

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)

Interstate Commerce Commission

2. MAJOR SUBDIVISION

Office of Proceedings

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Carroll Stearns

5. TEL EXT

275-7696

LEAVE BLANK

JOB NO

NC 1 134 77 8

DATE RECEIVED

18 FEB 1977

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

6-1-77 *James B. Rhodes*
Date 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 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 <i>2/1/77</i> | D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert Oswald</i> | E. TITLE Secretary | |
| 7. ITEM NO | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO | 10. ACTION TAKEN |
| | <p align="center"><u>OFFICE OF PROCEEDINGS</u> (MACHINE-READABLE RECORDS)</p> <p>This Office processes all formal and certain informal proceedings arising or initiated under the provisions of the Interstate Commerce Commission Act dealing with the activities of rail, motor, and water carriers, and brokers and freight forwarders. The Office advises and counsels the Commission on proceedings matters, and examines applications for operating rights, prepares certificates, and permits and licenses for permanent grants of authority, and reissues, vacates, or amends such authorities.</p> <p align="center"><u>SECTION OF CASE CONTROL AND INFORMATION</u></p> <p>Supports case processing by maintaining management information on the status of proceedings, and documenting proceedings in various forms. Utilizes manual and automated aids to track the progress of individual cases through the proceedings cycle and to report on the status of cases, and documents aspects of each case at inception, during processing, and upon final disposition of the case.</p> | | |

RG134; 1 item

*copied to NAR & Agency
due 6/6/77 plw*

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 |
|---------------|---|--------------------------|--------------------|
| 1. | <p><u>CASE AND PETITION STATUS AND HISTORY FILE</u> - This file covering the period 1963 to the present is located at 12th and Constitution Ave., N. W., Washington, D. C. in Room B-117. The file consists of data on the status of cases which are being processed by the Commission. The information is used to make available to the Commission comprehensive and accurate information on pending caseloads as well as historical data to aid in control, case tracking, and progress of administrative proceedings. Contact John Surina at 275-7020 for further information on this file.</p> <p>Destroy when no longer needed for current agency use.</p> | | |