

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-399-07-24</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>8/24/07</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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>8/21/07</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 checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>8-20-07</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Janice 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 GRS OR SUPERSEDED JOB CITATION	10.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)
1.	Organizational Plans This records series includes documents relating to the establishment of and changes in the organization, mission, functions, relationships, and delegations of authority, such as organizational and functional charts, staff studies, minutes of staff meetings, and related correspondence. 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.

a(1) Record copy – Final report of agency organization or reorganization plan or study that was implemented.

Disposition: **Permanent**. Close file after completion of the study or report. Keep file in the office for 4 years after closure, then retire to the FRC. Transfer to NARA in 5 year blocks when the most recent record is 20 years old.

a(2). Work files/supporting documentation of agency organization or reorganization plan or study that was implemented.

Disposition. **Temporary**. Close file upon completion of the plan or study. Keep files in the office for 4 years after closure, then retire to the FRC. Destroy 7 years after closure.

b. Documentation of agency organization or reorganization plan or study that was **not** implemented.

Disposition: **Temporary**. Close file when study is cancelled. Keep files in the office for 2 years after closure, then retire to the FRC. Destroy 5 years after closure.