

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
Bureau of Traffic

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 6

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

6/24/77 James B. Chodura
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 14 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 <u>1/28/77</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <u>Rahel Oswald</u>	E. TITLE <u>Secretary</u>
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO

BUREAU OF TRAFFIC

The Bureau of Traffic performs duties relative to the filing of schedules or tariffs of rates, fares, and charges, and of transportation contracts, of carriers subject to the Act; the suspension of tariff provisions pending investigation of their lawfulness, and the administration of the long-and-short-haul and aggregates-of-intermediate-rate provisions of the Act; confers and corresponds with carriers, shippers and other interested parties, expressing its views, concerning the application of rates and other tariff provisions, as a possible means of settling controversies; processes applications of carriers requesting authority to make reparation on past shipments; and advises with, and acts as consultant to, the Commission and its staff with respect to tariff policies, rate adjustments, general rate investigations, tariff interpretations, and ratemaking principles. The Bureau consists of the Director's Office, the Section of Tariffs, the Section of Rates and Informal Cases, the Suspension and Fourth Section Board, and the Special Permission Board.

RG134; 43 items

115-107
*Sent to agency, NCW, NNB, NNF, NNG
6/27/77*

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	<p><u>Section of Tariffs.</u> The Section receives, examines, and maintains the official files of all tariff publications; processes applications for special permission to establish rates and charges or other tariff provisions on less than statutory notice or for waiver of tariff circular rules, including those of motor carriers when such carriers have been granted temporary operating authority by the Commission; receives, examines and files powers of attorney, concurrences, and quotations filed under Section 22 of the Act; makes recommendations as to changes in tariff circular rules; and maintains a complete file of tariffs of all carriers, Section 22 quotations, contracts between freight forwarders and motor carriers filed under Section 409 of the Act for use of the public, and contracts between the U. S. Postal Service and motor carriers.</p> <p><u>Section of Rates and Informal Cases.</u> The Section provides rate information and interpretations of published tariffs and schedules for the Commission and its staff; assists in the settlement of informal negotiations as between shippers and carriers of controversies involving the proper interpretation of tariffs; processes reparation applications; prepares for the Commission and its staff statements of Passenger and Fares or Rates; and computes rail short-line distances.</p> <p><u>Suspension and Fourth Section Board.</u> The Board considers applications made under Section 15 (7), 216 (g), 218 (c), 307 (g) and (i), and 406 (e), relating to the initial disposition (1) by declining to suspend or (2) by entering an order of investigation or (3) by entering an order of investigation and suspension, either on its own motion or on petitions or requests for suspension of schedules and tariffs; and relating to authority to institute investigations into rates, fares, charges, and practices of carriers under Parts I, II, III and IV, as ancillary to such investigations or such investigation and suspension proceedings; and the authority, prior to submission of evidence, to enter orders discontinuing any proceeding when the schedules of tariffs under which the proceeding arose have been cancelled. This delegation of authority shall not include (1) petitions or requests relating to schedules or tariffs filed in purported compliance with any decision or order of the Commission or a division thereof, or (2) any action in connection with suspensions to be taken during or after</p>		

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JOB NO10.
ACTION TAKEN

formal hearings or investigations. The Board may certify to Division 2 any matter which, in its judgment, should be passed upon by that Division or the Commission.

The Board considers Section 4 applications relating to long-and-short-haul and aggregate-of-intermediate rates, and relief therefrom, except proceedings made the subject of formal hearing, matters prompted by an order or requirement of the Commission or a division thereof, or matters arising from general increase proceedings. The Board may certify to Division 2 any matter which, in its judgment, should be passed on by that Division or the Commission.

This schedule supersedes Schedules NN-163-143, and NC-174-149. Items from the superseded schedules which appear on the new schedule are cross-referenced.

Items appearing in NN-163-143 were deleted as shown in the following:

<u>Item</u>	<u>Reason Deleted</u>
1b.	See ICC General Schedule, Item 9b.
4	See ICC General Schedule, Item 13.
5	No longer filed.
8	No longer maintained.
9	See ICC General Schedule, Item 12.
10	No longer maintained.
11	See ICC General Schedule, Item 4.
29	Records received and filed in the Bureau of Accounts.
38	Obsolete.

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5.	<p><u>REPORTS FILE</u> - Copies of periodic reports of accomplishment submitted by organizational units for inclusion in reports to the Chairman and in the annual report of the Commission. See NN-163-143, Item 7. Arranged chronologically. 1969 to present. VTD=4CF; EAV=6in.</p> <p>a. <u>Bureau Report</u> - Permanent. Break file every 5 years and transfer to the FRC 5 years later. Offer to the National Archives when 20 years old.</p> <p>b. <u>Section and Other Reports</u> - Destroy after submission of reports for the succeeding year.</p>		
6.	<p><u>OFFICE ADMINISTRATION RECORDS</u> - Records relating to such matters as space allocation and utilization, fire prevention, safety, employee relations, personnel strength, and performance evaluations; leave (except daily time and leave records, related correspondence, and official leave cards), distribution of pay-checks and bonds, charity drives, health services and medical benefits; welfare and recreation, work assignments and production, requisitioning of supplies, services and publications, reproduction and certification of ICC documents, travel funds, requests for credentials, motor vehicle assignments, telephone usage files relating to funds used for long distance calls and reports of such calls; and employee training, such as training schedules, lists and notices, and comparable internal administrative and housekeeping functions. See NN-163-143, Item 12.</p> <p>Destroy when 1 year old.</p>		
<u>SECTION OF TARIFFS</u>			
7.	<p><u>OFFICIAL TARIFF FILES</u> - Official tariff files, consisting of an official file copy of each tariff filed with the Commission by carriers, providing rates, charges, classifications, rules, regulations, and practices of the carriers regarding the transportation of property and passengers. See NC-174-149, Item 1.</p> <p>Keep 5 years after cancellation, then transfer to the Federal Records Center. Destroy 10 years after cancellation.</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
8.	<p><u>CARRIER LISTINGS</u> - Official file copy of comprehensive listings of carriers filing tariffs, powers of attorney, or concurrences with the Commission. See NN-163-143, Item 8.</p> <p>Destroy when superseded.</p>		
9.	<p><u>TARIFF CANCELLATION FILES</u> - Form letters requesting carriers to transfer tariff publications upon revocation of a certificate or permit, denial or dismissal of an operating authority, or cancellation of a registration of a State certificate. See NN-163-143, Item 17.</p> <p>Close file annually. Destroy closed file when 1 year old.</p>		
10.	<p><u>TARIFF REVIEW FILES</u> - Tariff review files consisting of correspondence with carriers, carriers' agents, and others relating to the review of tariff publications to determine their compliance with statutory requirements, and calling attention to any deficiencies, such as incorrect item numbers, effective dates in conflict with statutory requirements, failure to comply with tariff circulars on format, and comparable matters; and response of carriers indicating corrective action taken. See NN-163-143, Item 19.</p> <p>Close file every 2 years. Destroy closed file when 2 years old.</p>		
11.	<p><u>SUSPENSION ORDER FILES</u> - Suspension order files consisting of copies of orders furnished by the Board of Suspension to the Section of Tariffs suspending the effective dates of tariff or schedule provisions, and copies of orders relating to ancillary investigations which institute investigations without suspending action, and related memoranda and correspondence reflecting participation in the case. See NN-163-143, Item 23.</p> <p>File individual cases in closed file upon completion of action. Break closed file annually. Destroy one-year segment when 2 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
12.	<p><u>JOINT RATE DIVISION SHEETS</u> - Division sheets or statements showing the divisions joint rates applicable to railway fuel other than coal, amendments to such division sheets or statements, and related correspondence, filed by carriers pursuant to request of the Commission under amendment of regulations by order entered July 11, 1957 (49 CFR Part 5). See NN-163-143, Item 26.</p> <p>Destroy when 2 years old.</p>		
13.	<p><u>SHIPPER -MOTOR CARRIER CONTRACT FILES</u> - Shipper-motor carrier contract files, consisting of certified true copies of contracts between shippers and motor carriers filed with the Commission in accordance with Tariff Circular MF No. 4 (Section 220 of the Interstate Commerce Act). See NN-163-143, Item 27.</p> <p>File each contract in a cancelled file upon cancellation. Close cancelled file annually, and destroy two years later.</p>		
14.	<p><u>FREIGHT-FORWARDER -MOTOR CONTRACT FILES</u> - Freight-Forwarder-Motor Contract Files, consisting of certified true copies of contracts entered into by freight forwarders with motor carriers for the transportation of freight for the forwarders, pursuant to Section 409 of the Interstate Commerce Act. See NN-163-143, Item 28.</p> <p>File each contract in cancelled file upon cancellation. Close cancelled file annually, and destroy two years later.</p>		
15.	<p><u>TARIFF SUBMISSION GUIDELINE LETTERS</u> - Specimen files, consisting of retained copies of letters to carriers with examples of publications, notices, powers of attorney, and instructional material sent to carriers for guidance in the submission of tariff instruments required by the Commission. See NN-163-143, Item 15.</p> <p>File individual cases in closed file upon completion of action. Cut off closed file annually, retain for two years and then destroy.</p>		

Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A
Revised July 1973
Prescribed by General Services
Administration
FPMR (41 CFR) 101-11.4

7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
16.	<p><u>ORDER FILES</u> - Copies of orders or permits to be issued by the Bureau of Operations granting carriers new operating authority, used to insure the filing of proper rates by the carriers involved; correspondence with the carriers regarding the filing of rates; and copies of notifications to the Office of Proceedings that the carrier has fulfilled rate-filing requirements, or has failed to do so. See NN-163-143, Item 18.</p> <p>Place individual cases in closed file upon completion of action. Break closed file every 6 months. Destroy six-month segment when 6 months old.</p>		
17.	<p><u>TEMPORARY AUTHORITY FILES</u> - Papers relating to applications of motor carriers filed under Section 210a of the Motor Carrier Act for temporary authority to operate as a common carrier for an aggregate of not to exceed 180 days. See NN-163-143, Item 24.</p> <p>Close file every 2 years. Transfer to the Federal Records Center 2 years later and destroy when 5 years old.</p>		
18.	<p><u>RATE ADOPTION FILES</u> - Adoption files relating to the application by carriers for the adoption of rates of other carriers as a result of transfer of operating rights through lease or transfer, or change in name, and consisting of copies of hearings and reports, adoption notices, Commission orders, and related correspondence. See NN-163-143, Item 25.</p> <p>File individual cases in closed file upon completion of action. Break closed file annually and keep 2 years, then transfer to the Federal Records Center. Destroy when 5 years old.</p>		
19.	<p><u>TARIFF FILING AND SCHEDULE PUBLICATION AUTHORIZATION FILES</u> - Letter of authorization files, consisting of letters executed by carriers and submitted to the Commission, authorizing persons outside their organization to handle the filing of tariff and schedule publications. See NN-163-143, Item 16.</p> <p>Place individual letters in cancelled file when cancelled or revoked and close cancelled file annually. Retain closed file for two years and then destroy.</p>		

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20.	<p><u>CONCURRENCE AND POWER OF ATTORNEY REVIEW FILE</u> - Concurrences and powers of attorney review files, consisting of correspondence with carriers regarding the filing of concurrences and powers of attorney relating to such matters as incorrect corporate titles shown on concurrences, requests for submission of powers of attorney for carriers to agents to sign concurrences and revocation notices, questions concerning signatures not supported by powers of attorney, and comparable matters. See NN-163-143, Item 31.</p> <p>Close file annually. Keep closed file for two years and then destroy.</p>		
21.	<p><u>CARRIER RATE APPLICATION CONCURRENCE FILE</u> - Concurrences files, consisting of official file copies of concurrences indicating the concurrence of carriers in application of rates of other carriers to their operations as participating carriers, and related revocations. See NN-163-143, Item 32.</p> <p>File concurrences and related revocations in cancelled file upon cancellation or revocation. Close cancelled file annually. Keep closed file for two years and then destroy.</p>		
22.	<p><u>POWERS OF ATTORNEY FILES</u> - Powers of attorney files, consisting of original executed powers of attorney issued by carriers to designate individuals for filing of tariffs, classifications, exception sheets, supplements, concurrences, and comparable instruments, and related revocations. See NN-163-143, Item 33.</p> <p>File powers of attorney in closed file after cancellation or revocation. Close cancelled file annually. Keep closed file for two years and then destroy.</p>		
23.	<p><u>CONCURRENCE CONTROL FILE</u> - Concurrence control file, consisting of listings of concurrences and powers of attorney, showing status of the instruments, and whether active or cancelled. See NN-163-143, Item 34.</p> <p>Destroy two years after cancellation or revocation of related concurrences or powers of attorney.</p>		

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24.	<p><u>PUBLIC TARIFF FILE</u> - Public tariff file, consisting of duplicate copies of tariffs filed by carriers with the Commission, maintained for inspection by the public and including the following: All tariffs which provide rates, fares, charges, classifications, rules, regulations and practices for the transportation of passengers and property; special permission applications and supporting papers, and lists of grants; contracts filed by freight forwarders; and schedules of minimum charges of contract carriers by water. See NN-163-143, Item 20.</p> <p>Destroy 5 years after cancellation, except that special permission files and lists of grants will be destroyed after 30 days and copies of passenger tariffs and schedules and express tariffs 60 days after filing with the Commission.</p>		
25.	<p><u>SECTION 22 QUOTATION OR TENDER FILES</u> - Section 22 quotation or tender files, consisting of quotations and tenders filed by carriers under Section 22 of the Interstate Commerce Act as amended by Public Law 84-246 (Ex Parte 211) for transportation, storage, and handling of property, or the transportation of persons free or at reduced rates for the United States Government, or any agency or department thereof. See NN-163-143, Item 21.</p> <p>Keep 5 years after cancellation, then transfer to the Federal Records Center. Destroy when 10 years old.</p>		
26.	<p><u>UNITED STATES POSTAL SERVICE CONTRACTS</u> - Public reference copies of contracts between the United States Postal Service and common carriers by rail or motor vehicle (including passenger-carrying vehicles) of freight forwarder, express company, or other persons, for the surface transportation of mail as authorized by Chapters 50 and 52 of Title 39, United States Code, as revised and reenacted by the Postal Reorganization Act, 84 Stat. 719, 39 U.S.C. 5001 and 5002. The files consist of two types of contracts; short term, which are for a specified period of time or restricted to a designated number of trips, and continuing contracts, which are renewed every four years.</p> <p>Destroy short term contracts after one year. Destroy continuing contracts after four years or when cancelled.</p>		

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27.	<p><u>SPECIAL PERMISSION FILES</u> - Applications of carriers submitted under Sections 6, 217, 218, 306, 405, and 409 of the Interstate Commerce Act for authority to depart from established tariff publishing rules and for authority to establish rates, charges, classifications, rules, regulations, and practices upon less than statutory notice (30 days). Includes drafts of Commission orders, sign orders showing decisions, and related correspondence. See NN-163-143, Item 22.</p> <p>Place individual cases in closed file upon completion of action (date of authorization). Break closed file every 2 years and transfer to the Federal Records Center. Destroy 3 years later.</p>		
28.	<p><u>TARIFF RULES BOARD FILES</u> - Correspondence and memorandums relating to changes or additions to tariff rules under Sections 6 (6), 217 (a), 306 (b), and 405 (b) which concern the prescription of regulations regarding the form and manner in which tariffs required to be filed shall be published, filed, and posted. Includes the institution of rulemaking proceedings under the Administrative Procedure Act for the purpose of prescribing new or changed regulations, except matters which involve or have involved the taking of testimony at a public hearing or the submission of evidence by opposing parties in the form of affidavits. Arranged chronologically. 1965 to present. VTD=6CF; EAV=6in. Permanent. Offer to NARS when 25 years old.</p>		
29.	<p><u>SPECIAL PERMISSION BOARD FILES</u> - Correspondence and memorandums initiated by the Board prior to consideration of a special permission application seeking waiver of tariff rules regarding schedules of rates, and other matters, under Sections 6 (3), 217 (c), 218 (a), 306 (e), and 405 (d). Includes the vote sheet indicating action taken by the Board.</p> <p>Place individual cases in closed file upon completion of action (date of authorization). Break file every 2 years, and transfer to the Federal Records Center. Destroy 3 years later.</p> <p><u>SECTION OF RATES AND INFORMAL CASES</u></p>		
30.	<p><u>DISASTER ORDER FILES</u> - Papers relating to requests of the Secretary of Agriculture under Section 22 of the Act for reduced rates to apply to livestock, feed, and other commodities in areas affected by flood, drought,</p>		

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	<p>or other disaster conditions. Includes correspondence with State governors, interoffice memoranda, and signed and unsigned orders. See NN-163-143, Item 30.</p> <p>Keep files 5 years after closed, then transfer to the Federal Records Center. Destroy 5 years later.</p>		
31.	<p><u>INFORMAL COMPLAINTS FILE</u> - Informal complaints files consisting of correspondence between carriers, shippers, transportation consultants and the Commission concerning (1) allegations of unreasonableness by shippers against carriers and monetary damages sought; and (2) adjustment of rates or tariff provisions alleged to be unreasonable but in connection with which no damages are sought. See NN-163-143, Item 35.</p> <p>Keep 2 years after closed, then transfer to the Federal Records Center. Destroy 8 years later.</p>		
32.	<p><u>SPECIAL DOCKET FILES</u> - Applications by carriers for refunds to shippers for demurrage or other shipping charges upon protest of the shippers. Includes related correspondence, interoffice memoranda, and order indicating the decision, either as to amount of refund due, or no refund in order. See NN-163-143, Item 36.</p> <p>Keep 5 years after closed, then transfer to the Federal Records Center. Destroy 5 years later.</p>		
33.	<p><u>LAW AND ENFORCEMENT CASE FILES</u> - Law and enforcement (Enforcement Support Unit) files consisting of BOp Field Forms 16 and 17 received by the Enforcement Support Unit from ICC field offices. These forms contain information as to carrier, commodity, rates charged and other data involved in freight tariff investigations as well as information inserted by E/S Unit specialists showing applicable tariffs, rates, and charges. Copies of both BOp Forms 16 and 17 are contained in case files of the Bureaus of Operations and/or Enforcement. See NN-163-143, Item 37.</p> <p>Destroy 10 years after completion of case.</p>		

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34.	<p><u>RELEASED RATE CASE FILES</u> - Copies of released rates applications, correspondence supporting or opposing applications and the informal rate case examiner's recommendation to the Board. The Released Rates Board is an informal employee board created by the Commission. Its files reflect the facts bearing on each case and the measurement of those facts against criteria established by the Commission in its formal proceedings. While cases handled by employee boards may not be used as precedent they are used as reference material on a daily basis. See NN-163-143, Item 46.</p> <p>Destroy 30 years after case is completed.</p>		
35.	<p><u>RATE CASES GENERAL FILES</u> - Correspondence between users of transportation services, carriers, and the Commission relating to disputes between shippers and carriers concerning tariffs, and requests for informal opinions. Used in settling disputes between shippers and carriers.</p> <p>Keep 2 years after closed, then transfer to the Federal Records Center. Destroy 8 years later.</p>		
36.	<p><u>SECTION CHIEF CORRESPONDENCE</u> - Internal memoranda on policy and procedures, and correspondence with shippers, carriers, and other government agencies concerning a wide range of traffic matters.</p> <p>Keep 5 years after closed, then destroy.</p> <p><u>SUSPENSION AND FOURTH SECTION BOARD</u></p>		
37.	<p><u>FOURTH SECTION ORDER FILES</u> - Fourth Section order files, consisting of one copy of each published order of the Suspension and Fourth Section Board created since its inception (and predecessor Fourth Section Board), summarizing the contents of carriers' Fourth Section applications and showing the Commission's decision on each Fourth Section Case. See NN-163-143, Item 43. Arranged numerically by case. 1911 to present. VTD=24CF; EAV=1/2CF. Permanent. Offer to NARS in 5 year blocks when last Order is 45 years old.</p>		

