

Reid NCD 19 Jun 78

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO <b>NC 4 998 78 3</b>	
DATE RECEIVED <b>JUN 18 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
8-9-78 Date	<i>James B. [Signature]</i> 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 (DOT)

2. MAJOR SUBDIVISION  
Transportation Systems Center (TSC)

3. MINOR SUBDIVISION  
Organization & Management Branch

4. NAME OF PERSON WITH WHOM TO CONFER  
John W. Weaver

5. TEL EXT  
837-2021

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 6/8/78 <del>1/17/78</del>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Helen M. Schnetzer</i> Helen M. Schnetzer	E. TITLE Records Management Officer/DTS-831
---	--	--

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p>TSC Scientific and Technical Publications published and disseminated under the sponsorship of the DOT for the exploration, expansion and diffusion of scientific knowledge related to transportation:</p> <p>Technical Reports which present interim and final results of research, development and demonstration projects, funded by DOT and its operating elements, and prepared and distributed by the TSC. Reports are filed by sponsoring Agency, then numerically, i.e., DOT-TSC-FAA-78-10, which would be the tenth report published in fiscal year 78, sponsored by FAA. Approximately 10 cu. ft. of records are accumulated each fiscal year.</p> <p>a. One record copy marked "Official Record Copy". PERMANENT. Transfer to the FARC one year after publication. Offer to NARS when 5 years old. <i>after publication. SC 8-4-78</i></p> <p>b. Related papers showing inception, scope and background, including coordination papers and comments. Edited manuscript copy, galley proofs, original art, figures, cover design and title page.</p> <p>Destroy 3 years after publication.</p>		8 items

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

2

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
2.	<p>c. Author's working papers relating to the publication, such as feeder reports, background materials, notes, correspondence and related papers.</p> <p>Destroy 2 years after publication.</p> <p>d. All other internal copies of Technical Reports.</p> <p>Send to the TSC Library when no longer needed for reference.</p> <p><u>Project Memoranda</u> Documents issued as a means of technical communication within a project or program, either between TSC and the sponsor's program manager, or internally between TSC project personnel.</p> <p>Destroy one year after completion or cancellation of related projects.</p> <p>3. <u>Quarterly Program Progress Reports</u> which summarize highlights of work accomplished during quarterly period, including technical discussions, comments on scheduled progress, discussion of anticipated work to be covered in the succeeding quarter, and funding and manpower status information.</p> <p>a. Official Record Copy of 1st, 2nd &amp; 3rd quarter reports.</p> <p>Retain one year after end of fiscal year. Transfer to the FARC and destroy after four years.</p> <p>b. Official Record Copy of consolidated 4th Quarter Report. Filed by fiscal quarter. Approximately .5 cu. ft. accumulated each fiscal year. (Accumulation of 2 cu. ft. on hand at present).</p> <p>PERMANENT. <del>Transfer to the FARC 4 years after end of fiscal year.</del> <i>Offer to NARS when 5 years old. SC 8-4-78</i></p> <p>c. Copies retained by reporting offices.</p> <p>Destroy 1 year after completion or cancellation of related projects.</p>		