REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK
JOB NO NC1-398-83-2
DATE RECEIVED 3-10-83
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the disposal request including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
5-5-83 Date — 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 Small and Disadvantaged Business Utilization

4 NAME OF PERSON WITH WHOM TO CONFER: Marie Hendricks

5 TEL EXT: 426-1930

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 1 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	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE
3-8-83	Carol A. Sutton	OST Records Management Officer

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	OFFICE OF SMALL AND DISADVANTAGED BUSINESS UTILIZATION This office provides policy direction for minority, women-owned and small and disadvantaged business participation in the Department's procurement and Federal financial assistance activities.		
1	OFFICE ADMINISTRATIVE FILES A. General Subject Files. Correspondence, memoranda, and other documents accumulated by offices that relate to internal administration such as travel and transportation, correspondence management, and personnel and general housekeeping records. Start new file yearly Destroy when three years old B. Reading or Chron Files. Copies of correspondence used solely as a reading or reference file for convenience of personnel. Destroy when two years old or when reference value has been exhausted.		2 items

115-107

NO MASS DATA CHANGE

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