

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)

Department of Transportation

2. MAJOR SUBDIVISION

Office of the Secretary

3. MINOR SUBDIVISION

Departmental Office of Civil Rights

4. NAME OF PERSON WITH WHOM TO CONFER

Martha D. Jones

5. TEL EXT.

426-4648

LEAVE BLANK

JOB NO

NC - 398-76-2

DATE RECEIVED

SEP 16 1975

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

1-22-76 James B. Rhoads
Date Archivist of the United States

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 2 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 <u>1/8/76</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <u>E. Frederick Langhof</u>	E. TITLE <u>OST Records Management Officer</u>
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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
	<p>This proposed schedule is submitted for the Departmental Office of Civil Rights. The series of records enumerated herein are currently unscheduled.</p> <p>Records which are disposable by authority of the General Records Schedule are excepted from this request.</p> <p style="text-align: center;"><u>RG 398, 3 ITEMS</u></p>		

Request for Records Disposition Authority—Continuation

JOB NO

PAGE OF

2/2

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<u>Reading Files.</u> Copies of letters sent from the Departmental Office of Civil Rights. Destroy when 3 years old.		
2.	<u>Internal Working Papers.</u> Material collated and referenced by the Departmental Office of Civil Rights in effecting reports and studies. Destroy when 3 years old or upon completion of report or study, whichever is sooner.		
3.	<u>Subject Files.</u> Includes all other subject files of a general administrative nature, including copies of correspondence, reports, and miscellaneous supportive data. Destroy when 3 years old.		