

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rec'd WED, 4/18/79

LEAVE BLANK

JOB NO
NC1-137-79-1

DATE RECEIVED
4-18-79

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

JUN 1 1979
Date *James B. Clouse*
Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
General Services Administration

2. MAJOR SUBDIVISION
Federal Supply Service

3. MINOR SUBDIVISION
Office of Transportation and Public Utilities

4. NAME OF PERSON WITH WHOM TO CONFER
Raymond F. Hershberger

5. TEL EXT
566-0673

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

- A Request for immediate disposal.
- B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 4/12/79	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Michael G. Barbours</i>	E. TITLE Chief, Records Management Branch
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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
	Traffic Services Program Files File description and requested disposition authorizations changes contained in the attached ch. 52 of the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).	NN-170-126 APP. 52B	

10 items

sent to AIRFCS *7-10-79* *WUB + NMF + Agency*
STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
GPMR (41 CFR) 101-11.4

This appendix describes and provides maintenance and disposition instructions for program files relating to the traffic services function. Involved in this function are contracts and negotiations for adjustment or establishment of classification ratings, charges, and services; the provision of shipping assistance; and the development of information for the settlement of claims. Traffic services program files are created as a result of the responsibilities and functions outlined in the GSA Organization Manual (OFA P 5440.1) and pursuant to the provisions of orders and handbooks in the 7200 and 7400 subject classification series.

This appendix describes and provides maintenance and disposition instructions for program files relating to the transportation management function. Involved in this function is maintenance of, liaison with, and provision of assistance to civil executive agencies in the establishment, improvement, and maintenance of effective freight and passenger transportation and traffic management policies, practices, and procedures; development of studies, analyses, statistics, and reports covering the transportation field; representation in proceedings before regulatory bodies to protect interests of Federal agencies as shippers; development of Government-wide policies and regulations governing transportation management and related services by civil executive agencies; and similar matters. Transportation management program files are created as a result of the responsibilities and functions outlined in the GSA Organization Manual (OFA P 5440.1) and pursuant to the provisions of orders and handbooks in the 7200 and 7400 subject classification series.

52B1. Transportation management studies. Documents created in the study of new ideas and concepts in transportation and traffic management which have Government-wide impact. Included are study initiation papers, study documents with findings, recommendations, and supporting papers, and related records.

Cut off annually following completion of the study:

- a. Final study with findings, recommendations, and supporting papers. PERMANENT. Transfer to FARC when volume permits (one cubic foot) and offer to NARS when 10 years old.
CAPP. 2 cu. ft. on hand. Accumulates about 2 inches/yr.
- b. Other materials. Destroy when 5 years old.

*RAH
5/29/79*

52B2 - 52B4. Reserved.

52B5. Traffic management surveys. Documents created in inspecting procurement, storage, distribution, and transportation activities of GSA and other agencies to determine adequacy of, and make recommendations for the improvement of policies, procedures, facilities, and equipment affecting transportation. Included are visit coordinating actions, reports with findings and recommendations, followup and implementation actions, and related records.

Cut off annually following completion of the survey:

- a. Final report with findings and recommendations, and followup and implementation actions. PERMANENT. Transfer to FARC when volume permits (one cubic foot) and offer to NARS when 10 years old.
CAPP. 3 cu. ft. on hand. Accumulates about 3 inches/yr.
- b. Other materials. Destroy when 5 years old.

*RAH
5/29/79*

~~52B1. Transportation management studies. Documents created in the study of new ideas and concepts in transportation and traffic management which have Government-wide impact. Included are study initiation papers, study documents with findings, recommendations, and supporting papers, and related records.~~

~~Cut off annually following completion of the study, hold 5 years, and destroy.~~

Revised

52B2 - 52B4. Reserved.

~~52B5. Traffic management surveys. Documents created in inspecting procurement, storage, distribution, and transportation activities of GSA and other agencies to determine adequacy of, and make recommendations for the improvement of policies, procedures, facilities, and equipment affecting transportation. Included are visit coordinating actions, reports with findings and recommendations, followup and implementation actions, and related records.~~

~~Cut off annually, hold 5 years, and destroy.~~

Revised

52B6 - 52B9. Reserved.

52B10. Agency general assistance files. Documents relating generally to overall transportation management services requested by, provided to, or of interest to Federal agencies. Included are liaison visit reports, communications on services performed and information provided, and related records.

DESTROY WHEN 2 YEARS OLD *M*

Cut off annually, ~~hold 2 years, and destroy.~~ *30M-79*

52B11 - 52B14 Reserved.

