### REQUEST FOR RECORDS DISPOSITION AUTHORITY

**To:** NATIONAL ARCHIVES & RECORDS ADMINISTRATION  
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

**FROM (Agency or establishment):** U.S. Department of Transportation

**MAJOR SUBDIVISION:** Federal Railroad Administration

**MINOR SUBDIVISION:**

**NAME OF PERSON WITH WHOM TO CONFER:** Janice Hill  
**TELEPHONE NUMBER:** (202) 493-6132

**DATE:** 2/19/07

**ARCHIVIST OF THE UNITED STATES:** "il

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

**AGENCY CERTIFICATION**

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal 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,

- [ ] is not required  
- [ ] is attached; or  
- [ ] has been requested.

**DATE:** 2/12/67  
**SIGNATURE OF AGENCY REPRESENTATIVE:** Janice Hill

**TITLE:** Records Officer

**ITEM NO.**  
**DESCRIPTION OF ITEM AND PROPOSED DISPOSITION**

#### 1. Federal Register Notice Files

This record series consists of documents related to the publication of notices in the Federal Register. Includes drafts and final notices, tear sheets from the Federal Register, newspaper clippings, press releases, citations and abstracts of articles, correspondence and any logs or tracking systems.

**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

a. Record copy

Disposition: Temporary. Close files at the end of the calendar year. Keep files in the office for 3 years after closure, then retire to the FRC. Destroy 5 years after closure.