

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA Use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-398-94-1	
1. FROM (Agency or establishment) Department of Transportation		DATE RECEIVED 10-15-1993	
2. MAJOR SUBDIVISION Office of the Secretary		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Office of Administrative Services & Property Management			
4. NAME OF PERSON WITH WHOM TO CONFER James Carroll	5. TELEPHONE 202-366-1230	DATE 9-21-95	ARCHIVIST OF THE UNITED STATES <i>John W. Carson</i>

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

☒ is not required; ☐ is attached; or ☐ has been requested.

DATE 9-30-93	SIGNATURE OF AGENCY REPRESENTATIVE <i>David H. Parker Sr</i>	TITLE DOT RECORDS MANAGEMENT OFFICER
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p>Office of Administrative Services and Property Management</p> <p>-Photography Section-</p> <p>The Photography Section was established to provide photographic services for official purposes within the Office of the Secretary and the Modal Administrations. The Photography Section was established by DOT order <u>DOT 1700.14</u> dated 9-6-72.</p> <p>Still Photographs</p> <p>(a) Portraits of Senior Agency Officials of the Office of the Secretary and the Modal Administrations. To include an original negative and captioned print, except for the Official Portrait of the Secretary which will be a copy negative and a captioned print.</p> <p>Permanent Break file every five years. Offer five year accumulation to NARA five years after the break.</p>	<p>NI-398-81-4</p> <p><i>See next page</i></p>	

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1. Still Photographs

(a) Portraits of Senior Agency Officials of the Office of the Secretary and the Modal Administrations. Included are an original negative and captioned print, except for the official portrait of the Secretary which will be a copy negative and captioned print.

PERMANENT: Break file every five years. Transfer five year accumulation with the related finding aid to the National Archives five years after the break.

(b) Photographs that depict the mission of the Office of the Secretary and the Modal Administrations. Included are an original negative and captioned print.

PERMANENT: Break file every five years. Transfer five year accumulation with the related finding aid to the National Archives five years after the break.

(c) Photographs produced or collected or use in agency publications. Included are an original negative and a captioned print.

PERMANENT: Break file every five years. Transfer five year accumulation with the related finding aid to the National Archives five years after the break.

2. Color Slides

Color Slides created or accumulated by the Department that illustrate transportation personalities, events and activities.

PERMANENT: Break file every five years. Transfer five year accumulation with the related finding aid to the National Archives five years after the break.