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<th>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
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materials, drafts, interim and progress reports, and related papers, such as staff studies, minutes of staff meetings, and related correspondence.

Disposition: Temporary. Destroy six months after final action on project report or three years after completion of report if no final action is taken.

Superseded by attached two pages
GRW
5/22/12
REQUEST FOR RECORDS DISPOSITION AUTHORITY

To
NATIONAL ARCHIVES & RECORDS ADMINISTRATION
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

FROM (Agency or establishment)
U.S. Department of Transportation

MAJOR SUBDIVISION
Federal Transit Administration

MINOR SUBDIVISION

NAME OF PERSON WITH WHOM TO CONFER
Danielle Tyler

TELEPHONE NUMBER
(202) 366-5160

DATE
ARCHIVIST OF THE UNITED STATES

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,

☐ is not required
☐ is attached, or
☐ has been requested

DATE
SIGNATURE OF AGENCY REPRESENTATIVE
Records Officer

ITEM NO
DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

ORGANIZATIONAL RECORDS

This disposition includes documents relating to the establishment of and changes in organization, functions, relationships, and delegations of authority, such as organizational and functional charts

NOTE These disposition instructions apply to all the described records regardless of physical media

a Organization planning files Master set

Disposition Permanent. Transfer to FRC when four years old or earlier if volume warrants. Accession in 5-year blocks when newest record is 15 years old

b Organization planning files all other copies

Disposition Temporary. Destroy when two years old

JOB NUMBER
N1-408-11-22

STANDARD FORM 115 (REV 3-91)
Prescribed by NARA 36 CFR 1228

PREVIOUS EDITION NOT USABLE
Organization working files. Background materials, drafts, interim and progress reports, and related papers, such as staff studies, minutes of staff meetings, and related correspondence

c 1 Action taken on final report

Disposition Temporary. Destroy six months after final action on project

c 2 No action taken on final report

Disposition Temporary. Destroy three years after the completion of the project report