

**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.
275-0993

6. CERTIFICATE OF AGENCY REPRESENTATIVE

LEAVE BLANK	
DATE RECEIVED 7-7-83	JOB NO NCL-134-83-4
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 "with drawn" in column 10	
3-4-81 (Date)	<i>James A. Burke</i> 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 12 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

6-2-83 Date *Agatha L. Megerovich* (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">BUREAU OF TRAFFIC</p> <p>The Bureau of Traffic receives and administers rate schedules or tariffs, fares, and charges, and transportation contracts of carriers subject to the Interstate Commerce Act. It suspends tariff provisions pending investigation of their lawfulness and administers the long-and-short-haul and aggregates-of-intermediate-rate provisions of Title 49 USC (Revised Interstate Commerce Act). It confers and corresponds with carriers, shippers, and other interested parties attempting to settle controversies concerning the application of rates and other tariff provisions. It processes applications of carriers requesting authority to make reparation on past shipments. It advises and acts as consultant to the Commission and its staff regarding tariff policies, rate adjustments, general rate investigations, tariff interpretations, and ratemaking principles.</p> <p>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>		<i>15 items</i>

3/5/87 ICC NCF NNF

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	<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 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 Compliance and Consumer Assistance 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 enforced 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>3. <u>Suspension Board.</u> 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 aggregates-of-intermediate-rates 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 NC1-134-77-6. Items from the superseded schedule which appear on the new schedule are cross-referenced.</p> <p>Items appearing in NC1-134-77-6 were deleted as shown in the following:</p> <table border="0" data-bbox="235 1350 1176 1713"> <thead> <tr> <th data-bbox="235 1350 752 1391"><u>Item</u></th> <th data-bbox="752 1350 1176 1391"><u>Reason Deleted</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="235 1411 752 1451">3. Policy and Precedent Files</td> <td data-bbox="752 1411 1176 1451">No longer produced.</td> </tr> <tr> <td data-bbox="235 1451 752 1491">8. Carrier Listings</td> <td data-bbox="752 1451 1176 1491">Discontinued.</td> </tr> <tr> <td data-bbox="235 1491 752 1572">10. Tariff Review Files</td> <td data-bbox="752 1491 1176 1572">Requirement to file cancelled in 1982 in Ex Parte No. 52.</td> </tr> <tr> <td data-bbox="235 1572 752 1612">12. Joint Rate Division Sheets</td> <td data-bbox="752 1572 1176 1612">No longer maintained.</td> </tr> <tr> <td data-bbox="235 1612 752 1673">13. Shipper-Motor Carrier Contract Files</td> <td data-bbox="752 1612 1176 1673">No longer produced.</td> </tr> <tr> <td data-bbox="235 1673 752 1713">16. Order Files</td> <td data-bbox="752 1673 1176 1713">No longer produced.</td> </tr> </tbody> </table>	<u>Item</u>	<u>Reason Deleted</u>	3. Policy and Precedent Files	No longer produced.	8. Carrier Listings	Discontinued.	10. Tariff Review Files	Requirement to file cancelled in 1982 in Ex Parte No. 52.	12. Joint Rate Division Sheets	No longer maintained.	13. Shipper-Motor Carrier Contract Files	No longer produced.	16. Order Files	No longer produced.		
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X.	<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 evaluation; 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, 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>	GRS 23/1	
X.	<p style="text-align: center;"><u>SECTION OF TARIFFS</u></p> <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><i>Cutoff when cancelled.</i></p> <p>Keep 3 years after cancellation, then transfer to the Federal Records Center. Destroy 10 years after cancellation.</p>	NCI-134-77-6/7	Transfer to FRC when 3 years old. DESTROY when 10 years old.
X.	<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>	NCI-134-77-6/9	
X.	<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</p>	NCI-134-77-6/10	

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	<p>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>		
X.	<p>SUSPENSION ORDER FILES - Suspension order files consisting of copies of orders furnished by the Suspension Board to the Section of Tariffs suspending the effective dates of tariffs 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. 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>	NCI-134-77-6/11	
X.	<p>FREIGHT-FORWARDER-MOTOR CONTRACT FILES - Freight-Forwarder-Motor Contract Files, consisting of certified true copies of contracts entered into by freight forwarders with motor carries 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 ^{when} old.</p>	NCI-134-77-6/14	
X.	<p>TARIFF SUBMISSION GUIDELINE LETTERS - Speciman 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. DESTROY WHEN <u>2</u> YEARS OLD</p>	NCI-134-77-6/15	

