

### Request for Records Disposition Authority

Records Schedule Number      **DAA-0134-2014-0001**  
Schedule Status                **Approved**

Agency or Establishment        **Surface Transportation Board**  
Record Group / Scheduling Group **Records of the Interstate Commerce Commission**  
Records Schedule applies to    **Department-wide**  
Schedule Subject                **Board Member Schedules of Daily Activities**  
Internal agency concurrences will be provided    **No**

Background Information        **Board Member calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities performed while serving in an official capacity, excluding personal materials.**

#### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>

#### GAO Approval

## Outline of Records Schedule Items for DAA-0134-2014-0001

Sequence Number	
1	<b>Board Member Schedules of Daily Activities</b> Disposition Authority Number: DAA-0134-2014-0001-0001

## Records Schedule Items

Sequence Number		
1	<p><b>Board Member Schedules of Daily Activities</b></p> <p>Disposition Authority Number      <b>DAA-0134-2014-0001-0001</b></p> <p><b>Records documenting meetings, appointments, telephone calls, trips, visits, and other activities by Board Members.</b></p> <p>Final Disposition                      <b>Permanent</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>No</b></p> <p>Explanation of limitation              <b>These are electronic records.</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                            <b>Yes</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        <b>Cutoff after Board Member's term is completed.</b></p> <p>Transfer to the National Archives for Accessioning      <b>Transfer to the National Archives 15 year(s) after cutoff</b></p> <p><b>Additional Information</b></p> <p>First year of records accumulation    <b>2009</b></p> <p>What will be the date span of the initial transfer of records to the National Archives?                        <b>From 2009 To 2009</b></p> <p>How frequently will your agency transfer these records to the National Archives?                        <b>Unknown</b> <b>Transfer is dependent on expiration of Board Members' terms which are not concurrent.</b></p>	
	Estimated Current Volume	Annual Accumulation
<b>Electronic/Digital</b>	<b>50 GB</b>	<b>5 GB</b>
<b>Paper</b>		

Microform		
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
03/09/2015	Certify	Michelle Thomas	Management Analyst Officer	Surface Transportation Board - OPAGAC
09/27/2019	Submit for Concurrence	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
10/23/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/28/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
10/30/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist