

Rec'd NCD 17 Jul 79 AM

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO.	
NCI-398-79-1	
DATE RECEIVED	
July 18, 1979	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
7-24-79 Date	<i>[Signature]</i> Archivist of the United States

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 Management Planning

4. NAME OF PERSON WITH WHOM TO CONFER
Raymond Sander

5. TEL EXT
426-4747

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 7/16/79	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</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 MANAGEMENT PLANNING</u></p> <p>The Office of Management Planning ensures that the management systems and organization policies and plans of the Department are responsive to requirements for effective, efficient and economical achievement of Departmental program goals. The Office also provides staff support to the Secretary, Deputy Secretary, the Assistant Secretary for Administration and other senior Departmental officials with regard to special projects and a full range of management consultant services, as well as major Presidential and Congressional initiatives involving Department of Transportation.</p> <p><u>OFFICE ADMINISTRATIVE FILES.</u></p> <p><u>General Subject Files.</u> Records accumulated by the Office of Management Planning that relate to the internal administration such as goals and objectives, budget material, manpower utilization and general housekeeping records.</p> <p>Transfer to FARC when three years old. Destroy when six years old.</p>		3 items

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><u>DIRECTIVES MANAGEMENT RECORDS.</u></p> <p>A. <u>Directive Case Files.</u> Official files for DOT directives prescribing policies, organization, or procedures or providing information essential to the administration or operation of the agency. Each file includes a printed copy of the directive, record of coordination and approval and significant background documents and all revisions. <i>Arranged by the DOT numeric subject classification scheme.</i></p> <p>(1) <u>PERMANENT.</u> <u>Master Set including all revisions.</u> Transfer to FARC when superseded or canceled. Offer to NARS when 10 years old.</p> <p>(2) <u>Case File.</u> Transfer to FARC when superseded or canceled. Destroy five years after superseded or canceled.</p> <p>B. <u>Directives working and reference files.</u> Files of directives accumulated in offices for reference.</p> <p>Destroy when canceled or no longer needed for reference.</p>		<p><i>4 cu. ft./yr.</i> <i>35 cu. ft.</i> <i>total</i></p>
3	<p><u>ORGANIZATIONAL RECORDS.</u></p> <p>A. <u>Organization planning files.</u> Memoranda, charts and reports relating to the establishment of and changes in organization, function, relationship, and delegations of authority, such as organizational and functional charts, staff studies on reorganization, abolishing offices, management improvement etc. and related correspondence. <i>Arranged by the DOT numeric subject classification scheme.</i></p> <p><u>PERMANENT.</u> Transfer to FARC when three years old. Offer to NARS when 10 years old.</p> <p>B. <u>Organization planning working files.</u> Background material, drafts, interim and progress reports and related papers accumulated in organization planning projects, surveys and studies.</p> <p>Destroy six months after final action on project report or three years after completion of report if no final action is taken.</p>		<p><i>12 cu. ft./10yr.</i> <i>1 cu. ft./yr.</i></p>

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4	<p><u>GENERAL ACCOUNTING OFFICE (GAO) AUDITING RECORDS.</u></p> <p>Audit reports, corrdination papers, final DOT replies and related correspondence accumulated in connection with audits by GAO of DOT activities.</p> <p>A. <u>Washington Office.</u> Transfer to FARC three years after completion. Destroy when five years old provided that action on audit recommendations has been completed.</p> <p>B. <u>Field Offices.</u> Destroy when four years old.</p>		