

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

| LEAVE BLANK | |
|---|--------------------------------|
| DATE RECEIVED | JOB NO. |
| 23 MAY 1978 | NC 1 399 78 2 |
| NOTIFICATION TO AGENCY | |
| In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10. | |
| 3-22-79 | <i>James B. Rhoads</i> |
| Date | Archivist of the United States |

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Transportation

2. MAJOR SUBDIVISION
Federal Railroad Administration

3. MINOR SUBDIVISION
Office of Research and Development

4. NAME OF PERSON WITH WHOM TO CONFER
Carol Mislevy

5. TEL. EXT.
426-8864
0955

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 8 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

5/10/78 (Date) *[Signature]* (Signature of Agency Representative) Director of Management Systems (Title)

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|-------------|---|----------------------|------------------|
| 1. | <p>Congress created the Federal Railroad Administration with the passage of the Department of Transportation Act of 1966 (80 Stat. 932) 3 (e) (1). Its purpose is to combine federal government support of rail transportation activities, to provide a unified national policy, to administer and to enforce rail safety laws and regulations, to administer financial assistance for certain railroads, to conduct research and development to improve intercity ground transportation, and to operate the Alaska Railroad. An administrator and five associate administrators lead the FRA. The Associate Administrator for Research and Development plans, conducts, and coordinates research, development, and demonstrations for all aspects of railroad safety in order to provide a national associate administrator's reading file railroad and advanced group systems.</p> <p>Office of Research and Development</p> <p>Associate Administrator's Reading Files.</p> <p>Chronological</p> <p>Copies of outgoing correspondence and memorandums to Congressional representatives, Federal agencies, field offices, related to policy matters concerning research and development programs and technology.</p> <p><i>Destroy when 2 years old. SC 12-19-78</i> PERMANENT. Offer to NARS when 10 years old.</p> | | |

Carol Mislevy of FRA agreed to all these retention changes. Copies sent to NNF, NNB, NNH, NDR & DOW. Agency: K.T.D: 3/26/79

Request for Records Disposition Authority – Continuation

JOB NO.

PAGE OF

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO | 10. ACTION TAKEN |
|----------------|---|---------------------------|---------------------|
| 2. | <p><u>International Rail Technology</u></p> <p>Numerically by subject International exchange committee and program files consisting of agendas, minutes of meetings, and paper relating to the establishment, revision or termination of programs.</p> <p>Dispose when obsolete or termination of program whichever is earlier.</p> | | |
| 3. | <p><u>Office of Freight Systems Subject Files</u></p> <p>Numerically by subject.</p> <p>Memoranda, correspondence, plans, studies, speeches, itineraries, publications and other records relating to committees, conferences, trips and programs. Topics covered included research activities such as freight car management, freight component improvement, and improved freight services.</p> <p>Destroy when 3 years old.</p> | | |
| 4. | <p><u>Office of Freight Systems Procurement and Project Files</u></p> <p>Arrange chronologically by project number or title. When volume warrants, papers in case file maybe subdivided by types, e.g. procurement files, reports, and drawings and specifications. Project case files reflecting a complete history of each project from initiation through research, development design and testing to completion. Files include procurement files, consisting of a copy of each contract or agreement for research services with modifications, changes, project authorization documents; technical characteristics; test and trial results; drawings, specifications and photographs essential to engineering development; technical and progress reports; notice of completion; and correspondence influencing the course of action taken on a project.</p> <p><i>Destroy 5 years after completion of project. SC 12-19-78</i></p> <p>PERMANENT: Offer to NARS after 5 years</p> | | |
| 5. | <p><u>Office of Freight Systems Budget</u></p> <p>Arranged chronologically by fiscal plans.</p> <p>File copies of budget estimates prepared, comprising of narrative statements of program descriptions, planning summaries and related scheduled data. Correspondence files reflecting policy decision affecting the expenditures for agency programs.</p> <p>PERMANENT: Offer to NARS after 10 years.</p> <p><i>Transfer to FARC when 5 years old.</i></p> <p><i>Destroy when 15 years old!</i></p> | | |

Request for Records Disposition Authority – Continuation

JOB NO.

