

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

JOB NO
~~NC1-408-80-1~~
NC1-408-83-1

1. FROM (AGENCY OR ESTABLISHMENT)

DATE RECEIVED
12-30-82

Department of Transportation

2. MAJOR SUBDIVISION

Urban Mass Transportation Administration

3. MINOR SUBDIVISION

Office of Administrative Service Division

4. NAME OF PERSON WITH WHOM TO CONFER

Joseph F. Vocke

5. TEL EXT

426-4865

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

1-12-83
Date

Robert W. May
Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of ~~4~~ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 12/16/82	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Joseph F. Vocke</i>	E. TITLE Chief, Office of Administrative Ser. Division
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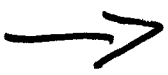
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p>We request that UMTA Records Disposition Authority, Part 8100 Technical Studies (Section 8)-Subpart (1) Grant Project files be amended as follows:</p> <p>Proposals or applications, contracts, project reports, studies, certificates, agreements, memoranda, correspondence, and other records relating to receipts, review, award, evaluation, status and monitoring of grants, allocation of funds, and project budgets.</p> <p>Transfer to Federal Records Center when the projects are closed. Destroy seven years later after the projects are closed.</p> <p><i>change per E.O. of UMTA + M.G. of NARS. 1-3-83</i></p>	<p><i>NC1-408-80-1/1 item</i> <i>8100 (1)</i></p>	<p><i>1 item</i></p>

*Closed out: TP: 1/13/83
Copies to Agency + All FRCs (except 6KRA + 3KRA)*

from NCI-408-80-1

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Submit to Federal Records Center for seven year retention, then destroy.</p> <p>(3) <u>Grant control files.</u> Indexes, registers, logs or other records relating to control of assigning numbers or identifying projects, applications and grants.</p> <p>Destroy when superseded or obsolete.</p> <p>(4) <u>Grant correspondence and subject files.</u></p> <p>(a) Correspondence and/or subject files including memoranda, studies, reports, forms and other records relating to the legal establishment of the grant program, its policies and basic procedures, and the management and evaluation of grants.</p> <p>Offer to NARS after fifteen years.</p> <p>(b) Correspondence and/or subject files relating to routine operations and daily activities in administration of the grant program.</p> <p>Destroy when two years old.</p> <p>(5) <u>Final product files.</u> Published reports, books, studies, audiovisual materials, or any other final grant product and related records in textual or machine-readable form.</p> <p>Submit to Federal Records Center for seven year retention, then destroy.</p> <p>8100 <u>TECHNICAL STUDIES (SECTION 8).</u> The records described below relate to the administration of projects to States and local public bodies and agencies for the planning, engineering, designing, and evaluation of public transportation projects, and for other technical studies.</p> <p>(1) <u>Grant application files.</u> Applications, memoranda, correspondence and other records relating to the decision to accept or reject grant applications.</p> <p>(a) Rejected applications. Destroy four years after rejection.</p> <p>(b) Accepted applications. See item two of this schedule.</p>		



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REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>(1) <u>Grant project files.</u> Proposals or applications, contracts, project reports, studies, certificates, agreements, memoranda, correspondence, and other records relating to receipt, review, award, evaluation, status and monitoring of grant; allocation of funds, and project budgets.</p> <p><i>Transfer</i> Submit to Federal Records Center <i>3 yrs after close of project</i> for seven year retention, then <i>Destroy four years later.</i> <i>RTB 3/3/81</i></p> <p>(2) <u>Grant control files.</u> Indexes, registers, logs or other records relating to control of assigning numbers or identifying projects, applications and grants.</p> <p>Destroy when superseded or obsolete.</p> <p>(4) <u>Grant correspondence and subject files.</u> (a) Correspondence and/or subject files including memoranda, studies, reports, forms and other records relating to the legal establishment of the grant program, its policies and basic procedures, and the management and evaluation of grants.</p> <p>Offer to NARS after fifteen years.</p> <p>(b) Correspondence and/or subject files relating to routine operations and daily activities in administration of the grant program.</p> <p>Destroy when two years old.</p> <p>(5) <u>Final product files.</u> Published reports, books, studies, audiovisual materials, or any other final grant product and related records in textual or machine-readable form.</p> <p>Submit to Federal Records Center for seven year retention, then destroy.</p> <p><i>Note: Hard copy of report given to RTB, which is retained by -1710.</i></p> <p>(6) <u>Unified Planning Work Programs.</u> Correspondence, memoranda, reports, and related papers pertaining to the coordination of plans and policies for the development, improvement, and maintenance of mass transportation facilities. Transfer to Federal Records center one year after superseded. Destroy after ten years.</p>		<p><i>withdrawing does not exist</i></p> <p><i>RTB 3/3/81</i></p> <p><i>withdrawing to file</i></p> <p><i>8100</i></p>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>(7) Metropolitan Planning Organization (MPO) files, including correspondence, reports, charts, and briefings. Retain for five years, then destroy.</p> <p>9000 <u>Capital and Operating Assistance Programs (Sections 3, 5, 16(b)(2), 17, 18, and Title 23)</u>. 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.</p> <p>(1) <u>Grant application files</u>. Applications, memoranda, correspondence and other records relating to the decision to accept or reject grant applications.</p> <p>(a) <u>Rejected applications</u>. Destroy five years after rejection.</p> <p>(b) <u>Accepted applications</u>. See item fifteen of this schedule.</p> <p>(2) <u>Grant case files</u>. Proposals or applications, contracts, project reports, studies, certificates, agreements, memoranda, correspondence, and other records relating to receipt, review, award, evaluation, status and monitoring of grant; allocation of funds, and project budgets. [Ex p. TBA following]</p> <p>Submit SF 115, Request for Records Disposition authority.</p> <p>(3) <u>Grant control files</u>. Indexes, registers, logs or other records relating to control of assigning numbers or identifying projects, applications and grants.</p> <p>Destroy when superseded or obsolete.</p> <p>(4) <u>Grant correspondence and subject files</u>.</p> <p>(a) <u>Correspondence and/or subject files</u> including memoranda, studies, reports, forms and other</p>		<p>with records filed ...</p> <p>with records filed ...</p>