

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

LEAVE BLANK (NARA use only)

NUMBER

NI-408-94-1

DATE RECEIVED

11-10-93

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE

8-20-96

ARCHIVIST OF THE UNITED STATES

*John W. Cat*

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIRA)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)

U.S. Department of Transportation

2. MAJOR SUBDIVISION

Federal Transit Administration

3. MINOR SUBDIVISION

Office of Grants Management

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE

KAREN SHAW

(202) 366-4865

**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 2 page(s) are not now needed for the business of 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

7-21-93

SIGNATURE OF AGENCY REPRESENTATIVE

*J. Lynn Hunt*

TITLE

*Chief, Administration Services Div.*

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION.	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	9000 CAPITAL AND OPERATING ASSISTANCE PROGRAM (Sections 3, 5, 9, 16 (b)(2), 17, 18, and TITLE 23).  The records described below relate to the administration of programs providing capital and operating assistance to States and local public bodies and agencies thereof. These programs include: acquisition, construction, reconstruction, and improvement of facilities and equipment for use in mass transportation service; fixed guideway systems; new technology; facilities and services for the elderly and handicapped; funds for non-urbanized areas; reimbursement for Conrail impact; and Federal-aid urban system and interstate transfer programs.  (4) <u>Triennial Review</u> examines how Section 9 grantees comply with statutory and administrative requirements, especially requirements for which grantees must submit self-certifications or assurances of compliance. The review examines twenty-one areas to determine compliance and follow-up corrective actions. These reviews are performed rotationally for all Section 9 grantees once every three years.  1. <u>Documentation</u> . Files that contain a record of material examined, inspections performed, verbal statements made by the grantee, signed worksheets, dates of examination and location of the information	NC1/408-80-1 Item 4 (1&2)	

SEP - 5 1996 MMV

*Copy to: Agency, UN-E  
NSR, NNT*

9000 CAPITAL AND OPERATING ASSISTANCE PROGRAM (Sections 3, 5, 9, 16(b)(2), 17, 18, and TITLE 23).

**Triennial Review**

1. Documentation. (Cont'd)  
obtained, and cross referencing of items not physically contained in the official triennial review files.

Temporary. Transfer to the Federal Records Center after close of review and completion of all corrective actions. Destroy three years after close of review.

2. Triennial Review Reports.

Temporary. Transfer to Federal Records Center six years after report is issued. Destroy 26 years after cutoff.