

Request for Records Disposition Authority

Records Schedule Number: DAA-0399-2013-0006
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: International Files
Internal agency concurrences will be provided: No

Background Information: The Federal Railroad Administration (FRA) maintains relationships with foreign government owned and operated railways and international railroad organizations to foster international research and development in the passenger and freight rail industries. These international activities allow the FRA to develop railroad related cooperative agreements amongst various countries and facilitate communication between foreign passenger and freight railroad organizations and U.S. rail related industries.

Excludes: International Travel by the Administrator and Deputy Administrator (N1-399-97-1/3) and the International Agreement (DAA-0399-2013-0005)

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0399-2013-0006

Sequence Number

1

Foreign Country Rail Files

Disposition Authority Number: DAA-0399-2013-0006-0002

Records Schedule Items

Sequence Number	
1	<p data-bbox="360 421 714 457">Foreign Country Rail Files</p> <p data-bbox="360 472 1133 506">Disposition Authority Number DAA-0399-2013-0006-0002</p> <p data-bbox="360 521 1485 883">Records documenting FRA's funding of and/or involvement in construction of railways, training of railroad department personnel abroad and technical assistance to each country. For each country, records include copies of the agreement by which the project was established; financial accounting documents; budget correspondence; organizational information and lists of participating foreign officials; minutes of meetings between U.S. and foreign officials; procurement documentation; personnel records; operational directives; records of telephone conversations; billing correspondence; sometimes newspaper or other articles about the projects; and end of tour reports. Does not include routine administration or operation files.</p> <p data-bbox="360 898 909 932">Final Disposition Permanent</p> <p data-bbox="360 946 844 981">Item Status Active</p> <p data-bbox="360 995 803 1029">Is this item media neutral? No</p> <p data-bbox="360 1044 1421 1078">Explanation of limitation Portion of the records remain in hardcopy format.</p> <p data-bbox="360 1093 803 1127">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 data-bbox="360 1259 662 1293">Disposition Instruction</p> <p data-bbox="360 1308 1015 1406">If this item has multiple sections, indicate here records to which this section apply Electronic Records</p> <p data-bbox="360 1421 1485 1498">Cutoff Instruction Close electronic files upon project completion. Cut off closed files at end of fiscal year.</p> <p data-bbox="360 1513 1404 1589">Transfer to the National Archives for Accessioning Transfer to the National Archives 5 year(s) after cutoff</p> <p data-bbox="360 1604 662 1638">Additional Information</p> <p data-bbox="360 1653 828 1687">First year of records accumulation 1995</p> <p data-bbox="360 1702 1031 1813">What will be the date span of the initial transfer of records to the National Archives? From 1995 To 2010</p>

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	3 GB	300 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply **Non-electronic Textual Records**

Cutoff Instruction **Close files upon project completion. Cut off files at end of fiscal year.**

Transfer to Inactive Storage **Transfer to FRC 3 years after cutoff**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 15 year(s) after cutoff**

Additional Information

First year of records accumulation **1995**

End year of records accumulation **2010**

What will be the date span of the initial transfer of records to the National Archives? **From 1995 To 2010**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	1 Cubic feet	

Microform		
Hardcopy or Analog Special Media		

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
09/12/2013	Certify	Kim Toone	Records Management Officer	Department of Transportation - Federal Railroads Administration
04/21/2015	Submit for Concurrence	Jim Cassedy	Appraiser	National Archives and Records Administration - Records Management Services
04/21/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/22/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
04/24/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist