

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-408-11-23</i>	
TO NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>7-28-11</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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) 366-5160	DATE <i>23 July 12</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 checked="" 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>[Signature]</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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	<b>Directive Management Records</b>  This disposition includes official case files for internal FTA directives prescribing policies, organization, or procedures, or providing information essential to the administration or operation of the agency. Each case file includes a printed copy of the directive, record of clearance and approvals, and significant background documents  <b>NOTE:</b> These disposition instructions apply to all the described records regardless of physical media  a. <u>Case files for FTA directives containing orders and handbooks;</u> notices that change existing or prescribe new policies, organization, or procedures; notices approved by the Administrator, Deputy Administrator, Associate Administrators, or Deputy Administrators regardless of subject matter.  (1) <u>Records set of directives</u>  Disposition: <b>Permanent.</b> Place in inactive		

	<p>file when superseded. <del>Offer inactive file to NARA every ten years.</del> <i>Accession inactive file</i></p> <p>b. <u>Case files for FTA directives containing one-time or temporary instructions such as notices not covered by (a) above.</u></p> <p>Disposition: <b>Temporary.</b> Place in inactive file when directive is superseded or canceled Destroy inactive file after five years.</p> <p>c. Directives received from non-FTA agencies</p> <p>Disposition. <b>Temporary.</b> Destroy when superseded.</p>	<p><i>in 5-year blocks when record is 15</i></p> <p>Concurred <i>by agency</i></p> <p>5/23/2012 GRW</p> <p>6/1/2012 GRW</p>	<p><i>newest</i></p> <p><del>oldest</del> years old.</p>
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