

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-399-07-11</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>2/19/07</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <i>2/20/07</i>	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 <i>2/12/07</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Janice Hill</i>		TITLE
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	Program Management Records This record series includes records which relate to the ongoing management of programs and routine projects within programs. The records document the high level activities of the Administrator, Deputy Administrator, Associate Administrators, Deputy Associate Administrators, and Office and Staff Directors. Types of files include both mission and operational programs and may be maintained by one or more organizational units. Specific types of records include correspondence and reading files; memoranda; subject files, staff meeting records such as agendas, background papers, attendance lists, and meeting minutes or summaries; speeches, travel itineraries and related records and conference participation, reports relating to general policy and program matters, oversight reviews, interagency activity; program implementation records, strategy papers; budget planning records; research and other similar materials. Subjects include communications with Congress, DOT Secretary, and other Federal administrators on transportation policies, planning,		

and management as well as contacts with state, local, professional, and civic interests.

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 permanent record and is maintained in an electronic format, transfer to 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.

a. Program Management records held by the Office of the Administrator.

Disposition: **Permanent.** Close files at the end of the calendar year. Keep files in the office for 3 years after closure, then retire to the FRC. Transfer to NARA 10 years after closure.

b. Program Management records held by the Deputy Administrator, Office of the Administrator's Executive Staff, Associate Administrators, and other senior Federal employees.

Disposition: **Temporary.** Close files at the end of the calendar year. Keep files in the office for 2 years after closure, then retire to the FRC. Destroy 10 years after closure.

c. Program Management records held by Deputy Associate Administrators, Office Directors, Staff Directors, and other than senior Federal employees.

Disposition: **Temporary.** Close files at the end of the calendar year. Keep files in the office for 2 years after closure, then retire to the FRC. Destroy 5 years after closure.