

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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
Transportation Test Center
4. NAME OF PERSON WITH WHOM TO CONFER
Geraldine L. Lane
5. TEL. EXT.
326-9525
6. CERTIFICATE OF AGENCY REPRESENTATIVE:

| LEAVE BLANK | |
|---|-------------|
| DATE RECEIVED | JOB NO. |
| NC 1 399 | 78 4 |
| 23 MAY 1978 | |
| 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. | |
| <i>12-8-78</i> Date <i>acting</i> <i>James E. O'Neil</i> Archivist of the United States | |

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 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

5/11/78 (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 style="text-align: center;"><u>Office of the Director</u></p> <p><u>Information File:</u></p> <p>a. Formal press releases to local news media on Test Center activities. <i>Destroy when 2 years old. SC 10-19-78</i> Permanent. Official to NARS when 3 years old.</p> <p>b. <u>Official Speeches</u></p> <p>Speeches presented to conventions, conferences, and published. <i>Destroy when 2 years old.</i> Retain in current files for 2 years, then destroy.</p> | | |
| 2. | <p><u>Directive Case File:</u></p> <p>Record copy of Test Center management issuances, with supporting documents which document important aspects of the development of the issuance. <i>(Record set kept by HQ FRA in Agency)</i> Destroy when superseded or cancelled.</p> | | |
| 3. | <p><u>Forms File:</u></p> <p>Record copy of each form created by the Test Center with related instructions and documentation showing inception, scope, and purpose of form. <i>in Agency</i> Destroy when superseded or cancelled.</p> | | <i>17 items</i> |

sent to Agency NWF, NNH, SNE mgj 12-12-78

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 |
|----------------|--|----------------------------|---------------------|
| 4. | <p>Legal <i>Real Property Files</i></p> <p>a. Planning correspondence, approvals, description, rights-of-ways and easements for building access roads and bridges to the Transportation Test Center. Permanent. Retain in current files and offer to NARS in the event of transfer of ownership of Test Center property. <i>Transfer to new custodian upon completion of sale, trade, or purchase money mortgage. SC 10-19-78</i></p> <p>b. Lease of Test Center property between the State of Colorado and the U.S. Department of Transportation. Permanent. Retain in current files and offer to NARS in the event of transfer of ownership of Test Center property. <i>Transfer to new custodian upon completion of sale, trade, or purchase money mortgage. SC 10-19-78</i></p> <p style="text-align: center;"><u>Hazards Evaluation Office</u></p> | GRS 4-7 | |
| 5. | <p><u>Accident Investigation Reports of Major Accidents</u></p> <p>Chronologically by date. Published reports of major accidents including collisions, derailments, personal injury and major loss of equipment.</p> <p>a. Official copy: Permanent. Offer to NARS when 10 years old. <i>SC 10-19-78</i> ^{<i>Destroy</i>}</p> <p>b. Other copies: Destroy when superseded or obsolete. ^{<i>in agency</i>}</p> | | |
| 6. | <p><u>National Transportation Safety Board Reports</u></p> <p>Chronologically by date. Copies of investigative reports of accidents which the NTSB investigated.</p> <p>^{<i>in agency</i>} Destroy when superseded or obsolete.</p> | | |
| 7. | <p><u>Security Policy File</u></p> <p>Numerically by file number. Manuals, directives, plans, reports and correspondence concerning policies developed for the TTC which comply with DOT and other Federal directives, plus those generated exclusively for this facility. Retain until superseded or obsolete. ^{<i>Destroy in agency when</i>}</p> | | |

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

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| 8. | <p align="center"><u>Technical Services Division</u></p> <p><u>Telecommunication Files (Radio Frequency Assignments)</u></p> <p>Correspondence, applications, and approvals of radio frequency assignments for use by the Transportation Test Center.</p> <p align="center"><i>in agency</i> Destroy when superseded or cancelled.</p> <p align="center"><u>FAST Project Office</u></p> | | |
| 9. | <p><u>FAST Project Office Subject Files</u></p> <p>Numerically by file number.</p> <p>Memoranda, correspondence, plans, reports, research data, operational procedures, specifications, test plans, studies, regulations, minutes of meetings, statistics, and experiments pertaining to Facility for Accelerated Service Testing track operations and research at the TTC.</p> <p align="center"><i>Destroy 7</i> PERMANENT. Retain in current files for 10 years after completion of project/test, then offer to NARS. SC 11-24-78</p> <p align="center"><u>Rail Dynamics Laboratory</u></p> | | |
| 10. | <p><u>RDL Office Subject Files</u></p> <p>Numerically by file number.</p> <p>Reports, memoranda, test plans, specifications, research data, studies, statistics, correspondence, studies, and operational procedures pertaining to the Rail Dynamics Laboratory research and operations at the TTC.</p> <p align="center"><i>Destroy 7</i> PERMANENT. Retain in current files for 10 years after completion of project/test, then offer to NARS. SC 11-24-78</p> <p align="center"><u>Test Control Division</u></p> | | |
| 11. | <p><u>Test Project Files</u></p> <p>Numerically by file number.</p> <p>List documents consisting of test request, test specifications, operational test procedure, standard operating procedure, correspondence, test results, etc., relating</p> | | |

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

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| 12. | <p>to test projects performed at the Transportation Test Center.</p> <p>PERMANENT. Retain to current files 10 years after completion of project/test, then offer to NARS.</p> <p><i>Destroy 7 years after completion of project.</i> <i>SC 10-29-78</i></p> <p><u>Technical Reports Files:</u></p> <p>Arranged numerically by report number.</p> <p>Reports which present the final results of research and development projects funded by FRA. Distributed by the National Technical Information Service.</p> <p>a. Official Record Copy:</p> <p>PERMANENT. Offer to NARS 5 years after publication.</p> <p>b. Other copies: Destroy when no longer needed for administrative use.</p> <p>c. Related papers showing inception, scope and background, including coordination papers and comments. Edited manuscript copy, galley proofs, original art, figures, cover design, and title page.</p> <p>DESTROY 3 years after publication.</p> | | |