

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-399-07-20	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 2/12/07	ARCHIVIST OF THE UNITED STATES <i>Alta Wacart</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 10/30/07	SIGNATURE OF AGENCY REPRESENTATIVE <i>James M. 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	Public Affairs Files This record series includes records used to produce outreach materials for the public or Congress. Records consist of background papers, talking points, briefings and briefing books, news clippings, biographical information on FRA officials, press releases, fact sheets, agency awards/certificates, and other records used in formulating news or press releases. 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.		

Le 2/15/08 copy sent to agency

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.

1.

Press Releases

a. Press or news releases, fact sheets, and other official dissemination products.

Disposition: **Permanent**.

(1). If paper: Cut off and close file at the end of the calendar year. Transfer to NARA in 5 year blocks 10 years after closure.

(2). If electronic: Cut off and close file at the end of the calendar year. Transfer to NARA 3 years after closure, with any related documentation and external finding aids, as specified in 36 CFR 1228.270 or standards applicable at that time. Delete agency reference copy 20 years after file closure.

b. Background information, working papers, drafts of pending news releases, clearance sheets, and supporting documentation.

Disposition: **Temporary**. Close file at the end of the calendar year. Destroy 3 years after closure or when no longer needed, whichever is later.

2.

News Clippings

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

3.

Public Service Recognition Awards and Certificates

Official expressions of recognition and appreciation of individuals not employed by the FRA, DOT, or other Federal agencies for their assistance in helping the agency to carry out its mission.

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

4.

Public Service Recognition Week

Logistical, purchasing, staffing papers related to FRA involvement in annual government-wide tribute to

public service workers.

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

5.

Biographical Information on FRA Officials

Biographical information, including photographs, about agency Administrator and Deputy Administrator.

Excludes official agency portraits.

Disposition: **Permanent.** Cut off and close files 1 year after official leaves office or when no longer needed. Transfer to NARA in 5 year blocks 5 years after closure.