

**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

Office of Proceedings

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	JOB NO
9-20-83	NCL-134-83-7
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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>6/26/86</u> (Date)	<u>[Signature]</u> 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 5 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

9/14/83

Date

[Signature]  
(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>Office of Proceedings</u></p> <p>The Office of Proceedings processes all formal and certain informal proceedings arising or initiated under the provisions of the Interstate Commerce Act dealing with the activities of rail, motor, and water carriers, brokers, and freight forwarders. The Office advises and counsels the Commission on proceedings matters coming before it; examines applications for operating rights and prepares certificates, permits, and licenses specifying permanent grants of authorities approved by the Commission; and reissues, vacates, or amends such authorities after action by the Commission.</p> <p>This schedule supersedes part of schedule NN-164-111, schedule NN-163-170 and NCL-134-76-4 dated February 28, 1964, June 19, 1963 and May 10, 1976, respectively. Items from the superseded schedules appearing on the new one are cross-referenced.</p> <p>Items 1-10 in schedule NN-164-111 were deleted because they are covered in the Commission General Schedule, NCL-134-77-3, dated July 19, 1977.</p> <p>Items 1-6, 10, and 11 in Schedule NN-163-170 were deleted also because they are covered in the Commission General Schedule.</p> <p>Item 1 in Schedule NCL-134-76-4 has been transferred to the Office of the Secretary.</p>		<u>[Signature]</u>

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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
	<u>Motor Section</u>		
	<p>The Section analyzes evidence and drafts decisions in proceedings involving motor carriers which concern the issuance of operating authority, ratemaking and financial matters. Among other things, it adjudicates operating authority requests filed by motor common and contract carriers, brokers of motor carrier transportation, water carriers and freight forwarders; adjudicates formal cases which involve the rates, fares, charges, practices and services to be assessed or provided by motor carriers; adjudicates requests by motor and water carriers and freight forwarders for the transfer or sale of certificates, licenses, or permits and mergers between or for control of one carrier by another; reviews proceedings dealing with the suspension, change, or revocation of certificates, permits or licenses; processes certificates of registration; and develops the specifics of rule-makings relevant to motor-related matters. In addition, this section supports the substantive case processing sections within the Office by maintaining management information on the status of proceedings, documenting proceedings in various forms, and performing various duties associated with such case processing.</p>		
1.	<p><u>Correspondence File -</u></p> <p>Letters, messages, and related memoranda and replies regarding such matters as complaints from the public about services rendered by carriers or the lack of service and inquiries from carriers concerning procedures to be followed in submitting applications for operating permits. (See NN-163-170, Item 7)</p>		
2.	<p><u>Confidential Case Working Files - (MC, W, FF, MC-F, and MC-FC) -</u></p> <p>Working file of dockets used by the Office of Proceedings as documentation and reference in processing and deciding applications for operating rights (prefixes MC, W, and FF), and acquisitions, transfers, petitions for exemption from Commission jurisdiction (prefixes MC-F and MC-FC) and petitions on applications for long term or emergency temporary authority. Includes internal memoranda, and recommendations and votes of the Commission. Arranged numerically by docket number. 1890.0 cu. ft. See NN-164-111, Items 11 and 12.</p>		

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3.	<p>Destroy 90 days after the certificate is issued or authority denied, or upon final determination of the administrative or judicial review, whichever is later.</p> <p><u>Confidential Case Working Files (MC-C, W-C, FF-C, And I&amp;SM -</u></p> <p>Working file of dockets used by the Office of Proceedings as documentation and reference in processing and deciding suspensions, change of revocations of certificates, permits or licenses, and complaints and investigations of operating practices. Includes internal memoranda, recommendations, and Commission votes. Arranged numerically by docket number. 624.0 cu. ft. See NN-163-170, item 9.</p> <p>Destroy 90 days after service of the decision or upon final determination of the administrative or judicial review, whichever is later.</p>		
4.	<p><u>Confidential Case Working Files (Restriction Removal) -</u></p> <p>Working file of dockets used by the Office of Proceedings as documentation and reference in processing and deciding applications for operating authority for removal of operating restrictions in certificates and permits. Includes internal memoranda, and recommendations and votes of the Commission. Arranged numerically by docket numbers with suffix X added to each. 325.0 cu. ft.</p> <p>Destroy 90 days after service of the decision or upon final determination of the administrative or judicial review, whichever is later.</p>		
5.	<p><u>Confidential Case Working Files (EP and EP-M) -</u></p> <p>Working file of dockets used by the Office of Proceedings as documentation and reference for proposed rulemakings. Arranged numerically by docket number. See NN-163-170, item 9.</p> <p>Keep until no longer used for reference, then destroy.</p>		

7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p style="text-align: center;"><u>Rail Section</u></p> <p>The Section analyzes and drafts decisions in proceedings concerning rail finance and rate matters. Specifically it: adjudicates applications for construction, acquisition, merger, sale or abandonment of railway facilities; adjudicates formal cases which involve the rates, fares, charges, practices and services to be assessed or provided by rail carriers; makes recommendations to the Commission in proceedings in which carriers seek relief from anti-trust laws relative to collective rate-making agreements; and develops the specifics of rule-makings relevant to rail-related matters.</p> <p>6. <u>Confidential Case Working Files (FD) -</u></p> <p>Working file of dockets used by the Office of Proceedings as documentation and reference in processing and deciding railroad applications for bankruptcy. Includes internal memoranda, recommendations, and votes of the Commission. Arranged numerically by lead docket number. See NN-164-111, item 16.</p> <p>Destroy 3 years after service of the decision or upon final determination of the administrative or judicial review, whichever is later.</p> <p>7. <u>Confidential Case Working Files (FD or AB) -</u></p> <p>Working file of dockets used by the Office of Proceedings as documentation and reference in processing and deciding rail applications for construction, abandonment, and discontinuance. Includes internal memoranda, recommendations, and Commission votes. Arranged numerically by docket number. 252.0 cu. ft. See NN-164-111, items 13, 14 and 15.</p> <p>Destroy 2 years after certificate is issued or completion of court review.</p>		

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8.	<p><u>Confidential Case Working Files (WCF, I&amp;S, and 5a and 5b) -</u></p> <p>Working file of dockets used by the Office of Proceedings as documentation and reference in processing and deciding rail investigation and suspension proceedings, formal complaint and investigation proceedings, Fourth Section Relief Applications, and Section 5a and 5b applications. Includes internal memoranda, recommendations, Commission votes, petitions, orders, reports, work sheets, decisions, and actions. Arranged numerically by docket number. 228.0 cu. ft.</p> <p>Destroy 3 years after the decision is administratively final or completion of court review.</p>		
9.	<p><u>System Diagram Maps -</u></p> <p>Complete set of System Diagram Maps submitted by railroads showing railroad systems and proposed and actual abandonments and discontinuances. All lines of a railroad system are designated in one of four categories according to status in relation to possible or actual abandonment. The maps are amended as plans for abandonment change. Arranged by docket number. 4.0 cu. ft.</p> <p>Offer inactive files to the National Archives every 5 years.</p> <p style="text-align: center;"><u>Review Board</u></p> <p>The Review Board reviews some applications, enters and stays orders, certifies matters in proceedings, and determines issues raised by the filing of protests in cases.</p>		
10.	<p><u>Confidential Case Working Files -</u></p> <p>Case working files for proceedings handled by the Review Board. Includes orders, memoranda, and pleadings used in determining matters in proceedings assigned to the Review Board.</p> <p>Close file annually. Destroy closed file 1 year later.</p>		