

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC 1-398-83-1	
DATE RECEIVED 2-22-83	
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the disposal request including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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 5/18/83	Archivist of the United States <i>Robert C. Kane</i>

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 Office of the Assistant Secretary for Administration	
4 NAME OF PERSON WITH WHOM TO CONFER Carol A. Sutton	5 TEL EXT 426-4352

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 3 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 2-15-83	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Carol A. Sutton</i>	E TITLE OST Records Management Officer
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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
1	<p><u>OFFICE OF THE ASSISTANT SECRETARY FOR ADMINISTRATION</u></p> <p>The Office of the Assistant Secretary for Administration provides and is principal advisor to the Secretary on matters relating to the organization and management of the Department. This includes personnel and training, management planning, information systems, administrative operations, installation and logistics, financial systems policy and management and operation of a consolidated ADP services to headquarters and field elements.</p> <p><u>OFFICE ADMINISTRATIVE FILES</u></p> <p>A. <u>General Subject Files.</u> Correspondence, memoranda, and other documents accumulated by offices that relate to internal administration such as travel and transportation, budget submissions, correspondence management, personnel and general housekeeping records.</p> <p>Start new file yearly. Destroy when three years old.</p>		<p>NO MASS DATA CHANGE</p> <p><i>7 items</i></p>

Copy to agency, 3-31-83; RB.

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
	<p>B. <u>Reading or Chron Files</u>. Copies of correspondence used solely as a reading or reference file for convenience of personnel.</p> <p>Destroy when two years old or when reference value has been exhausted.</p>		
2	<p><u>REPORT FILES</u></p> <p>Official files of studies, reports or projects conducted in house or by contract.</p> <p>A. Reports, studies, or projects relating to evaluations to develop or ensure development of new or improved policies, practices, procedures and system and made to evaluate OST programs and proposed programs.</p> <p>(1) Final Report/Study - Completed One copy of final report, study or project. Transfer to FRC five years after study or report is completed. Destroy when 10 years after study or report is completed. (Approx. 1 cu. ft. per year) <i>Destroy when 10 years old.</i></p> <p>(2) Case File. Background and working papers. Destroy five years after study or report is completed.</p> <p>B. Reports, studies, or projects relating to management improvements in the administrative support area and specific applications of data processing and information retrieval techniques. Destroy five years after report or study is completed.</p>		

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3/14/83 M.G.*

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>INSTALLATION AND LOGISTICS POLICY FILES</u></p> <p>A. Files relating to formulation of policy and standards to ensure that procurement, facilities, property and grant management practices are in accordance with applicable laws and regulations.</p> <p>When files are three years old, separate those having reference value. Transfer to FRC when three years old. FRC destroy when six years old.</p> <p>B. Property management and disposal files. Correspondence reports and related documents pertaining to administration and operation of activities dealing with the redistribution and disposal of excess and surplus property.</p> <p>Transfer to FRC when five years old. FRC destroy when ten years old.</p>		