

Request for Records Disposition Authority

Records Schedule Number DAA-0134-2013-0023
Schedule Status Approved

Agency or Establishment Surface Transportation Board
Record Group / Scheduling Group Records of the Interstate Commerce Commission
Records Schedule applies to Major Subdivision
Major Subdivision Office of Proceedings
Schedule Subject Formal Dockets (WCC - Water)
Internal agency concurrences will be provided No

Background Information Per NARA regulation, the Surface Transportation Board (STB) microfilmed Formal Water (WCC) Dockets from 1920-2005. In 1995, STB began the electronic imaging of dockets. Complete electronic imaging was not initiated until January 2002, and it was not until 2005 that STB ceased to routinely microfilm dockets. There will be some overlap of the two mediums until 2005.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	1	0	0

GAO Approval

Outline of Records Schedule Items for DAA-0134-2013-0023

Sequence Number

1

Formal Dockets (WCC-Water)

Disposition Authority Number: DAA-0134-2013-0023-0001

Records Schedule Items

Sequence Number	
1	<p>Formal Dockets (WCC-Water)</p> <p>Disposition Authority Number DAA-0134-2013-0023-0001</p> <p>Formal Dockets (WCC - Water): Concern inquiries into the activities of water carriers.</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation DAA-0134-2013-0023 provides for disposition of permanent records maintained in electronic structured data and microfiche format.</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>GRS or Superseded Authority Citation N1-134-08-1. item 10 N1-134-08-1. item 12</p> <p>Disposition Instruction</p> <p>If this item has multiple sections, indicate here records to which this section apply Electronic Records</p> <p>Cutoff Instruction Permanent - Convert paper to electronic medium. Once medium is verified for accuracy and readability, destroy paper. Cut-off electronic file at end of calendar year. Transfer to NARA 30 years after cutoff.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 30 year(s) after cut-off.</p> <p>Additional Information</p> <p>First year of records accumulation 1995</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 1995 To 1996</p>

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1 GB	.1 GB
Paper		
Microform		
Hardcopy or Analog Special Media		

Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply **Non-electronic Textual Records**

Cutoff Instruction **Microfiche Copy - Cutoff microfiche file at end of calendar year 2005. Transfer cutoff files to NARA iwhen the most recent records are 30 years old (2035).**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 30 year(s) after when the most recent records are 30 years old (2035).**

Additional Information

First year of records accumulation **1920**

End year of records accumulation **2005**

What will be the date span of the initial transfer of records to the National Archives? **From 1920 To 2005**

How frequently will your agency transfer these records to the National Archives? **Unknown
All microfilm records will be transferred in 2035.**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper		

Microform	12 Linear feet of microfiche Microfilm rolls	
Hardcopy or Analog Special Media		

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
03/29/2013	Return to Submitter	Michelle Thomas	Management Analyst Officer	Surface Transportation Board - OPAGAC
04/02/2013	Certify	Michelle Thomas	Management Analyst Officer	Surface Transportation Board - OPAGAC
08/12/2016	Submit for Concurrence	Jim Cassedy	Appraiser	National Archives and Records Administration - Records Management Services
08/17/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/17/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/18/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist