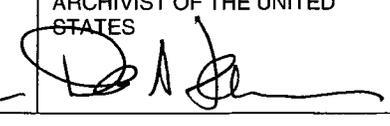


REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-399-10-03	
To NATIONAL ARCHIVES AND RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		Date received <i>10-26-2009</i>	
1 FROM (Agency or establishment) U S Department of Transportation		NOTIFICATION TO AGENCY In accordance 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Financial Management and Administration			
4 NAME OF PERSON WITH WHOM TO CONFER Kim Toone	1 TELEPHONE NUMBER (202) 493-6132	DATE <i>1/17/2012</i>	ARCHIVIST OF THE UNITED STATES 
2. 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> 3 </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>8/17/2011</i>	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	FRA Internet and Intranet The Federal Railroad Administration (FRA) websites are resources providing information about FRA, providing services to the general public, international governments, state and local governments, federal agencies, DOT, internal employees and contractors, and supporting the mission of Agency programs The three major objectives of FRA's mission are enforcement of rail safety regulations, administration of railroad assistance programs, and research and development in support of improved railroad safety and national rail transportation policy This schedule covers records such as software used to maintain the site, the content on the site, site management documentation, and backend systems that are not covered by other schedules It applies to the internet, intranet and associated portals		

1. **FRA Public Website:** ([www.fra dot gov](http://www.fra.dot.gov)) Content files stored on production servers, content files including text, graphical, video, and/or audio content, style sheets, scripts, and code supporting functionality and delivery of content

The types information FRA disseminates through www.fra dot gov includes Notices, rulemakings, Orders, public advisories, emergency declarations, strategic plans, rail data, organizational charts, grant information, press releases, speeches, congressional testimony, audit reports, EEO policies, fact sheets, freight & passenger rail financial assistance, and research publications

Content (documents and information) published on the website is covered by the records schedule of the component organization that originated the content

Disposition **Temporary** Destroy or delete when superseded, obsolete, or no longer needed for agency business

2. **External Content Management System:** The external content management system (CMS) is where all content managers make their additions, deletions or edits to web pages Documents are also uploaded here Once the changes are approved, they get pushed to the public website Therefore, the CMS contains everything on the public website plus deleted web pages, revisions and history of web pages

~~a **Inputs:** None~~

- b **Master file:** Web content edits, additions, deletions, and documents

Disposition **Temporary** Cutoff at the end of the calendar year Destroy or delete old versions, history data, and “deleted” files after 3 years

~~c **Outputs:** HTML pages and documents for the external Public Website~~ *No Outputs*

- ~~d **System Documentation:** Regardless of medium system specifications, file specifications, codebooks, record layouts, user guides, output specifications, and any other system specifications relating to the files~~

~~Disposition **Temporary** Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later < GRS 20, item 11>~~

3. **Intranet:** The internal website provides information and links to variety of subjects that may be useful to employees in performing their duties, in learning about FRA’s activities, policies, and services, and in understanding the workplace and employee benefits

- a **Collaborative Projects:** Team Projects

Disposition **Temporary** Close files 3 months after project completion Transfer record keeping copy to designated repository

- b. **All Other Content:** The type of information FRA disseminates through the intranet includes Administrative policies, employee forms, links to FRA web applications, and duplicate information maintained by FRA offices/field offices (office of record for the content) Record keeping copies are stored elsewhere

Disposition **Temporary** Destroy or delete when superseded, obsolete, or no longer needed for agency business

4. IT Customer Service Files:

- a. **Help Desk Inquiries:** Records related to providing help desk information to customers, including pamphlets, responses to "Frequently Asked Questions," and other documents prepared in advance to assist customers.

Disposition **Temporary** Destroy or delete 1 year after record is superseded or obsolete <GRS 24, item 10a>

- b. **Help Desk Logs/Reports, etc.:** Help desk logs and reports and other files related to customer query and problem response, query monitoring and clearance, and customer feedback records, and related trend analysis and reporting

Disposition **Temporary** Destroy or delete when 1 year old or when no longer needed for review and analysis, whichever is later <GRS 24, item 10b>

5. **Intranet – Tracking and Control Records:** Logs, registers, and other records used to control or document the status of correspondence, reports, or other records that are authorized for destruction by the GRS or a NARA-approved SF 115

Disposition **Temporary** Destroy or delete when 2 years old, or 2 years after the date of the latest entry, whichever is applicable <GRS 23, item 8>

6. **Website Logs and Statistical Compilations:** Raw and statistical information about use of the website by visitors (such as number of hits, page views, user sessions, referring URL's and browser type), search result reports (listing search terms entered by website visitors) Also includes user logs, audit logs and internal and external reporting for compliance requirements relating to the Privacy Act, and electronic and information technology accessibility under Section 508 of the Rehabilitation Act

Disposition **Temporary** Cutoff when action is completed Destroy or delete 3 years after cutoff

7. **Server Configuration Files and Maintenance Records:** Provides a description and history of changes made on the various web and search servers related to the operation of the website, and includes system log files which describe events performed on the servers including login attempts and error reports The configuration files are created for potential site restoration in the event of a failure or other requirement to restore the site

~~a **Routine IT Maintenance** Records of routine IT maintenance on the network infrastructure documenting preventative, corrective, adaptive and perfective (enhancement) maintenance actions, including requests for service, work orders, service histories, and related records~~

~~Disposition **Temporary** Destroy or delete when 3 years old, or 1 year after the termination of system, whichever is sooner < GRS 24, item 3b(2)>~~

~~b **All Other Maintenance** Data and detailed reports on implementation of systems, applications and modifications, application sizing, resource and demand management, documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes, documentation of software distribution and release or version management~~

~~Disposition **Temporary** Destroy or delete 1 year after the termination of system < GRS 24, item 3b(1)>~~