PAGE OF

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|----------------|--|----------------------------|---------------------|
| 6. | <p><u>Office of Passenger Systems Subject Files</u></p> <p>Arranged Chronologically by subject. Memoranda, correspondences, plans, special studies, speeches, itineraries, publications and other records relating to committees, conferences, trips and other programs. Topics include activities such as vehicle improvement (suspension, structures) propulsion, advanced concepts, and signals.</p> <p>Destroy when 3 years old.</p> | | |
| 7. | <p><u>Projects & Contracts--Passenger Systems & Facilities Division</u> <i>Case Files</i></p> <p>Chronological Files consisting of copies of contracts, work statements, procurement requests, vouchers, invoices, accounting records, company capability statements, brochures, resumes, organization charts, progress reports, technical reports, final reports, published releases, drawings, computer programs, photography, property lists, project/contract correspondence and memoranda.</p> <p>Major project categories include:</p> <ul style="list-style-type: none"> • Improved Passenger Service • Rolling Stock Development • Fixed Plant Development • System Analysis • Advanced Systems Technology • Tunneling Technology <p><i>Destroy 5 years after completion of project. SC 12-19-78</i> PERMANENT: Offer to NARS after 10 years.</p> | | |
| 8. | <p><u>Projects & Contracts--Passenger Equipment Division</u></p> <p>Chronological Files consisting of copies of contracts, work statements, procurement requests, vouchers, invoices, accounting records, company capability statements, brochures, resumes, organization charts, progress reports, technical reports, final reports, published releases, drawings, computer programs, photography, property lists, project/contract correspondence and memoranda.</p> <p>Major project categories include:</p> <ul style="list-style-type: none"> • Improved Passenger Service • Suspension, Support & Guidance • Signal Control & Communications • Braking & Adhesion | | |

Request for Records Disposition Authority – Continuation

JOB NO.

PAGE OF

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|----------------|---|----------------------------|---------------------|
| 9. | <ul style="list-style-type: none"> • Propulsion • Auxiliary & Emergency Equipment • General Studies • Electrification & Energy • Propulsion Technology: Linear Electric Motors. <p><i>Destroy 5 years after completion of project. SC 12-19-78</i> PERMANENT: Offer to NARS after 10 years</p> <p><u>Demonstrations</u></p> <p>Chronological Project/contract files covering those activities related to development of improved passenger service in specific corridors of operations.</p> <p>Major project categories include:</p> <ul style="list-style-type: none"> • Improved Passenger Service • Rolling Stock Development • Fixed Plant Development • System Analysis • Advanced Systems Technology • Tunneling Technology <p>PERMANENT: Offer to NARS ^{when} after 10 years old.</p> | | 3 cu. ft. total |
| 10. | <p><u>Office of Passenger Systems Budget</u></p> <p>Arranged Chronologically by fiscal plans. File copies of budget estimates prepared, comprising of narrative statements of program descriptions, planning summaries and related scheduled data. Correspondence files reflecting policy decision affecting the expenditures for agency programs.</p> <p>PERMANENT: Offer to NARS after 10 years.</p> | | WITHDRAWN |
| 10. | <p><u>Office of Rail Safety Research Subject Files</u></p> <p>Arranged chronologically by subject. Memoranda, correspondence, plans, special studies, speeches, itineraries, publications and other records relating to committees, conferences, trips and other programs. Topics include activities in tank car shielding, railroad grade crossings, human factors and track.</p> <p>Destroy when 3 years or when no longer needed for reference, whichever is sooner.</p> | | |

Request for Records Disposition Authority – Continuation

JOB NO.

