

Request for Records Disposition Authority

Records Schedule Number DAA-0399-2014-0004
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 Mission-Related Training
Internal agency concurrences will be provided No

Background Information

This record series includes a variety of records, including course plans, forms, checklists, tests, employee test results, and other material relating to the testing, certification, qualification, licensing, classification, or career development of FRA and non-FRA personnel (such as State Inspectors). Training covers the technical disciplines (Hazardous Materials, Motive Power and Equipment, Operating Practices, Signal and Train Control, and Track) as well as other specialized training.

Other records included in this records series are the development, implementation, and monitoring of a formal on-the-job training program for new safety inspectors and inspector trainees. FRA's eight (8) regions are responsible for actual implementation of the on-the-job training program.

Routine administrative training is covered by the GRS.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0399-2014-0004

Sequence Number	
1	Training – Course Materials Disposition Authority Number: DAA-0399-2014-0004-0001
2	Training – Rosters/Individual Records Disposition Authority Number: DAA-0399-2014-0004-0002
3	On-the-job Training (OJT) Disposition Authority Number: DAA-0399-2014-0004-0003
4	Training – Reports Disposition Authority Number: DAA-0399-2014-0004-0004

Records Schedule Items

Sequence Number	
1	<p>Training – Course Materials</p> <p>Disposition Authority Number DAA-0399-2014-0004-0001</p> <p>The records are agency-sponsored record copies of manuals, syllabuses, textbooks and other training aids used in instructing FRA and non-FRA employees, including State personnel. Records may consist of working files generated during the training development phase, training workgroup meeting notes, correspondence, memoranda, training participation surveys and other records relating to the availability and execution of the program</p> <p>Final Disposition Temporary</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>Disposition Instruction</p> <p>Cutoff Instruction Cut off files when course is superseded or terminated</p> <p>Retention Period Destroy 10 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Training – Rosters/Individual Records</p> <p>Disposition Authority Number DAA-0399-2014-0004-0002</p> <p>Records documenting attendance or participation at FRA-sponsored training activities, indicating the employee's name, employee identification number, course, grade, or related training information. The employee's training record includes but is not limited to examination results, individual training plans, certificates, and licenses.</p> <p>Final Disposition Temporary</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 No</p>

3	electronic format(s) other than e-mail and word processing?	
	Disposition Instruction	
	Cutoff Instruction	Cut off at end of calendar year
	Retention Period	Destroy 10 year(s) after cutoff or when employee separation or transfer occurs, whichever is sooner
	Additional Information	
	GAO Approval	Not Required
	On-the-job Training (OJT)	
	Disposition Authority Number	DAA-0399-2014-0004-0003
	The program is for trainees & journey level inspectors and consists primarily of self-study and one-on-one tutelage with experienced inspectors. Includes discipline manuals, forms, correspondence, scheduling, and other records relating to the availability and execution of the program.	
	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	
4	Disposition Instruction	
	Cutoff Instruction	Cut off at end of calendar year in which certification is received
	Retention Period	Destroy 10 year(s) after cutoff or when employee separation or transfer occurs, whichever is sooner
	Additional Information	
	GAO Approval	Not Required
	Training – Reports	
	Disposition Authority Number	DAA-0399-2014-0004-0004
	Includes, but is not limited to, status reports on new trainees & inspectors; recertification status of existing employees.	
	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

Disposition Instruction

Cutoff Instruction

Cut off at end of calendar year

Retention Period

Destroy 3 year(s) after cutoff or when no longer
needed for administrative, legal, or audit purposes
occurs, whichever is later

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
09/05/2014	Certify	Kim Toone	Records Management Officer	Department of Transportation - Federal Railroads Administration
11/22/2016	Submit for Concurrence	Jim Cassidy	Appraiser	National Archives and Records Administration - Records Management Services
11/23/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/28/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
12/01/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist