

Request for Records Disposition Authority

Records Schedule Number DAA-0399-2013-0003
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 Publications and Promotional Items
Internal agency concurrences will be provided No

Background Information This record series consists of general and technical literature and promotional items. General and technical literature includes any reports, studies, papers, manuals, handbooks, guidebooks, or pamphlets developed by FRA staff for internal use or external distribution to other governmental entities, organizations, or the public. Promotional items include brochures, pamphlets, posters, etc.

Does not include audit reports, investigation/accident reports, regulations, directives, speeches, news releases, Reports to Congress and/or President, reports produced by Committees/Boards/Councils, final reports produced by contractors and grantees to the Agency, or reports submitted to the Agency by another entity.

Supersedes schedule N1-399-07-10.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	2	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0399-2013-0003

Sequence Number	
1	Publications - Mission-related or programmatic Disposition Authority Number: DAA-0399-2013-0003-0001
2	Promotional Items – Mission-related or programmatic Disposition Authority Number: DAA-0399-2013-0003-0002
3	Publications and Promotional Items – Routine Disposition Authority Number: DAA-0399-2013-0003-0003
4	Working Papers and Background Materials Disposition Authority Number: DAA-0399-2013-0003-0004

Records Schedule Items

Sequence Number		
1	<p>Publications - Mission-related or programmatic</p> <p>Disposition Authority Number DAA-0399-2013-0003-0001</p> <p>Items that document the mission of the agency or its programs. Material that is created to meet specific needs of the general public, other agencies and departments, state and local governments, as well as the needs of the agency. Types of publications may include research reports, pilot programs, studies, white papers, manuals, handbooks, guidebooks, demonstration, evaluation reports, and education, and safety information.</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>GRS or Superseded Authority Citation N1-399-07-10/1a</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off files at end of calendar year after publication or dissemination. Agency will ensure that only 1-2 copies of each publication is considered the "record."</p> <p>Transfer Electronic Records to the National Archives for Pre-Accessioning Transfer electronic records to the National Archives for pre-accessioning 1 year(s) after cutoff</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cut off</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 2000 To 2010</p> <p>How frequently will your agency transfer these records to the National Archives? Every 1 Years</p>	
	Estimated Current Volume	Annual Accumulation

Electronic/Digital		
Paper	50 Cubic feet	5 Cubic feet
Microform		
Hardcopy or Analog Special Media		

2

Promotional Items – Mission-related or programmatic

Disposition Authority Number DAA-0399-2013-0003-0002

Items that are used to promote or depict FRA’s mission such as brochures, pamphlets, and posters. Excludes Public Education files.

Final Disposition Permanent

Item Status Active

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? No

GRS or Superseded Authority Citation N1-399-07-10/1a

Disposition Instruction

Cutoff Instruction Cut off files at end of calendar year after publication or dissemination.

Transfer Electronic Records to the National Archives for Pre-Accessioning Transfer electronic records to the National Archives for pre-accessioning 1 year(s) after cutoff

Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cut off

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 2000 To 2010

How frequently will your agency transfer these records to the National Archives? Unknown
As created

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	2 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

3

Publications and Promotional Items – Routine

Disposition Authority Number **DAA-0399-2013-0003-0003**

Items which are more routine or administrative in nature.

Final Disposition **Temporary**

Item Status **Active**

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? **No**

GRS or Superseded Authority
Citation **N1-399-07-10/1b**

Disposition Instruction

Cutoff Instruction **Cut off files at end of calendar year.**

Retention Period **Destroy 5 year(s) after cutoff or when obsolete or
superseded occurs, whichever is later**

Additional Information

GAO Approval **Not Required**

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Working Papers and Background Materials

Disposition Authority Number **DAA-0399-2013-0003-0004**

Final Disposition **Temporary**

Item Status **Active**

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?	No
GRS or Superseded Authority Citation	N1-399-07-10/1d
Disposition Instruction	
Cutoff Instruction	Close files after publication or dissemination or when the document becomes obsolete, is superseded, or is no longer needed to support program activities.
Retention Period	Destroy 3 year(s) after closure
Additional Information	
GAO Approval	Not Required

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
03/26/2013	Certify	Kim Toone	Records Management Officer	Department of Transportation - Federal Railroads Administration
12/03/2013	Return for Revision	Jim Cassidy	Appraiser	National Archives and Records Administration - Records Management Services
12/04/2013	Submit For Certification	Tracey Schut	Records Analyst	Department of Transportation - Federal Railroad Administration
12/06/2013	Certify	Kim Toone	Records Management Officer	Department of Transportation - Federal Railroads Administration
04/07/2014	Submit for Concurrence	Jim Cassidy	Appraiser	National Archives and Records Administration - Records Management Services
04/08/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
04/08/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
04/14/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist