

Rev NCD 19 Nov 79

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1-399-80-1
DATE RECEIVED	11-19-79
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	12-5-79
Signature	James E. O'Neil
Acting Archivist of the United States	

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Transportation

2. MAJOR SUBDIVISION
Federal Railroad Administration

3. MINOR SUBDIVISION
Office of Procurement

4. NAME OF PERSON WITH WHOM TO CONFER
John K. Cochran

5. TEL. EXT.
755-9263

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

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
11/13/79	<i>A. Scott Kaye</i>	Records Manager		
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)			
	This request for disposition authority includes all records in FRA's Office of Procurement not covered by the General Records Schedule. Any record series created subsequent to or not covered in this authority shall be covered by a separate disposal authority obtained from the Office of Federal Records Centers, National Archives and Records Service.			

115-107

to agency (hand-carried by 12/6/79
Chip Dodge), NNF, WARC - 12/18/79

Checked out 12-11-79

JE

9 items

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p>Northeast Corridor Improvement Project (NECIP) Procurement Files</p> <p>Files documenting transactions for all FRA contract work related to the NECIP Project. Records include FRA direct contracts, DCP contracts and subcontracts, AMTRAK force account work and subcontracts, and related records.</p> <p>Transfer files to FRC upon close-out and final payment of individual contract cases. Office of Procurement (RAD 30) will review every 5 years to determine status of contract DOT-FR-76048. Destroy 20 years and 6 months after final payment of contract DOT-FR-76048.</p> <p>NOTE: FRA has indemnified DCP against claims arising from its duties regarding NECIP construction. Ordinarily, the 6 year-3 month retention period is sufficient to protect the Government if 3rd party claims arise. However, since DCP is not a Government agency, it is not protected by the usual statute of limitations and is subject to State law regarding liability for negligence. Several NECIP States have statutes of limitations of up to 20 years of the accrual date of the cause of action. Final payment on contract DOT-FR-76048 is projected for 1985.</p>	GRS 3/1 (submit 115)	
2.	<p>Internal Staff Directives</p> <p>Destroy on site two years after superseded, canceled, expired or when no longer needed, whichever is later.</p>	GRS 16/1a (submit 115)	

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
3.	<p>Delegation of authority</p> <p>(1) Permanent delegations. Destroy on site when authority changes or upon separation of employee.</p> <p>(2) Temporary delegations. Destroy on site when authority is rescinded or no longer valid.</p>		
4.	<p>Logs</p> <p>Logs used to record data for management control.</p> <p>A. <u>Procurement Request Log</u> A log or register which documents incoming procurement requests for processing by RAD-30. Destroy on site in fiscal year block 5 years after last fiscal year entry or when no longer needed, whichever is sooner.</p> <p>B. <u>Unsolicited Proposal Log</u> A log which documents the receipt of unsolicited proposals and provides a control device to ensure their timely handling. Destroy on site in fiscal year block 5 years after last fiscal year entry or when no longer needed, whichever is sooner.</p> <p>C. <u>Correspondence Control Log</u> A log or register which documents incoming correspondence ensuring management control for timely responses. Destroy on site in fiscal year block 5 years after last fiscal year entry or when no longer needed, whichever is sooner.</p> <p>D. <u>Small Purchase Logs</u> A log or register which documents incoming procurement requests to be for processing by RAD 34. Destroy on site in fiscal year block 5 years after last fiscal year entry or when no longer needed, whichever is sooner.</p> <p>E. <u>Contract Number Register</u> A log or register which is used to assign and reference RAD 30 contract numbers. Destroy on site in fiscal year block 5 years after last fiscal year entry or when no longer needed, whichever is sooner.</p>		