

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

LEAVE BLANK	
JOB NO <b>NC1-398-83-2</b>	
DATE RECEIVED <b>3-10-83</b>	
NOTIFICATION TO AGENCY <small>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the disposal request including amendments is approved except for items that may be stamped 'disposal not approved' or 'withdrawn' in column 10</small>	
<b>5-5-83</b> <small>Date</small>	<i>Robert H. May</i> <small>Archivist of the United States</small>

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 Small and Disadvantaged Business Utilization	
4 NAME OF PERSON WITH WHOM TO CONFER  Marie Hendricks	5 TEL EXT  426-1930

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 1 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 3-8-83	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Carol A. Sutton</i> Carol A. Sutton	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 SMALL AND DISADVANTAGED BUSINESS UTILIZATION</u></p> <p>This office provides policy direction for minority, women-owned and small and disadvantaged business participation in the Department's procurement and Federal financial assistance activities.</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, correspondence management, and personnel and general housekeeping records.</p> <p>Start new file yearly Destroy when three years old</p> <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>		<b>2 items</b>

**NO MASS DATA CHANGE**

Sent to NAF by DMW-6/1/83 Agency-6/1/83 by DMW