

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 1. FROM (Agency or establishment) Department of Transportation 2. MAJOR SUBDIVISION Office of the Secretary 3. MINOR SUBDIVISION Office of Intelligence and Security 4. NAME OF PERSON WITH WHOM TO CONFER Diane Queen 5. TELEPHONE 202 366-6535		JOB NUMBER N1-398.95.1	
		DATE RECEIVED 10-12-94	
		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
DATE 12-18-95		ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 <u>2</u> 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.		
DATE 6-29-94	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature: David H. Parker Sr.]</i>	TITLE OST Records Management Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	OFFICE OF INTELLIGENCE AND SECURITY This office advises the Secretary of Transportation on domestic and international intelligence and security matters; coordinates the development and implementation of long-term strategic plans, information management systems and integrated research and development programs affecting the security of the travelling public and of cargo; is the focal point in the Department for transportation intelligence and security policy; and provides oversight of transportation security and intelligence programs. READING-DAY FILES: Chronological files duplicating all outgoing correspondence. DISPOSITION: Destroy when two years old.		GRS 23, item 1

JAN -3 1996 *mm*
 copy to : Agency
 NNT NIA
 NNE
 NCF

2. GENERAL SUBJECT FILES: Files are general subjects in international and domestic security matters, including meetings, rulemaking, speeches, domestic and international organizations, briefings, and other miscellaneous documents relating to the administration and operation of the Office of Intelligence and Security.

~~DISPOSITION: Transfer to FRC when 3 years old. Destroy when 8 years old.~~

See below

3. RESEARCH AND DEVELOPMENT FILES: These files consist of documents used to review and analyze budget submission priorities of security related plans and policies.

DISPOSITION: Transfer to FRC when 3 years old. Destroy when 8 years old.

DISPOSITION FOR ITEM 2

PERMANENT: Transfer to FRC when 3 years old. Transfer to the National Archives when 8 years old.

NOTE: CLASSIFIED items may be interfiled in both series. When preparing records for transfer, please identify files as CLASSIFIED.

The National Archives and Records Administration reserved the right during archival processing to dispose of any marginal, duplicative, fragmentary or non-identifiable materials and records that are already scheduled under approved agency schedules and the General Records Schedules.