

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-408-11-17</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>5/20/11</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Transit Administration			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Danielle Tyler	5. TELEPHONE NUMBER (202) 202-366	DATE <i>JUL 8, 2014</i>	ARCHIVIST OF THE UNITED STATES <i>WITHDRAWN JBC</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 _____ 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 type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>5-5-11</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Danielle Tyler</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 GRS OR SUPERSEDED JOB CITATION	10.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.	<p><b>Budget Records</b></p> <p>This record series includes correspondence, site files, reports, and related materials accumulated in the course of the budget and fiscal program activities, including policy formulation and implementation, preparation and justification of estimates, apportionment, reporting, and related matters affecting agency expenditures, but excluding files described elsewhere in this paragraph.</p> <p><b>NOTE:</b> These disposition instructions apply to all records regardless of physical media.</p> <p>a.     <u>Agency office of primary interest.</u></p> <p>Disposition: <b>Temporary.</b> Transfer to FRC when agency administrative needs have been satisfied. Destroy 20 years later.</p> <p>b.     <u>All others.</u></p> <p>Disposition: <b>Temporary.</b> Destroy when two years old.</p>		

	<p>c. <u>Reimbursement agreement files.</u></p> <p>Disposition: <b>Temporary.</b> Transfer to FRC four years after close of fiscal year covered by agreement. Destroy after 15 years.</p> <p>d. <u>Annual Budget Estimate Files.</u></p> <p>Disposition: <b>Temporary.</b> Transfer to FRC when five years old. Destroy when ten years old.</p> <p>e. <u>Budget Working Files.</u></p> <p>Disposition: <b>Temporary.</b> Destroy one year after close of fiscal year involved.</p> <p>f. <u>Spring Preview.</u></p> <p>Disposition: <b>Temporary.</b> Destroy when five years old.</p> <p>g. <u>Special studies note books.</u></p> <p>Disposition: <b>Temporary.</b> Destroy when five years old.</p>		
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