

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-399-07-18</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>6/4/07</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Office of Railroad Development			
4. NAME OF PERSON WITH WHOM TO CONFER Janice Hill	5. TELEPHONE NUMBER (202) 493-6132	DATE <i>10/16/07</i>	ARCHIVIST OF THE UNITED STATES <i>Alta Warratt</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>5/24/07</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 GRS OR SUPERSEDED JOB CITATION	10.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>Environmental Records</b>  Environmental Impact Statement (EIS) files consist of correspondence, studies, and documents regarding environmental reviews constituting the administrative record.  <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).  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 <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.		

*SA 10/18/07 cop 1 & 2 sent to Agency, NWMD/NWMS/NWCTC*

/	<p>a. Record copy.</p> <p>Disposition: <b>Temporary</b>. Close files upon project completion. Keep files in the office for 3 years after closure, then retire to the FRC. Destroy 20 years after transfer to the FRC.</p> <p>b. All other paper copies or copies on diskette or CD-ROM.</p> <p>Disposition: <b>Temporary</b>. Destroy/delete when no longer needed.</p>		
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a. Record copy.

Disposition: **Permanent**. Close files upon project completion. Keep files in the office for 3 years after closure, then retire to the FRC. Transfer to NARA 10 years after closure.

b. All other paper copies or copies on diskette or CD-ROM.

Disposition: **Temporary**. Destroy/delete when no longer needed.