

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)

Department of Transportation

2. MAJOR SUBDIVISION

Federal Railroad Administration

3. MINOR SUBDIVISION

Office of Northeast Corridor Project Engineering

4. NAME OF PERSON WITH WHOM TO CONFER

Peter M. Montague

5. TEL EXT

366-0686

LEAVE BLANK

JOB NO

N1-399-87-1

DATE RECEIVED

November 13, 1986

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

9-11-87

Date

Frank S. Bunk
Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ **A** Request for immediate disposal.

☒ **B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE

10-24-86

D. SIGNATURE OF AGENCY REPRESENTATIVE

Thelma Jane Call
Thelma Jane Call

E. TITLE

Records Officer

7. ITEM NO

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR
JOB NO

10. ACTION TAKEN

Congress created the Federal Railroad Administration with the passage of the Department of Transportation Act of 1956 (80 Stat. 932). The purpose of the Federal Railroad Administration is to promulgate and enforce railroad safety regulations, administer railroad financial assistance programs, conduct research and development in support of improved railroad safety and national rail transportation policy, provide for the rehabilitation of the Northeast Corridor rail passenger service, and consolidate government support of rail transportation activities.

This request for disposition authority covers the records unique to the rehabilitation of the Northeast Corridor rail system. The General Records Schedules will be used as authority for disposal of housekeeping and administrative records for the Northeast Corridor Project.

1.

RECORDS OF THE NORTHEAST CORRIDOR IMPROVEMENT PROJECT ESTABLISHED TO CARRY OUT THE PROVISIONS OF THE RAILROAD REVITALIZATION AND REGULATORY REFORM ACT OF 1976 FOR THE UPGRADING OF THE NORTHEAST CORRIDOR BETWEEN BOSTON, MASSACHUSETTS; NEW YORK, NEW YORK; AND WASHINGTON, D.C.

copies to agency, NISF

7 items

9-22-87

TRT

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>a. Design Contracts, Related Engineering Records, and Long-Lead Procurements. Architect-Engineer Selection Records, Scope of Work and Changes thereto, Contract Award Records and Modifications, Required Reports, Plans, Correspondence, and Related Materials. Drawings, Engineering Progress Reports 100% Design Review Comments, Design Approval Documents and Records of Payment. (These materials are filed by Project Code with secondary reference to Architect-Engineer Name(s) and Contract Numbers.)</p> <p>Retain for 20 years, 6 months, after final payment is made on the Prime Contract.*</p> <p>b. General Engineering Records. Geotechnical Reports, Environmental Reports, Utility Reports, and Archaeological Records. (These materials are filed by Report Title.)</p> <p>Retain for 20 years, 6 months, after final payment is made on the Prime Contract.*</p> <p>c. Project Manager, General Manager and Administrative Files. Project Manager's Action Correspondence File (Filed by Subject); General Manager's Action Correspondence File (Filed Chronologically); General Counsel's Records (Filed by Subject); NECIP Central Correspondence File (Filed by Project Task Number); Contract Data Requirement List Reports (Filed by Contract Line Item Number); and, Special DCP Reports (Filed Chronologically except where otherwise noted).</p> <p>Retain for 20 years, 6 months, after final payment is made on the Prime Contract.*</p> <p>d. Programs Office. Program Change Decision File (Filed by Change Number); Change Control Records (Filed by Change Number); and, Configuration Management Reports.</p> <p>Retain for 20 years, 6 months, after final payment is made on the Prime Contract.*</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO.	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO.	10 ACTION TAKEN
	<p>e. Comptroller's Office. EDP Programs Documentation and EDP Systems Documentation. (These materials are filed on Magnetic Tape and Microfilm.)</p> <p>Retain for 20 years, 6 months, after final payment is made on the Prime Contract.*</p> <p>f. Field Operations. Non-conformance Reports. Inspection Reports and Diaries, Quality Control Reports, RCM Weekly Reports and Work Releases. (These materials are filed chronologically within categories).</p> <p>Retain for 20 years, 6 months, after final payment is made on the Prime Contract.*</p> <p>g. FRA Prime Contract File. Correspondence and Reports Pertaining to the Management of the Contract. (Filed by Subject.)</p> <p>Retain for 20 years, 6 months, after final payment is made on the Prime Contract.*</p> <p><u>*AUTHORITY:</u> The Federal Railroad Administration has indemnified the primary contractor, DeLeuw, Cather/Parsons (DCP) against claims arising from its duties regarding the Northeast Corridor construction.</p> <p>Ordinarily the General Records Schedule retention period of 6 years, 3 months, is sufficient to protect the government if third-party claims arise; however, since DCP is not a government entity, it is not protected by the usual statute of limitations but is subject to state laws regarding liability for negligency. Several states along the Northeast Corridor have statutes of limitations of up to 20 years of the accrual date of the cause of action. For this reason, it is requested that these records be destroyed 20 years, 6 months, after final payment is made on the Prime Contract (Contract Number DOT-FR-76048).</p>		WITHDRAWN