

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-399-07-15</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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>2/12/07</i>	ARCHIVIST OF THE UNITED STATES <i>Mike Wamst</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 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 GRS OR SUPERSEDED JOB CITATION	10.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.	<b>Agency-wide Directives</b>  This record series consists of the official record copy of each internal directive which are retained as basic documentation of agency policy, programs, and procedures. Records consist of official policy decisions, delegations of authority, memos which set policy or issue guidance, operating guidance, procedures manuals, other procedural materials, technical resource documents, regulatory interpretation and implementation documents. The Directive case file will contain approved directive, copies of appropriate coordination, drafts, and other appropriate material relating to the directive.  <b>NOTE:</b> 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).		

*SH 10/20/07 copies sent to Agency, NWMD, NWME, NWMW, NWCTC, NR*

	<p>If the recordkeeping copy is a <u>permanent</u> record and is maintained in an electronic format, transfer to NARA in accordance with 36 CFR 1228.270.</p> <p>If the recordkeeping copy is a <u>temporary</u> 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.</p> <p>a. Record copy (record copy set includes background materials and drafts)</p> <p>Disposition: <b>Permanent</b>. Close files when issued or superseded. Transfer non-electronic records to NARA in 5 year blocks, 20 years after closure. Transfer electronic records to NARA 5 years after closure, with any related documentation and external finding aids, as specified in CFR 1228.270 or standards applicable at the time.</p> <p>b. Reference set or office copy</p> <p>Disposition: <b>Temporary</b>. Close files when issued. Destroy when no longer needed or superseded.</p> <p>c. Unpublished directives and guidance</p> <p>Disposition: <b>Temporary</b>. Close files upon decision to not issue. Keep files in the office for 3 years after closure, then retire to the FRC. Destroy 10 years after closure.</p>	N1-399-97-1, Item 2.	
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