

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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TO **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

JOB NO

NCI-398-81-4

DATE RECEIVED

May 1, 1981

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Transportation

2. MAJOR SUBDIVISION
Office of the Secretary

3. MINOR SUBDIVISION
Office of Public Affairs

4. NAME OF PERSON WITH WHOM TO CONFER

Roy Pridmore

5. TEL EXT

426-4542

6-3-82 *Edward Ullrich*
Date *Acting* 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 7 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>4-21-81</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Carol A. Sutton</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 PUBLIC AFFAIRS</u></p> <p>The Office of Public Affairs is the principal adviser to the Secretary on the dissemination of information to the public and news media concerning the Department's policies and programs. The office is responsible for promoting public awareness and understanding of the role of transportation in the United States; promote public relations of the Department with the news media and public and engage in special projects such as exhibits, press conferences, and disseminates news releases, speeches, pamphlets and brochures for informational purposes. In addition, the Director is delegated responsibility for the Departmental implementation of the Freedom of Information Act.</p> <p><u>INFORMATION FILES.</u></p> <p>Complete set of formal informational releases and publications such as official speeches, testimonies, press releases, press conferences, transcripts and any official public release document. (15 cu. ft. per year)</p> <p><u>PERMANENT</u></p> <p>(a) <u>Original copy</u> - Transfer to FRC four years after close of file or earlier if inactive. Offer to NARS when 8 years old.</p> <p>(b) <u>All duplicate copies</u> - Destroy when no longer needed for administrative purposes.</p>		<p><i>see revision P.I.A</i></p> <p><i>25 items</i></p>

115-107

Closed Out: 6-30-82: FRC
Copy to Agency, New

all changes per M.G. of NARS & CAS 3/17/81

NO MASS DATA CHANGE

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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>Information Files.</u></p> <p>a. <u>Record set of Press Releases.</u> Arranged chronologically.</p> <p>Permanent. Transfer to FRC when 4 years old. Offer to NARS when 8 years old <i>in 5 year blocks when the latest records are 5 years old.</i></p> <p>b. <u>Record set of Press Conference Transcripts.</u> Arranged chronologically.</p> <p>Permanent. Transfer to FRC when 4 years old. Offer to NARS when 8 years old <i>in 5 year blocks when the latest records are 5 years old.</i></p> <p>c. <u>Record set of internal DOT informational issuances, such as the Transportation News Digest.</u> Arranged chronologically.</p> <p>Permanent. Transfer to FRC when 4 years old. Offer to NARS when 8 years old <i>in 5 year blocks when the latest records are 5 years old.</i></p> <p>d. <u>Speeches files.</u></p> <p>Destroy when 4 years old, or sooner if no longer needed for reference.</p> <p>e. <u>Testimonies files.</u></p> <p>Destroy when 4 years old, or sooner if no longer needed for reference.</p> <p>f. <u>Duplicate copies of the above information files (nonrecord copies).</u></p> <p>Destroy when no longer needed for administrative purposes.</p>		

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>INFORMATION RELEASE PROJECT FILES.</u></p> <p>Documents such as preliminary drafts and background and working papers accumulated in preparation for formal informational release.</p> <p>Destroy when 3 years old.</p>		
3	<p><u>FREEDOM OF INFORMATION ACT (FOIA) FILES</u></p> <p>Case files and determinations created in response to requests for information under the Freedom of Information Act consisting of original request, copy of reply and all related supporting files.</p> <p>6 cu. ft. per year. Arranged by case name.</p> <p><u>PERMANENT</u></p> <p>Transfer to FRC four years after close of file or earlier in inactive. Offer to NARS when 8 years old.</p>	<p><i>withdrown</i></p>	
4	<p><u>BRIEFING PAPERS FOR THE SECRETARY</u></p> <p>Original copies of supporting and briefing papers relating to the Secretary's travel, press conferences, etc.</p> <p>3 cu. ft. per year</p> <p>PERMANENT</p> <p>OFFER TO NARS when 5 years old.</p> <p><i>DESTROY</i></p>		
5	<p><u>GENERAL SUBJECT FILES</u></p> <p>Subject files consisting of correspondence, memoranda, reports and all other documents accumulated in the office relating to administration and operation of the Office of Public Affairs not covered elsewhere in this schedule.</p> <p>Destroy when 3 years old.</p>		