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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
X.	<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 NC1-134-77-6, Item 18.</p> <p>File individual cases in closed file upon completion of action. Break closed file annually and destroy when 5 years old.</p>	NC1-134-77-6/18	
X.	<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 NC1-134-77-6, 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. DESTROY WHEN <u>2</u> YEARS OLD.</p>	NC1-134-77-6/19	
X.	<p><u>CONCURRENCE AND POWER OF ATTORNEY REVIEW FILE</u> - Correspondence with carriers regarding the filing of concurrences and power of attorney relating to such matters as incorrect corporate titles 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 NC1-134-77-6, Item 20.</p> <p>Close file annually. Keep closed file for two years and then destroy. DESTROY WHEN <u>2</u> YEARS OLD.</p>	NC1-134-77-6/20	
2	<p><u>CARRIER RATE APPLICATION CONCURRENCE FILE</u> - Concurrence Files, consisting of microfiche copies of official file copies of concurrences indicating the concurrence of carriers in application of rates of other carriers to their operations as participating carriers, and related revocations. See NC1-134-77-6, Item 21.</p> <p>Prepare microfiche copies of official file instrument and file microfiche alphabetically by carrier. (a) Destroy original concurrence upon completion of microfilming. (b) Destroy microfiche copies 5 years after cancellation.</p>	NC1-134-77-6/21	

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3 X.	<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 by carrier. 6 Destroy original power of attorney upon completion of microfilming. 6 Destroy microfiche copies 5 years after cancellation.</p>	NCI-134-77-6/22	
X.	<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 NCI-134-77-6, Item 25.</p> <p>Cutoff on cancellation.</p> <p>Keep 75 years after cancellation, then transfer to the Federal Records Center. Destroy when 10 years old.</p>	NCI-134-77-6/25	
X.	<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) or 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 NCI-134-77-6, Item 26.</p> <p>Destroy short term contracts after one year.</p> <p>Destroy continuing contracts after four years or when cancelled.</p>	NCI-134-77-6/26	
4. X.	<p><u>SPECIAL PERMISSION BOARD FILES</u> - Applications of carriers submitted under 49 USC 10762 for authority to depart from established tariff publishing rules and for authority to</p>	NCI-134-77-6/27 + 29	

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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~~8~~**7**.

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.

20. ~~TARIFF RULES BOARD FILES - 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 involving the taking of testimony at a public hearing or the submission of affidavits as evidence by opposing parties. See NC1-134-77-6, Item 28.~~

Permanent. Offer to NARS when 25 years old *in 5 year blocks.*

5 x. TARIFF INTEGRITY BOARD FILES - 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.

Place individual cases in closed file upon completion of action. Close file at end of fiscal year. Destroy ~~when~~ **3 years old.**

6 x. CONFIDENTIAL RAIL CONTRACTS - Copies of contracts between one or more rail carriers and one or more shippers providing specified services under specified rates and conditions. Filed with the Commission by railroads for approval and for use in publishing tariff rules. 40.0 cu. ft. 1980-

~~Cutoff on cancellation or expiration. Keep 25 years after cancellation or expiration. Transfer to the Federal Records Center. Destroy 10 years after expiration or cancellation.~~

Transfer to FRC when **5** years old. DESTROY when **10** years old.

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67x.	<p align="center"><u>SECTION OF RATES AND INFORMAL CASES</u></p> <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 NC1-134-77-6, Item 30.</p> <p>DESTROY WHEN <u>2</u> YEARS OLD. Keep files 2 years after closed, then destroy.</p>	NC1-134-77-6/30	
8x.	<p><u>INFORMAL COMPLAINTS' FILE</u> - 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 NC1-134-77-6, Item 31.</p> <p><i>Cutoff when file is closed.</i> Keep 2 years after closed, then transfer to the Federal Records Center. Destroy 3 years later.</p>	NC1-134-77-6/31	Transfer to FRC when <u>2</u> years old. DESTROY when <u>5</u> years old.
9x.	<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, with amount of refund due, or no refund in order. See NC1-134-77-6, Item 32.</p> <p><i>Cutoff on close of docket.</i> Keep 3 years after closed, then transfer to the Federal Records Center. Destroy 2 years later.</p>	NC1-134-77-6/32	Transfer to FRC when <u>3</u> years old. DESTROY when <u>5</u> years old.
10x.	<p><u>LAW AND ENFORCEMENT CASE FILES</u> - Forms OCP-F-16 and 17 received by the Enforcement Support Unit from ICC field offices. These forms contain information on 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 OCP-F-16 and 17 are contained in case files of the Office of Compliance and Consumer Assistance. See NC1-134-77-6, Item 33.</p> <p>Destroy 7 years after completion of case.</p>	NC1-134-77-6/33	

