

**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 Transportation Analysis

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 10-7-83	JOB NO. NC1-134-84-2
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.	
3/26/85 (Date)	<i>Robert W. King</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 _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

9/6/83
Date

Agata L. Muzenovich
(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 TRANSPORTATION ANALYSIS</u></p> <p>The responsibility of the Office of Transportation Analysis is to assure that Commission decisions are soundly assessed from the standpoint of economic, environmental and energy concerns; to perform those duties related to the legislative responsibilities of the Rail Services Planning Office; to provide analytical support to organizations in the Commission involved in compliance, enforcement, costing, and other similar activities; to develop and conduct impact evaluations and special studies relating to various aspects of economic regulation; monitor the effects of rail, truck and bus regulatory reform; develop and maintain various economic, mathematical, and statistical tools, and provide liaison with other Government agencies, industries, and public or private organizations on major transportation issues.</p> <p>Its functions are as follows:</p> <p>(1) Administers the statutory duties of the Rail Services Planning Office;</p> <p>(2) Assists the Commission and other Bureaus and Offices by providing economic, financial, environmental, energy, statistical, and other related analyses as requested and appropriate;</p>		

ALL CHANGES TO THIS PROPOSED SCHEDULE HAVE BEEN APPROVED BY:

Orlando Gray 3-21-85 Kathleen M. King 3-21-85
NARS appraiser Date Agency representative Date

10 items

Copies to Agency & NC 3-28-85 Gray

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	<p>(3) Conducts special studies on various aspects of economic regulation or the effects of regulatory reform legislation;</p> <p>(4) Develops and maintains essential economic data bases, used to evaluate past and present regulatory activities and future impacts and results of proposed changes in regulations;</p> <p>(5) Assists the Legislative Counsel, and other Bureaus and Offices, as appropriate, in the development and analysis of legislative proposals with respect to economic implications;</p> <p>(6) Responds (or provides assistance) to specific questions regarding Commission activities from other government agencies, Congress, or the public as directed by the Commission.</p> <p>This schedule supersedes schedule NCI-134-77-5, Bureau of Economics, dated March 31, 1977.</p> <p style="text-align: center;"><u>DIRECTOR'S OFFICE</u></p> <p>1. <u>DIRECTOR'S CORRESPONDENCE FILE.</u></p> <p>Director's internal and external correspondence and memoranda concerning legislation, rail planning, rulemakings, rail and motor carrier policy, and other. Includes correspondence with Commissioners, consultants, Commission bureaus and offices, Conrail, DOT, USRA, AAR, and others. Arranged alphabetically by subject. 1980 - 44.0 cu. ft.</p> <p>Break file annually. Destroy one-year segment 2 years later.</p> <p>2. <u>OFFICE ADMINISTRATIVE FILES.</u></p> <p>See ICC General Records Schedule, item 1.</p> <p>3. <u>PERSONNEL WORKING FILE.</u></p> <p>See ICC General Records Schedule, item 2.</p>		
			NCI-134-77-3, item 1
			NCI-134-77-3, item 4

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4.	<p><u>CONTRACT REQUISITIONS FILE.</u></p> <p>Contracts and requests for data and other information related to transportation. Arranged chronologically. 1970 -. 2.5 cu. ft.</p> <p>Destroy upon termination or completion. From GSA General Records Schedule 3, item 4.,c.</p> <p><u>SECTION OF ENERGY AND ENVIRONMENT</u></p>		
5.	<p><u>PROJECT FILES.</u></p> <p>Correspondence, studies, and reports concerning projects performed by the Section on the environment and energy resources. Arranged chronologically. 1975 -. 18.0 cu. ft.</p> <p>Destroy 3 years after completion of project or when no longer used for reference.</p>		
6.	<p><u>ENVIRONMENTAL ASSESSMENTS.</u></p> <p>Staff studies of the environmental effect of a proposed action not having a significant impact on the environment. Arranged numerically by docket number. 1975 -. 36.0 cu. ft.</p> <p>Destroy when 3 years old.</p>		
7.	<p><u>ENVIRONMENTAL IMPACT STATEMENTS.</u></p> <p>Environmental impact statements consisting of a complete and comprehensive analysis of a proposed major Federal action affecting the environment. Arranged numerically by docket number. 1975 -. 28.0 cu. ft.</p> <p>Destroy when 3 years old except statements of precedential value which should be kept until no longer needed for reference.</p>		

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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
8.	<p align="center"><u>SECTION OF RESEARCH AND ANALYSIS</u></p> <p><u>REPORTS AND STUDIES.</u></p> <p><i>A. Published</i> Completed studies, reports, evaluations, and proceedings of conferences related to regulated surface transportation. Includes information and analyses of economic data used in determining regulatory policy. Also includes work papers. Arranged chronologically and by type of analysis. See NCI-134-77-5, items 1 and 2.</p> <p><i>PERMANENT.</i> Offer completed studies and reports to NARS in five-year blocks when series accumulates 1 cubic foot and most recent records are 10 years old. Destroy other material 2 years after completion of the study or report.</p> <p><i>B. Work papers</i> Destroy two years after completion of study or report.</p> <p align="center"><u>SECTION OF RAIL SERVICE PLANNING</u></p>	NCI-134-77-5, item 2	
9.	<p><u>SYSTEM DIAGRAM MAPS.</u></p> <p>Maps of railroad systems indicating potential and pending abandonments. Used in preparing annual mileages of potential abandonments for Federal Railroad Administration funding programs and to inform the public about abandonments. Arranged alphabetically by name of railroad. 1977 -. 6.0 cu. ft.</p> <p>Keep until no longer used for reference, then destroy.</p>		
10.	<p><u>ABANDONMENT SUBMISSIONS.</u></p> <p>Copies of railroad abandonment applications used as reference in preparing analyses of the impact of abandonments. Record copy located in the Public Docket. Arranged chronologically by date filed. 1982 -. 3.0 cu. ft.</p> <p>Destroy when 1 year old.</p>		
11.	<p><u>RAIL CONTRACT SUMMARIES.</u></p> <p>The public review portion of Rail Transportation Contract Summaries. Used in analyzing railroad and shipper contracts in order to advise the public, shippers, and railroads on the contracts. Arranged alphabetically by railroad filing. 1980 -. 18.0 cu. ft.</p>		

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