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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
6	<p><u>AUDIO VISUAL RECORDS OF THE OFFICE OF PUBLIC AFFAIRS</u></p> <p>(a) <u>Audio recordings</u> created to document testimony, speeches and press conferences of the Secretary, Assistant Secretaries and Project Directors. <i>The original tape, near latest generation of each recording</i> <u>PERMANENT</u> <i>and a dubbing if one exists.</i> Offer to NARS when 5 years old.</p> <p>(b) <u>Audio recordings</u> created solely for purposes of <u>transcriptions.</u></p> <p>Erase for reuse after transcript is verified and accepted.</p> <p><i>(C) - see p. 3A</i></p> <p>(d) <u>Video Recordings</u></p> <p>(1) Received from a monitoring service of interviews to top-level Department personnel during which changes of policy or explanations or defenses of policy are made. <i>The original tape or earliest generation and a dubbing if one exists.</i> <u>PERMANENT</u> Offer to NARS when 5 years old.</p> <p>(2) Other video recordings received from a monitoring service. Destroy when no longer needed for administrative purposes or when 5 years old, whichever occurs first.</p> <p>(e) <u>Color Slides</u> That document and illustrate programs and projects of the Department. Arranged alphabetically by program/project title. <u>PERMANENT</u> - Break file every 5 years. Offer 5 year accumulation to NARS 5 years after the break.</p> <p>(f) <u>Color and Black/White Prints</u> that document and illustrate programs and projects of the Department. Arranged alphabetically by program/project title. <u>PERMANENT</u> - Break file every 5 years. Offer 5 year accumulation to NARS 5 years after the break.</p>		

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6.	<p>c. <u>Motion Pictures</u>. Document significant departmental activities, programs, or developments.</p> <p>Permanent. Offer originals or A and B rolls and optical sound track; and internegative and optical track; a composite prints; and the production case file to NARS 5 years after the release of the production.</p>		

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
6 (cont)	<p>(g) <u>Slide Shows</u> produced for internal or public information purposes, including taped narration and written script.</p> <p><u>PERMANENT</u> - Offer two copies of the shows with narrations and scripts to NARS when they are distributed or released.</p> <p>(h) <u>Still Photography.</u></p> <p>(1) <u>Color Slides</u> created or accumulated by the Department that illustrate transportation modes. Arranged by mode/subject. <i>includes the original slide and one copy if available.</i></p> <p><u>PERMANENT</u> - Break file every 10 years. Offer 10 year accumulation to the NARS 10 years after the break.</p> <p>(2) <u>Black and White Prints and copy negatives</u> created or accumulated by the Department. Arranged by Administration and thereunder by subject. <i>includes the original negatives if they exist.</i></p> <p><u>PERMANENT</u> - Offer to NARS when 10 years old.</p> <p>(i) <u>Public Service Announcements</u> that promote, describe or explain the Department's programs, including audio, video and film formats.</p> <p>(1) PSA's selected on the basis of the significance of their content and the quality of their presentation as permanent records</p> <p><u>PERMANENT.</u> Offer the appropriate elements to the NARS 5 years after release</p> <p>(2) PSA's not selected as permanent records.</p> <p>Destroy when withdrawn from circulation or when no longer needed.</p> <p>(j) <u>Motion picture out-takes and trims</u> from footage accumulated during production. <i>The camera original and a work print.</i></p> <p>Offer properly identified footage to the Stock Film Library, Audiovisual Archives Div., NARS, upon receipt from the contractor or upon release of production.</p>		

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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
6 (cont)	<p>(k) <u>Audiovisual finding aids</u>, such as shelf lists, shot lists, caption lists and indexes.</p> <p>(1) For permanent audiovisual records. Permanent. Offer to NARS with the related records.</p> <p>(2) For disposable audiovisual records. Destroy with the related records.</p>		