-3, item 11.</p> <p>Destroy when 3 years old.</p> <p>8. FINDING AIDS. Indexes, lists, registers, and other filing aids necessary for the efficient use of other records. See NC1-134-77-3, item 13.</p> <p>Follow disposition instructions for the records to which they relate, or destroy when no longer needed for reference.</p>		WITHDRAWN