

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-399-07-23	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>8/24/2007</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Civil Rights			
4. NAME OF PERSON WITH WHOM TO CONFER Janice Hill	5 TELEPHONE NUMBER (202) 493-6132	DATE <i>3 Sept 2010</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 <u>2</u> 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	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kim Toone</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Office of Civil Rights The Office of Civil Rights provides leadership, policy guidance, support, and coordination to FRA's various offices and external customers to ensure effective and consistent diversity and civil rights programs. OCR program responsibilities also include processing internal and external complaints, minority interns, special observances, and other operational functions. 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. 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.

1 **Disability Files**

Contains documentation on the agency's disability program, evacuation plan for the disabled, copies of court cases related to disability issues, and other such material.

Disposition: **Temporary**. Destroy when 3 years old, or when superseded or obsolete, whichever is applicable.

2. **Sharing Neutrals Program**

Contains records related to the early resolution of allegations of workplace discrimination. Documents include updates on the program, lists of mediators, and other information relating to the program.

Disposition: **Temporary**. Destroy when 3 years old, or when superseded or obsolete, whichever is applicable.

3 **Diversity Program Files**

Contains documents regarding diversity issues in the workplace such as surveys, responses to surveys, responses to OST or Congress about the agency's diversity training and program expenditures, etc.

Disposition: **Temporary**. Destroy when 3 years old, or when superseded or obsolete, whichever is applicable.

4. **Federally Assisted Program Files**

Records related to FRA adherence to Title VI of the Civil Rights Act of 1964, such as documents on minority business utilization by recipients, current guidance from DOJ, documentation on technical assistance provided to recipients, and information on the Limited English Proficiency (LEP) program. Includes oversight of Amtrak disability compliance issues.

Disposition: **Temporary**. Destroy when 3 years old, or when superseded or obsolete, whichever is applicable.

5	<p>Minority Serving Institutions</p> <p>Records related to FRA involvement with institutions of higher learning designated by the Department of Education as minority serving institutions to improve the diversity of the Federal workforce. Records include program information, copies of intern recruitment activities, and ongoing program development efforts.</p> <p>Disposition: Temporary. Destroy when 3 years old, or when superseded or obsolete, whichever is applicable.</p>		
6	<p>Special Emphasis Programs</p> <p>Records related to FRA efforts to develop programs to address groups with significant underrepresentation in the Federal workforce. Files include documents addressing these programs plus files on various special observances mandated throughout the year such as Women's History Month, the Hispanic Employment Program, Martin Luther King's birthday, etc.</p> <p>Disposition: Temporary. Destroy when 3 years old, or when superseded or obsolete, whichever is applicable.</p>		
7	<p>Environmental Justice Files</p> <p>Documents related to the development, improvement, or other aspects of rail operations and their impact on the elderly, minority, or low income communities affected by these issues. Documents include information on environmental justice from DOJ and DOT, cases, and reviews.</p> <p>Disposition: Temporary. Destroy when 3 years old, or when superseded or obsolete, whichever is applicable.</p>		