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| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>  |  | JOB NUMBER <b>570</b><br><del>71-398-04-19</del>   |   |
| To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION<br>8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001   |  | Date received<br><b>8-16-04</b>  |   |
| 1. FROM (Agency or establishment)<br>U.S. Department of Transportation  |  | NOTIFICATION TO AGENCY<br><br>In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. |   |
| 2. MAJOR SUBDIVISION<br>Bureau of Transportation Statistics   |  |  |   |
| 3. MINOR SUBDIVISION  |  |  |   |
| 4. NAME OF PERSON WITH WHOM TO CONFER   | 5. TELEPHONE NUMBER  | DATE<br><b>2-15-05</b>   | ARCHIVIST OF THE UNITED STATES<br><i>Leif Bellard</i> |
| 6. AGENCY CERTIFICATION<br>I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,<br><br><input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. |  |  |   |
| DATE<br><b>8/12/04</b>  | SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Stacy Murphy</i>  |  | TITLE<br>Administrative Specialist                    |
| 7. ITEM NO.   | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  | 9. GRS OR SUPERSEDED JOB CITATION  | 10. ACTION TAKEN (NARA USE ONLY)                      |
| 1.  | <u>Federal Register Notice Files</u><br><br>This record series consists of documents related to the publication of notices in the Federal Register. Includes drafts and final notices, tear sheets from the Federal Register, newspaper clippings, press releases, citations and abstracts of articles, correspondence and any logs or tracking systems.<br><br>This schedule applies to all the described records regardless of physical media.<br><br>a. Record copy<br><br>Disposition: <b>Disposable</b> . Close file at the end of the calendar year. Keep files in the office for 3 years; then retire to the FRC. Destroy 5 years after closure.<br><br>b(1). Electronic mail and word processing system copies – copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, |  |   |

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|  | <p>personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.</p> <p>Disposition: <b>Disposable</b>. Destroy/delete within 180 days after the recordkeeping copy has been produced.</p> <p>b(2). Electronic mail and word processing system copies – copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.</p> <p>Disposition: <b>Disposable</b>. Destroy/delete when dissemination, revision, or updating is completed.</p> |  |  |
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