

Request for Records Disposition Authority

Records Schedule Number DAA-0399-2013-0006

Schedule Status Approved

Agency or Establishment Federal Railroad Administration

Record Group / Scheduling Group Records of the Federal Railroad Administration

Records Schedule applies to Agency-wide

Schedule Subject International Files

Internal agency concurrences will be provided No

Background Information

The Federal Railroad Administration (FRA) maintains relationships with foreign government owned and operated railways and international railroad organizations to foster international research and development in the passenger and freight rail industries. These international activities allow the FRA to develop railroad related cooperative agreements amongst various countries and facilitate communication between foreign passenger and freight railroad organizations and U.S. rail related industries.

Excludes: International Travel by the Administrator and Deputy Administrator (N1-399-97-1/3) and the International Agreement (DAA-0399-2013-0005)

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0399-2013-0006

Sequence Number

1

Foreign Country Rail Files

Disposition Authority Number: DAA-0399-2013-0006-0002

Records Schedule Items

Sequence Number	
1	<p>Foreign Country Rail Files</p> <p>Disposition Authority Number DAA-0399-2013-0006-0002</p> <p>Records documenting FRA's funding of and/or involvement in construction of railways, training of railroad department personnel abroad and technical assistance to each country. For each country, records include copies of the agreement by which the project was established; financial accounting documents; budget correspondence; organizational information and lists of participating foreign officials; minutes of meetings between U.S. and foreign officials; procurement documentation; personnel records; operational directives; records of telephone conversations; billing correspondence; sometimes newspaper or other articles about the projects; and end of tour reports. Does not include routine administration or operation files.</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation Portion of the records remain in hardcopy 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? No</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 Close electronic files upon project completion. Cut off closed files at end of fiscal year.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 5 year(s) after cutoff</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 2010</p>

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

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	3 GB	300 MB
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 Close files upon project completion. Cut off files at end of fiscal year.

Transfer to Inactive Storage Transfer to FRC 3 years after cutoff

Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff

Additional Information

First year of records accumulation 1995

End year of records accumulation 2010

What will be the date span of the initial transfer of records to the National Archives? From 1995 To 2010

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

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	1 Cubic feet	

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
09/12/2013	Certify	Kim Toone	Records Management Officer	Department of Transportation - Federal Railroads Administration
04/21/2015	Submit for Concurrence	Jim Cassedy	Appraiser	National Archives and Records Administration - Records Management Services
04/21/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/22/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
04/24/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist