

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-398-97-1	DATE RECEIVED 2-18-97
1. FROM (Agency or establishment) U.S. Department of Transportation		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of the Secretary		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Crystal M. Bush	5. TELEPHONE 202/366-9713	DATE 7-10-97	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached ___ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 2/12/97	SIGNATURE OF AGENCY REPRESENTATIVE <i>Crystal M. Bush</i>	TITLE Department of Transportation Records Management Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p><u>Appointee Clearance and Vetting Files.</u> Files consist of records resulting from liaison with the White House and other offices to evaluate the suitability of individuals for non-career positions. The files include correspondence, applications for employment, resumes, letters of reference, White House clearance checklists, financial disclosure reports, security clearances, and other documentation relating to the selection, clearance, and appointment of political appointees.</p>		

JUL 10 1997 *copy to: Agency, NL
NWSD*

POLITICAL APPOINTEE FILES

These appointee clearance and vetting files are usually maintained in the Office of the Secretary for all DOT political appointees. Some files may be managed by the selecting or approving officials for positions in the individual DOT administrations. This schedule applies to all official files regardless of location in DOT.

1. Appointee Files

Files consist of records resulting from liaison with the White House and other offices to evaluate the suitability of individuals for non-career positions. The files include correspondence, applications for employment, resumes, letters of references, White House clearances and checklists, financial disclosure forms, security clearances and other documentation relating to the individual's appointment.

Disposition:

A. TEMPORARY. Destroy within one year of separation but not later than the end of the Presidential administration during which the individual is hired.

EXCEPT for:

(1) original materials (correspondence, applications for employment, SF 50s, etc.,) appropriate for filing in the Official Personnel Folders (OPFs) as approved by the Office of Personnel Management's Guide to Personnel Recordkeeping that will be forwarded to the Office of Human Resource Management at separation and disposed of under GRS 1, item 1.

(2) Files that must be retained longer in accordance with the General Records Schedules (GRS) such as financial disclosure reports, GRS 1, item 24; employee awards files, GRS 1, item 2; employee performance files system records, GRS 1, item 23; and personnel security records, GRS 18, items 22a, 22b and 25.

B. Non-appointees.

Series may include resumes, letters of recommendations, position descriptions and possible interview documentation.

Disposition: **TEMPORARY.** Close files upon termination of consideration. Destroy 1 year after file is closed but not later than the end of the Presidential administration during which the individual is considered.