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38.	<p><u>FOURTH SECTION DOCKET FILES</u> - Fourth Section docket files, consisting of applications from carriers submitted pursuant to Section 4 of the Act for authority to establish rates and fares without observing the long-and-short-haul or aggregate-or-intermediate-rates provisions of the Act, and related papers created in the process of making determinations on the case, including the following: Attorneys' briefs in behalf of and against the applicant; examiner's report; applicant's exceptions to the examiner's report; exceptions supporting the report; applicant's reply to the protestant's statements in support of the examiner's report; petitions of corporations and others to intervene as protestants; notices of hearings; report of the Commission indicating decision; signed order of the Commission showing the decision; list of addresses to whom the order was sent; general correspondence relating to the case; testimony and exhibits (stenographers' minutes of hearings, photographs, maps, etc.); and, in addition, interoffice memoranda and other internal papers maintained as a separate file. See NN-163-143, Item 44. Arranged numerically by Docket. 1960 to present. VTD= 17OCF; EAV=1CF.</p> <p>a. Decision cases establishing important policies (identified and selected by agency).</p> <p>PERMANENT. Transfer selected cases to FRC annually. Offer to NARS in 5 year blocks 15 years after close of last case.</p> <p>b. All other cases.</p> <p>Temporary. Transfer closed cases to FRC annually. Destroy 8 years after close of case.</p>		
39.	<p><u>SUSPENSION CASE FILES</u> - Suspension case files, created in analyzing petitions and protests seeking suspension and/or investigation of proposed tariff or rate schedules, consisting of copies of petitions or protests from carriers and others; replies to the petitions or protests by the carriers whose proposed rate is involved; memoranda of the Board showing findings and recommendations; worksheet showing Board members handling the case and how they voted on the decision; general correspondence relating to the case; and, a copy of the Commission's order and notices, when issued. Exclusive of papers filed in the formal docket file. See NN-163-143, Item 45. Arranged numerically by case. 1967 to present. VTD=</p>	318CF.	

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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
	<p>a. Cases of unusual complicity (identified and selected by agency). EAV=3CF.</p> <p>PERMANENT. Transfer to FRC 2 years after close of case. Offer to NARS in 5 year/blocks 15 years after close of last case. EAV=3CF.</p> <p>b. Random sample of 20 routine cases for each 10 year/period (identified and selected by agency). EV=2CF.</p> <p>PERMANENT. Transfer to FRC 2 years after close of case. Offer to NARS in 20 case blocks 10 years after close of last case.</p> <p>c. All others.</p> <p>Temporary. Transfer to FRC 2 years after close of case. Destroy 10 years after close of case.</p> <p>Amendments to this schedule concurred in by ICC.</p> <p>Carroll Stearns, ICC R C Tagge, NARS-NCD 4-28-77</p>	EV=2CF.	

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38.	<p><u>FOURTH SECTION DOCKET FILES</u> - Fourth Section docket files, consisting of applications from carriers submitted pursuant to Section 4 of the Act for authority to establish rates and fares without observing the long-and-short-haul or aggregate-of-intermediate-rates provisions of the Act, and related papers created in the process of making determinations on the case, including the following: Attorneys' briefs in behalf of and against the applicant; examiner's report; applicant's exceptions to the examiner's report; exceptions supporting the report; applicant's reply to the protestant's statements in support of the examiner's report; petitions of corporations and others to intervene as protestants; notices of hearings; report of the Commission indicating decision; signed order of the Commission showing the decision; list of addresses to whom the order was sent; general correspondence relating to the case; testimony and exhibits (stenographers' minutes of hearings, photographs, maps, etc.); and, in addition, interoffice memoranda and other internal papers maintained as a separate file. See NN-163-143, Item 44.</p> <p>Transfer closed cases to the Federal Records Center annually, and destroy 8 years later, except for sample cases selected by the National Archives.</p>		
39.	<p><u>SUSPENSION CASE FILES</u> - Suspension case files, created in analyzing petitions and protests seeking suspension and/or investigation of proposed tariff or rate schedules, consisting of copies of petitions or protests from carriers and others; replies to the petitions or protests by the carriers whose proposed rate is involved; memoranda of the Board showing findings and recommendations; worksheet showing Board members handling the case and how they voted on the decision; general correspondence relating to the case; and, a copy of the Commission's order and notices, when issued. Exclusive of papers filed in the formal docket file. See NN-163-143, Item 45.</p> <p>Transfer closed cases to the Federal Records Center after two years and destroy ten years later except for sample cases selected by the National Archives.</p>		