

**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  
**Office of Governmental Affairs**

4 NAME OF PERSON WITH WHOM TO CONFER

**Dorothy Allinger**

5 TEL EXT

**426-9484**

LEAVE BLANK	
JOB NO <b>NCI-398-83-5</b>	
DATE RECEIVED <b>4-1-83</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the disposal request including amendments is approved except for items that may be stamped 'disposal not approved' or 'withdrawn' in column 10	
<b>7-26-83</b> Date	<i>[Signature]</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 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 <b>3-25-83</b>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> <b>Carol A. Sutton</b>	E TITLE <b>OST Records Management Officer</b>
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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
	<b>OFFICE OF THE ASSISTANT SECRETARY FOR GOVERNMENTAL AFFAIRS</b>  This Office supervises and coordinates all Departmental relationships with the Congress, directs the presentation of the Department's legislative programs, provides advice and support to Regional Representatives of the Secretary, maintains liaison with State and local officials, supervises the DOT Technology Sharing Program, and serves as the Headquarters focal point for the Intermodal Planning Groups (IPG's). These files include Headquarters and the six DOT Regional Representatives of the Secretary.		
1	<b>GENERAL SUBJECT FILES.</b> 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.  Start new file each year. Destroy when three years old.		<b>NO MASS DATA CHANGE</b>  <b>6 items</b>

*Agency, NNF, NNB, NNI & NEW sent out 8-3-83 by DMW.*

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
2	<p>BRIEFING PAPERS FOR THE SECRETARY. Briefing and supportive material provided to the Secretary for trips, meetings and other special functions.</p> <p>Filed in chronological order of event.</p> <p>Destroy when three years old or when reference value is exhausted.</p>		
3	<p><u>INFORMATION REFERENCE FILES</u></p> <p>Background information used for reference purposes which includes geographical data on Members of Congress (staff members, committee assignments and grants); public interest groups such as National Governor's Association and U.S. Conference of Mayors; and data gathered on each DOT operating administration programs and other items of interest.</p> <p>Destroy when three years old or when reference value is exhausted.</p>		
4	<p><u>TECHNOLOGY SHARING PUBLICATIONS</u></p> <p>Files include reprinted technical documents of a State, local government or other administration which are the result of research conducted on transportation problems of state and local governments. These publications are for the purpose of conveying the results of the research to other jurisdictions facing the same types of problems.</p> <p>Publications are available through NTIS or GPO.</p> <p><del>ARRANGED BY DOT NUMBER.</del> <del>Destroy when five years old or when reference value has been exhausted.</del></p> <p><i>Permanent. Offer to NARS in blocks of 5 years when the latest records are 8 years old.</i></p>		<p><i>change per C.S. of DOT + M.G. of NARS.</i> <i>M.G. 7-6-43</i></p>

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5	<p><u>CONSUMER AFFAIRS NEWSLETTER (TRANSPO TOPICS)</u></p> <p>A. Master set of newsletters which are published and distributed to public, local and State governments and other Federal agencies.</p> <p>Permanent. Offer to NARS in blocks of five years when the latest records are eight years old.</p> <p>B. Working papers and duplicate copies of the above newsletter.</p> <p>Destroy when three years old or when reference value is exhausted.</p>		