52B15. Transportation training files. Documents relating to the conduct of training sessions and seminars involving all phases of transportation management and techniques. Included are requests for, notifications of, and arrangements for training; communications about the number of people trained; seminar reports; correspondence; and related records.

DESTROY WHEN 2 YEARS OLD

Cut off annually, ~~hold 2 years, and destroy.~~

52B16 - 52B19. Reserved.

52B20. Transportation training materials. Documents relating to the preparation, clearance, and issue of training materials pertaining to all facets of the GSA transportation function. Included are instructor's

manuals, visual aids, instruction outlines, tests, handouts, training aids, and related records.

a. Office preparing Government-wide training materials:
Destroy when no longer needed.

b. Other offices: Destroy when superseded or obsolete.

52B21 - 52B24. Reserved.

52B25. Rate proposals and analyses case files. Documents accumulated to provide other elements of the agency with research and statistical analyses of carrier proposals for rate and charge increases, and for the development of analytical data in connection with statements and exhibits for presentation in proceedings before Federal and State regulatory bodies. Included are statistics concerning carriers, carrier financial and productivity studies, committee proposals, statistical analyses, recommendations on proposed increases, copies of petition statements, replies, exhibits, decisions, orders, and related records.

Cut off annually following final action by the appropriate carrier rate and classification committee or regulatory body, hold 2 years, and destroy.

DESTROY WHEN 2 YEARS OLD

52B26 - 52B29. Reserved.

52B30. Management and statistical reports. This file consists of periodic transportation management and statistical reports. Included are outbound tonnage destination reports, tonnage distribution reports by type of carrier, consolidated tonnage distribution reports, and similar reports and related records.

a. Central Office:

(1) Cumulative fiscal year reports: Cut off annually, ~~hold 6 years, and destroy.~~ DESTROY WHEN 6 YEARS OLD

(2) Other reports: ~~Hold 6 months and destroy.~~ DESTROY WHEN 6 months YEARS OLD

b. Regional offices:

(1) Cumulative yearend reports: Cut off annually, ~~hold 2 years, and destroy.~~ DESTROY WHEN 2 YEARS OLD

(2) Monthly and other reports: Cut off semiannually, ~~hold 6 months, and destroy.~~ DESTROY WHEN 6 months YEARS OLD

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52B31 - 52B34. Reserved.

52B35. Carrier name master files. This file is a consolidated master listing of the names and codes of all carriers used by Government agencies.

~~Cut off listing annually when superseded, hold 2 years, and destroy.~~ DESTROY WHEN 2 YEARS OLD

52B36 - 52B39. Reserved.

~~52B40. Economic and statistical analyses project files. Documents created in making economic studies and analyses in the field of transportation, such as average carrier costs, carrier growth, shipment consolidations, operating ratios, traffic flows, and similar matters. Included are data collection papers; analytical evaluations and summaries; graphic presentations; reports; papers documenting project inception, scope, procedure, accomplishments, findings, and recommendations; and related records.~~

WITHDRAWN

RH 5/29/79

~~Cut off annually on completion of the study, hold 2 years, and destroy.~~

52B41 - 52B44. Reserved.

52B45. Regulatory proceedings files. Documents created in representing Government agencies in proceedings before transportation regulatory bodies. These proceedings may pertain to new or additional operating authorities; establishment or discontinuance of transportation services; or changes in classification ratings, rates, charges, or rules sought by commercial carriers. Included are information and data used in GSA documents filed with regulatory bodies, analyses on which determinations are made regarding scope and manner of participation, drafts of statements and exhibits, copies of decisions and orders, and related records.

~~a. Files relating to cases designated by the Assistant Commissioner as significant and concurred in by the Commissioner: Cut off annually, hold 2 years, and retire. Destroy after 18 additional years.~~

WITHDRAWN

~~Files relating to other cases: Cut off annually, hold 2 years, and retire. Destroy after 4 additional years.~~

RH 5/29/79

52B46 - 54B49. Reserved.

DESTROY WHEN 6 YEARS OLD

52B50. Carrier proposal files. Documents created in reviewing, analyzing, and developing the Government position on carrier proposals which are scheduled for consideration by carrier rate committees and which are of interest to, or have a substantial impact on Government transportation policies, procedures, or costs. Included are the rate or classification proposals, statistical analyses, data on dollar impact involved, correspondence, GSA protests or petitions (when regulatory action does not result), and related records.

Place in inactive file following final committee action on the proposal, cut off annually, ~~held 1 year, and destroy.~~

DESTROY WHEN 7 YEARS OLD

Note.--When proposals become the subjects of regulatory dockets, withdraw and place in the applicable regulatory proceedings file.