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28. 11.	<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 daily. See NC1-134-77-6, Item 34.</p> <p><i>Cutoff on close of file.</i></p> <p>Keep 5 years after closed, then transfer to the Federal Records Center. Destroy 5 years later.</p>	NC1-134-77-6/34	Transfer to FRC when <u>5</u> years old. DESTROY when <u>10</u> years old.
12 28.	<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 NC1-134-77-6, Item 35.</p> <p><i>Cutoff on close of file.</i></p> <p>Keep 2 years after closed, then transfer to the Federal Records Center. Destroy 3 years later.</p>	NC1-134-77-6/35	Transfer to FRC when <u>2</u> years old. DESTROY when <u>5</u> years old.
28.	<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 NC1-134-77-6, Item 36.</p> <p>DESTROY WHEN <u>3</u> YEARS OLD</p> <p>Keep 3 years after closed, then destroy.</p>	NC1-134-77-3/5	
28.	<p><u>LONG-AND-SHORT-HAUL (FOURTH SECTION) ORDER FILES</u> - Fourth Section (49 USC 10726) order files, consisting of one copy of each published order of the Suspension Board created since its inception (and predecessor Fourth Section Board), summarizing the contents of carriers' Fourth Section applications and showing the Commission's decision on each Fourth Section Case. See NC1-134-77-6, Item 37.</p> <p>Permanent. Offer to NARS in 5 year blocks when last Order is 45 years old.</p> <p>1976 ____ . 4 cubic feet.</p>	NC1-134-77-6/37	

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<p>X</p> <p>13</p>	<p>LONG-AND-SHORT HAUL (FOURTH SECTION) DOCKET FILES - Applications from carriers submitted pursuant to 49 USC 10726 for authority to establish rates and fares without observing the long-and-short-haul or aggregates-of-intermediate-rates provisions of the Act, and related papers created in the process of making determinations on the case, including the following: Attorneys' briefs in behalf of and against the applicant; examiner's report; applicant's exceptions to the examiner's report; exceptions supporting the report; applicant's reply to the protestant's statements in support of the examiner's report; petitions of corporations and others to intervene as protestants; notices of hearings; report of the Commission indicating decision; signed order of the Commission showing the decision; list of addresses to whom the order was sent; general correspondence relating to the case; testimony and exhibits (stenographers' minutes of hearings, photographs, maps, etc.); and, in addition, interoffice memoranda and other internal papers maintained as a separate file. See NCI-134-77-6, Item 38.</p> <p>1976 ____ . 4 cubic feet.</p> <p>a. Decision cases establishing important policies (identified and selected by agency).</p> <p>PERMANENT. Transfer selected cases to Federal Records Center annually. Offer to NARS in 5 year blocks 15 years after close of last case.</p> <p>b. All other cases.</p> <p>Temporary. Transfer closed cases to Federal Records Center annually. Destroy 8 years after close of case.</p> <p>SUSPENSION CASE FILES - 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; and general correspondence</p>	<p>NCI-134-77-6/39a-c</p>	

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	<p>relating to the notices, when issued. Exclusive of papers filed in the formal docket file. See NCI-134-77-6, Item 39.</p> <p><i>Cutoff on close of case,</i></p> <p>Transfer to Federal Records Center 2 years after close of case. Destroy all cases 5 years after transfer to the Federal Records Center.</p> <p>Transfer to FRC when <u>2</u> years old. DESTROY when <u>2</u> years old.</p> <p><i>Revisions to the disposition statements have been made to make the schedule conform with NARA standards. No changes in retention periods were made.</i></p> <p><i>R. Steiner, NIA, 12/20/76</i></p>		