

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER NI-408-11-20	
TO NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 7-28-11	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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WITH WHOM TO CONFER Danielle Tyler	5 TELEPHONE NUMBER (202) 366-5160	DATE 2/11/2013	ARCHIVIST OF THE UNITED STATES Withdrawn
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 5-5-11	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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	Administrative Services Records This record series includes administrative correspondence, reports, forms, and other papers relating to administrative support services including the acquisition, production, and distribution of printed matter, still photography and graphic arts services, motion picture production, library services, data processing, mail and messenger operations, and telephone and telegraphic services NOTE These disposition instructions apply to all the described records regardless of physical media a <u>General Correspondence files</u> (1) <u>Agency office of primary interest</u> Disposition: Temporary . Destroy when two years old (2) <u>Office and units responsible for performance of administrative support services</u>		

	<p>Disposition Temporary. Destroy when two years old.</p> <p>b <u>Directory files</u> Correspondence, forms, and other records relating to the compilation of telephone listings and directories</p> <p>Disposition. Temporary. Destroy three months after issuance of directory</p> <p>c <u>Employee locator files</u></p> <p>Disposition. Temporary. Destroy upon separation of employee from activity.</p>		
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