PAGE OF

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|-------------------------------|--|----------------------------|---------------------|
| <p>12. 11.</p> | <p><u>Office of Rail Safety Research Procurement and Project Files</u></p> <p>Arrange chronologically by project number or title. When volume warrants, papers in case file maybe subdivided by types, e.g. procurement files, reports and drawings and specifications. Project case files reflecting a complete history of each project from initiation through research, development design and testing to completion. Files include procurement files, consisting of a copy of each contract or agreement for research services with modications, changes, project authorization documents; technical characteristics; test and trial results; drawings, specifications and photographs essential to engineering development; technical and progress reports; notice of completion; and correspondence influencing the course of action taken on a project.</p> <p><i>Destroy 5 years after completion of project. SC 12-19-78</i> PERMANENT: Offer to NARS after 5 years.</p> | | |
| <p>13.</p> | <p><u>Office of Rail Safety Research Budget</u></p> <p>Arranged chronologically by fiscal plans. File copies of budget estimates prepared, comprising of narrative statements of program descriptions, planning summaries and related scheduled data. Correspondence files reflecting policy decision affecting the expenditures for agency programs.</p> <p>PERMANENT: Offer to NARS after 10 years</p> | | <p>WITHDRAWN</p> |
| <p>14. 12.</p> | <p><u>Office of Rail Safety Research Background Data</u></p> <p>Arranged numerically. Source data files, punch cards, electronic tape, or comparable media used to collect and assemble data of a preliminary experiments and observations. Data is used for reference in arriving at determinations in the conduct of research projects.</p> <p>Destroy when 3 years old or sooner if no longer needed for reference.</p> | | |

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

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|---------------|--|----------------------------|--|
| 13. | <p>R&D Technical Reports</p> <p>a. An official file copy of each technical report, or ^{b.} unpublished manuscript of report prepared in connection with a project, article reprints, terminal narratives, statistical and graphic compilations, summarizations, and analyses. Distributed by NTIS.</p> <p>a. Official Copy: Permanent. Offer to NARS 5 years after publication.</p> <p>b. Other ^{document} copies: Destroy when no longer needed for reference <i>or when 3 years old whichever is sooner.</i> SC 3-12-79</p> | | <p>1 cu. ft. / yr. 13 cu. ft. total</p> |
| 14. | <p>R&D Technical Committee and Board Files</p> <p>Agendas, directives, minutes of meetings, and reports covering general operations of the committee or board, and papers relating to the establishment, revision, or termination of individual projects.</p> <p>a. Official file of the committee or board maintained by the Secretary, Chairman, or other designee: Permanent. Offer to NARS when 10 years old.</p> <p>b. Copies of committee or board files distributed to members: Destroy when superseded or obsolete or upon termination of membership, whichever is sooner.</p> | | <p>1/2 cu. ft. / yr. 5 cu. ft. total</p> |
| 15. | <p>National/Bilateral Agreements</p> <p>Arranged alphabetically by country.</p> <p>National and bilateral agreements and memorandums of understanding related to joint efforts with other countries and the railroads in the exchange of information and development of various rail technologies such as rail vehicle, tunneling technology, and hardware exchange.</p> <p>PERMANENT. Offer to NARS when 10 years old.</p> | | <p>1/2 cu. ft. / yr. 2 cu. ft. total</p> |

Request for Records Disposition Authority – Continuation

JOB NO.

PAGE OF

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|----------------|---|----------------------------|--|
| 16. sk | <p><u>Associate Administrator's of R&D Subject Files</u></p> <p>Arranged by a decimal classification system.</p> <p>Memoranda, correspondence, plans, studies, speeches, and other records relating to committees, conferences, trips and programs. Includes program correspondence related to freight systems, passenger systems, rail safety, Amtrack, CONRAIL, rail and transportation companies, and other federal agencies.</p> <p><i>Permanent.</i> Transfer to FARC when 5 years old. Offer to NARS when 10 years old.</p> | | <p>1 cu. ft. / yr.</p> <p>10 cu. ft. total</p> |

Request for Records Disposition Authority – Continuation

JOB NO.

PAGE OF

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|----------------------|--|----------------------------|---------------------|
| <p>14</p> | <p><u>Office of Rail Safety Research, Transportation Programs and Policies</u></p> <p>Arranged chronologically.</p> <p>Program files consisting of program documents, schedules, and correspondence maintained by offices responsible for execution, review, and analysis of agency research and development programs, and relating to the general planning and supervision of the programs.</p> <p>PERMANENT: Offer to NARS after 10 years</p> | | <p>WITHDRAWN</p> |