

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

*Rec'd NCU 17 Jun 1978*

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

1. FROM (AGENCY OR ESTABLISHMENT)

**Department of Transportation**

2. MAJOR SUBDIVISION

**Transportation Systems Center**

3. MINOR SUBDIVISION

**Organization and Management Branch**

4. NAME OF PERSON WITH WHOM TO CONFER

**John X Moonan**

5. TEL EXT

**837-494-2098**

LEAVE BLANK	
JOB NO <b>NC 398 78 2</b>	
DATE RECEIVED <b>JUN 19 1978</b>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date <b>7-18-78</b> <i>Acting</i>	<i>James E. O'Neil</i> 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
6/8/78	<i>Helen M. Schaeffer</i>	Records Management Officer

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<b>Administrative Management Records</b>		
1.	<b>Master Set of TSC Directives</b> Filed numerically by subject classification code. Accumulation is approximately .5 cu. ft. per year. TRANSFER TO THE FARC 2 YEARS AFTER DIRECTIVE IS SUPERSEDED OR CANCELLED. PERMANENT. <i>offer to NARS when 10 years old. sc 6-23-78</i> <b>Case file of TSC Directives, including record of clearance and approvals and background documents.</b> DESTROY 5 YEARS AFTER DIRECTIVE IS SUPERSEDED OR CANCELLED.		
2.	<b>TSC Forms</b> Filed numerically by subject classification code. Record Copy of each form and revision, request for approval and justification and any related documentation showing inception, scope, and purpose of the form. DESTROY 2 YEARS AFTER FORM IS SUPERSEDED OR CANCELLED.		

*sent INC, NARS, agency  
MAY 7-20-78*

*5 items*

**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>Management Studies and Analyses</u></p> <p>a. Methods analyses, work flow studies of internal functions and processes, workload requirements and operating procedures and special studies (e.g., cost benefit and feasibility studies).</p> <p>DESTROY TWO YEARS AFTER COMPLETION OF ANALYSIS OR STUDY.</p> <p>b. Organization analyses and analysis of administrative structures and processes with the flow of data into and out of automated management information systems.</p> <p>TRANSFER TO THE FARC AFTER TWO YEARS. DESTROY FIVE YEARS AFTER COMPLETION.</p> <p>c. Working papers and background records such as notes, drafts, and interim reports.</p> <p>DESTROY SIX MONTHS AFTER COMPLETION OF THE ANALYSES OR STUDIES.</p>		