

Rev NCD 7 Jun 80

REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS

(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 the Chairman

3. MINOR SUBDIVISION

Office of Communications

4. NAME OF PERSON WITH WHOM TO CONFER

Carroll Stearns

5. TEL EXT

633-0204

6. CERTIFICATE OF AGENCY REPRESENTATIVE

LEAVE BLANK	
DATE RECEIVED	JOB NO
June 5, 1980	NC1-134-80-4
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 "with drawn" in column 10	
<u>10-31-80</u> (Date)	<u>[Signature]</u> Archivist of the United States

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

5/29/80 [Signature] Secretary
 Date (Signature of Agency Representative) (Title)

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>OFFICE OF COMMUNICATIONS</p> <p>The Office of Communications analyzes, and reports on the public information and consumer impact of Commission programs, regulations, and legislation. It organizes, plans, and directs comprehensive nationwide public information and consumer programs; disseminates timely news on Commission programs and decisions; circulates up-to-date Commission information to all employees; and, prepares the ICC annual Report to Congress and other general public interest and consumer publications.</p>		
1.	<p><u>COMMISSION PRESS RELEASES</u>. Official set of Commission press releases on subjects relating to transportation regulation, ICC organization, appointments, etc. 1959 - .</p> <p><i>PERMANENT.</i> Offer 1959 - 1976 to the <i>National</i> Archives immediately. Subsequently, offer to the Archives when 3 years old.</p>		
2.	<p><u>COMMISSION CONFERENCE TAPES</u>. Tape recordings of Commission Conferences providing documentation of the organization, functions, policies, procedures, and transactions of the Commission.</p> <p><i>PERMANENT.</i> Offer to the <i>National</i> Archives when 2 years old.</p>		<i>5 items</i>

*Closed Out: 11-4-80: K.T.D.
Copies Sent to NNF, NNR, NNB*

Request for Records Disposition Authority – Continuation		JOB NO	PAGE OF
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
3.	<p><u>NEWS CLIPPINGS.</u> News clippings concerning the ICC.</p> <p>Destroy when 2 years old.</p>		
4.	<p><u>PHOTOGRAPHS.</u> Photographs that are not permanent records as described under item 1a of the General Records Schedule.</p> <p>Destroy when no longer needed for administrative use in accordance with FPMR 101-42.303-1.</p>		
5.	<p><u>COMMISSION CONFERENCE FILES.</u> Records produced in preparing for Commission conferences. Includes copies of public notice of conferences and staff material given to the public at conferences.</p> <p>Destroy when 3 years old.</p>		