

Request for Records Disposition Authority

Records Schedule Number DAA-0399-2014-0002

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 Controlled Correspondence System

Internal agency concurrences will be provided No

Background Information The Controlled Correspondence system is used to log, maintain, track, assign action, and retrieve all incoming correspondence.

This refers to (1): substantive correspondence that significantly documents program activities and was processed under special handling control procedures because of the importance of the correspondence, time requirements of replies, or was received from offices of special interest to the Agency; and (2): general correspondence files, reading files, or other transitory information files maintained by program offices to document the common activities and management of the program. Controlled correspondence is correspondence that requires a record of receipt and a timely reply.

Note: Inputs, Outputs, and System Documentation are covered under GRS

Excludes: Emergency Preparedness Planning and Disaster Recovery correspondence and documentation (DAA-0399-2012-0002)

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0399-2014-0002

Sequence Number	
1	Master File
1.1	Master File - Tracking Copy Disposition Authority Number: DAA-0399-2014-0002-0001

Records Schedule Items

Sequence Number	
1	<p>Master File</p> <p>Master File – Record Keeping Copy: Records include incoming request, requester information, synopsis of request, tracking number, status of request and any outgoing responses. Disposition: Keep for the length of time required by the applicable records schedule. Permanent records will comply with all NARA regulations and guidelines.</p>
1.1	<p>Master File - Tracking Copy</p> <p>Disposition Authority Number DAA-0399-2014-0002-0001</p> <p>Same as record keeping copy (covered by DAA-0399-2015-0001) but without attachments (i.e. incoming/outgoing correspondence files). Attachments will be purged after record keeping copy's disposition is approved (ie NARA accepts legal custody).</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</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>Disposition Instruction</p> <p>Cutoff Instruction Cut off files at end of fiscal year.</p> <p>Retention Period Destroy between 5 year(s) and 30 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>

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
12/01/2014	Certify	Kim Toone	Records Management Officer	Department of Transportation - Federal Railroads Administration
12/07/2015	Submit for Concurrence	Jim Cassedy	Appraiser	National Archives and Records Administration - Records Management Services
12/10/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/10/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
12/11/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist