

## Request for Records Disposition Authority

Records Schedule Number      DAA-0399-2012-0001  
Schedule Status                Approved  
  
Agency or Establishment        Federal Railroad Administration  
Record Group / Scheduling Group   Records of the Federal Railroad Administration  
Records Schedule applies to    Agency-wide  
Schedule Subject                Non-Selected Applicant Records  
Internal agency concurrences will be provided      No

Background Information                Records of non-selected employment applicants are records that are created and received in the course of FRA employment announcements and interviews. Records include but are not limited to resumes, interview questions, interview notes (written on copies of resumes, on note paper, on questionnaires, or on or by any means during an interview), copy of Job announcement, and qualification-related materials submitted by the applicant during the interview.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0399-2012-0001

Sequence Number	
1	Non-Selected Applicant Records
1 1	Non-Selected Applicant Records Disposition Authority Number DAA-0399-2012-0001-0001

## Records Schedule Items

Sequence Number	
1	<b>Non-Selected Applicant Records</b>
1 1	<b>Non-Selected Applicant Records</b>
	Disposition Authority Number <b>DAA-0399-2012-0001-0001</b>
	Records of non-selected employment applicants are records that are created and received in the course of FRA employment announcements and interviews. Records include but are not limited to resumes, interview questions, interview notes (written on copies of resumes, on note paper, on questionnaires, or on or by any means during an interview), copy of Job announcement, and qualification-related materials submitted by the applicant during the interview.
	Final Disposition <b>Temporary</b>
	Item Status <b>Active</b>
	Is this item media neutral? <b>Yes</b>
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? <b>Yes</b>
	Do any of the records covered by this item exist as structured electronic data? <b>No</b>
	<b>Disposition Instruction</b>
	Cutoff Instruction <b>Cut off at the end of the fiscal year in which position has been filled or cancelled</b>
	Retention Period <b>Destroy 1 year(s) after cutoff</b>
	<b>Additional Information</b>
	GAO Approval <b>Not Required</b>

## 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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified

## Signatory Information

Date	Action	By	Title	Organization
04/24/2012	Certify	Kim Toone	Records Management Officer	Department of Transportation - Federal Railroads Administration
12/21/2012	Submit for Concurrence	Jim Cassedy	Appraiser	National Archives and Records Administration - Records Management Services
01/07/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
01/07/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
01/09/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist