

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
<i>NCI-39884-2</i>	
DATE RECEIVED	
<i>9-17-84</i>	
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the disposal request including amendments is approved except for items that may be stamped disposal not approved or withdrawn in column 10	
<i>NAVY/CHLIM</i>	<i>WITHDRAWN</i>
Date	Archivist of the United States

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

1 FROM (AGENCY OR ESTABLISHMENT)
Department of Transportation

2 MAJOR SUBDIVISION
Research and Special Programs Administration

3 MINOR SUBDIVISION
Materials Transportation Bureau

4 NAME OF PERSON WITH WHOM TO CONFER

David Watson	5 TEL EXT
Gracie Carter	472-2784
	426-4502

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 4 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	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE
3-20-84	<i>Carol A. Sutton</i> Carol A. Sutton	OST Records Management Officer

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1.	<p align="center"><u>MATERIALS TRANSPORTATION BUREAU</u></p> <p>The Materials Transportation Bureau is responsible for carrying out a national regulatory program to protect against the risks to life and property inherent in the transportation of hazardous materials, natural gas, petroleum and other hazardous materials by pipeline by prescribing and enforcing Federal safety regulations, collecting, compiling and analyzing hazardous materials data, administering Federal grants to aid State pipeline safety programs and monitoring safety enforcement programs, interstate pipeline operations and intrastate pipeline operations not otherwise covered by State programs.</p> <p><u>OFFICE ADMINISTRATIVE FILES</u></p> <p>A. <u>General Subject Files.</u> Correspondence, memoranda and other documents relating to the internal administration of the Bureau such as travel and transportation, budget submissions, personnel and general housekeeping records.</p> <p>Start new file each year. When files are three years old, separate those having reference value. Transfer to FRC when three years old.</p>		<p align="center"><i>WITHDRAWN</i></p> <p align="right"><i>17 items</i></p>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
2.	<p>B. <u>Reading or Chron Files.</u> Copies of correspondence used solely as a reading or reference file for the convenience of personnel.</p> <p>Destroy when two years old or when reference value has been exhausted.</p> <p>C. <u>Time and Attendance Files.</u> Carbon copies of T&A cards submitted to payroll office.</p> <p>Destroy when three years old.</p> <p>D. <u>Leave Application Files.</u></p> <p>(1) If the time card has been initialed by the employee. Destroy at the end of the applicable pay period.</p> <p>(2) If the time card has not been initialed by the employee. Destroy when three years old.</p> <p>E. <u>Routine Control Files.</u> Correspondence control forms used to control work flow.</p> <p>Remove from related records and destroy when work is completed and no longer needed for operating purposes.</p> <p>F. <u>Technical Reference Files.</u> Copies of documents retained for reference purposes. Includes copies of reports, studies, periodicals, books, brochures etc.</p> <p>Review annually and destroy material of no further reference value.</p> <p><u>SPEECH FILES.</u> Copies of speeches given by Bureau Director pertaining to Hazardous Materials and Pipeline Safety programs.</p> <p>Destroy when three years old.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
3	<p><u>MATERIALS TRANSPORTATION PUBLICATIONS.</u></p> <p>Copies of reports, newsletters and publications written in-house or by contract relating to hazardous materials and pipeline safety programs.</p> <p><u>PERMANENT</u></p> <p>A. Offer one copy of each publication to NARS in blocks of five years.</p> <p>B. Working papers and duplicate copies of publications. Destroy when reference value has been exhausted.</p>		
4.	<p><u>MATERIALS TRANSPORTATION REPORTS.</u></p> <p>Files containing information regarding hazardous materials transportation incidents, pipeline safety incidents and annual reports from pipeline operators.</p> <p>Transfer to FRC when three years old. FRC destroy when seven years old.</p>	Scheduled NCI-398-81-5	
5.	<p><u>EXEMPTION FILES.</u> Internal memos, working papers and confidential papers that are not for public viewing received from shippers, carriers and container manufacturers requesting exemption from hazardous materials and pipeline safety regulations.</p> <p>Transfer to the FRC three months after file is closed. FRC destroy six years after file is closed.</p>		
6.	<p><u>INTERPRETATION FILES.</u> Working papers reflecting decisions and interpretation of MTB regulations over which the MTB exercises issuing authority, made internally by the office and used for reference purposed.</p> <p>Maintained in the Bureau as an active working file. Review annually and destroy material when reference value is exhausted.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
7.	<p><u>STATE CASE FILES.</u> Case files consisting of correspondence, technical background material and certification used in maintaining liaison with State agencies relating to routine operations and daily activities in the administration of the MTB safety programs.</p> <p>Maintain in Bureau as an active working file. Review annually and destroy material when reference value is exhausted.</p>		
8.	<p><u>ENFORCEMENT CASE FILES.</u> Copies of inspection reports and warning letters used to ensure compliance with MTB hazardous materials and pipeline safety regulations.</p> <p>Review annually. Destroy material when reference value is exhausted.</p>		
9.	<p><u>RULES DOCKET FILES.</u> Dockets relating to the creation of a new MTB regulation or amendment of an existing regulation.</p> <p>A After records have been microfilmed, transfer to the FRC. FRC destroy 10 years after transfer.</p> <p>B <u>PERMANENT MICROFILM:</u> OFFER TO NARS WHEN 30 years old or when ADMINISTRATIVE USE BEY EXHAUSTED.</p>		<p>EA Sutton 10/23/84</p>
10.	<p><u>TECHNICAL STUDIES FILES.</u> Official files of studies, reports and projects conducted in-house or by contractor relating to special problems such as the Trans Alaska Gas Pipeline Project or other hazardous materials or pipeline safety programs. Includes background, working papers and draft reports.</p> <p>Destroy five years after study has been completed or when reference value is exhausted.</p>		