

# INACTIVE - ALL ITEMS SUPERSEDED

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0399-2012-0001**  
Schedule Status                 **Modified Approved Version**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>

### GAO Approval

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## 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

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## Records Schedule Items

Sequence Number	
1	<b>Non-Selected Applicant Records</b>
1.1	<b>Non-Selected Applicant Records</b>
	Disposition Authority Number      DAA-0399-2012-0001-0001
	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                      Temporary
	Item Status                                Inactive
	Is this item media neutral?            Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?          Yes
	Do any of the records covered by this item exist as structured electronic data?                          No
	Inactive Status Explanation            This item is inactive because it was superseded by New Disposition Authority Number: DAA-GRS-2014-0002-0008 This item is inactive because it was superseded by DAA-GRS-2014-0002-0008.
	<b>Disposition Instruction</b>
	Cutoff Instruction                        Cut off at the end of the fiscal year in which position has been filled or cancelled.
	Retention Period                         Destroy 1 year(s) after cutoff
	<b>Additional Information</b>
	GAO Approval                              Not Required

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## 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

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