

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-399-08-6	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 3/19/08	
1. FROM (Agency or establishment) U.S. Department of Transportation		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Federal Railroad Administration			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Janice Hill	5. TELEPHONE NUMBER (202) 493-6132	DATE 2/21/08	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
6. 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 on the attached _____ page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. </div>			
DATE 2-13-08	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature: Janice M. Hill]</i>		TITLE Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Electronic Bulletin Boards Electronic Bulletin Boards include a broad range of systems used to provide ready, user-friendly access to frequently used information in a "public forum" format. Announcements and messages can be posted and read by any user. Information may be drawn from agency databases, publicly available sources or a combination of sources. Also include other types of on-line dialogue including chat rooms, listservs, etc. Information is brought together to simplify access and provide specialized support for specific information needs. Often used to distribute software programs, models, or text files. NOTE: These disposition instructions apply to all the described records regardless of physical media. If permanent records are on CD-ROM, they must conform to existing standards for transfer to the National Archives and Records Administration (NARA).		

	<p>If the recordkeeping copy is a <u>permanent</u> record and is maintained in an electronic format, transfer to the NARA in accordance with 36 CFR 1228.270.</p> <p>If the recordkeeping copy is a <u>temporary</u> record and is maintained in an electronic format, keep the file in the office for the entire retention period in accordance with 36 CFR 1234 sec: 30-32.</p>		
	<p>a. Input Records</p> <p>Disposition: Temporary. Follow instructions as listed in GRS 20/2 – Input and Source Records.</p>	Scheduled by GRS 20/2	
1.	<p>b. Master file</p> <p>Disposition: Temporary. Cut-off threaded (take a snapshot of) electronic files at the end of fiscal year.</p> <p>Destroy/delete 5 years after cut-off. – <i>Changed per Janice Hill, 6/25/08</i></p>		
2.	<p>c. Output Records</p> <p>Disposition: Temporary. Varies. If used as input to other records activities or records series, file with those related records and follow the disposition instructions for those related records. If not used as input to other records series, destroy when no longer needed.</p>		
	<p>d. System/Supporting Documentation.</p> <p>Disposition: Temporary. Delete when superseded or obsolete, or upon authorized deletion of the system.</p> <p>Specific systems covered by this schedule include:</p> <ul style="list-style-type: none"> ○ Railroad Safety Advisory Committee (RSAC) Database ○ FRA Bulletin Board 	Scheduled by GRS 20/11	