

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-399-07-10	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received	
1. FROM (Agency or establishment) U.S. Department of Transportation		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Federal Railroad Administration			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Janice Hill	5. TELEPHONE NUMBER (202) 493-6132	DATE 9/17/07	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
6. 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 on the attached _____ page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 5/24/07	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature: Janice Hill]</i>		TITLE Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	Publications and Promotional Items This record series consists of general and technical literature and promotional items. General and technical literature includes any reports, papers, manuals, handbooks, or pamphlets developed for use by FRA staff or for distribution to other governmental entities, organizations, or the public. Promotional items include brochures, pamphlets, posters, etc. NOTE: These disposition instructions apply to all the described records regardless of physical media. If permanent records are on CD-ROM, they must conform to existing standards for transfer to the National Archives and Records Administration (NARA). If the recordkeeping copy is a <u>permanent</u> record and is maintained in an electronic format, transfer to the NARA in accordance with 36 CFR 1228.270.		

If the recordkeeping copy is a temporary record and is maintained in an electronic format, keep the file in the office for the entire retention period in accordance with 36 CFR 1234 sec: 30-32.

One copy of each publication should be designated the record copy and scheduled for transfer to NARA under (a).

a. Agency mission-related or programmatic publications or promotional items that are printed by the GPO or the OST Digital Document Center (DDC) that document the mission of the agency or its programs such as the "Accident/Incident Bulletin," the "Engineer Certification Reference Guide," or the "Motive Power & Equipment Compliance Manual."

Disposition: **Permanent**. Close file upon publication. Keep in the office for 1 year after closure, then retire to NARA.

b. Routine and administrative support publications or promotional items not related to the mission of the agency.

Disposition: **Temporary**. Close upon publication or when the document becomes obsolete, is superseded, or is no longer needed to support program activities. Keep in the office for 1 year after closure, then retire to the FRC. Destroy 5 years after closure.

c. In-house distribution copies.

Disposition: **Temporary**. Close after publication. Destroy when the document becomes obsolete, is superseded, or is no longer needed to support program activities.

d. Working papers and background materials.

Disposition: **Temporary**. Close files after publication or when the document becomes obsolete, is superseded, or is no longer needed to support program activities. Keep files in the office for 2 years after closure, then destroy