

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-399-78-04

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 4/20/2021

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All other items remain active.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 9 was superseded by DAA-0399-2014-0001-0006

Item 10 was superseded by DAA-0399-2014-0001-0006

Item 11 was superseded by DAA-0399-2014-0001-0002

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED	JOB NO.
NC 1 399	23 MAY 1978
78 4	
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 "with-drawn" in column 10.	
12-8-78 <i>James E. O'Neil</i> Date <i>acting</i> Archivist of the United States	

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

1. FROM (AGENCY OR ESTABLISHMENT)

Department of Transportation

2. MAJOR SUBDIVISION

Federal Railroad Administration

3. MINOR SUBDIVISION

Transportation Test Center

4. NAME OF PERSON WITH WHOM TO CONFER

Geraldine L. Lane

5. TEL. EXT.

326-9525

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 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

5/11/78 *[Signature]* Director of Management Systems
(Date) (Signature of Agency Representative) (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<u>Office of the Director</u>		
1.	<u>Information File:</u> a. Formal press releases to local news media on Test Center activities. <i>Destroy when 2 years old. SC 10-19-78</i> Permanent. Official to NARS when 3 years old. b. <u>Official Speeches</u> Speeches presented to conventions, conferences, and published. <i>Destroy when 2 years old.</i> Retain in current files for 2 years, then destroy.		
2.	<u>Directive Case File:</u> Record copy of Test Center management issuances, with supporting documents which document important aspects of the development of the issuance. <i>(Record set kept by HQ FRA) in agency</i> Destroy when superseded or cancelled.		
3.	<u>Forms File:</u> Record copy of each form created by the Test Center with related instructions and documentation showing inception, scope, and purpose of form. <i>in agency</i> Destroy when superseded or cancelled.		17 items

sent to Agency NMF, NWH, SNE mgj
12-12-78

Request for Records Disposition Authority - Continuation

JOB NO.

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
4.	<p>Legal <i>Real Property Files</i></p> <p>a. Planning correspondence, approvals, description, rights-of-ways and easements for building access roads and bridges to the Transportation Test Center. Transfer to new custodian upon completion of sale, trade, or purchase money mortgage. SC 10-19-78 Permanent. Retain in current files and offer to NARS in the event of transfer of ownership of Test Center property. <i>donation proceedings or acceptance of</i></p> <p>b. Lease of Test Center property between the State of Colorado and the U.S. Department of Transportation. Transfer to new custodian upon completion of sale, trade, or purchase money mortgage. SC 10-19-78 Permanent. Retain in current files and offer to NARS in the event of transfer of ownership of Test Center property. <i>or donation proceedings or acceptance of</i> <i>Hazards Evaluation Office</i></p>	GRS 4-7	
5.	<p><u>Accident Investigation Reports of Major Accidents</u></p> <p>Chronologically by date. Published reports of major accidents including collisions, derailments, personal injury and major loss of equipment.</p> <p>a. Official copy: Permanent. Offer to NARS when 8 to 10 years old. SC 10-19-78 <i>Destroy</i></p> <p>b. Other copies: <i>in agency</i> Destroy when superseded or obsolete.</p>		
6.	<p><u>National Transportation Safety Board Reports</u></p> <p>Chronologically by date. Copies of investigative reports of accidents which the NTSB investigated.</p> <p><i>in agency</i> Destroy when superseded or obsolete.</p>		
7.	<p><u>Security Policy File</u></p> <p>Numerically by file number. Manuals, directives, plans, reports and correspondence concerning policies developed for the TTC which comply with DOT and other Federal directives, plus those generated exclusively for this facility. Retain until superseded or obsolete. <i>Destroy in agency when</i></p>		

Request for Records Disposition Authority - Continuation

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8.	<p align="center"><u>Technical Services Division</u></p> <p><u>Telecommunication Files (Radio Frequency Assignments)</u></p> <p>Correspondence, applications, and approvals of radio frequency assignments for use by the Transportation Test Center.</p> <p align="center"><i>in agency</i> Destroy when superseded or cancelled.</p> <p align="center"><u>FAST Project Office</u></p>		
9.	<p><u>FAST Project Office Subject Files</u></p> <p>Numerically by file number.</p> <p>Memoranda, correspondence, plans, reports, research data, operational procedures, specifications, test plans, studies, regulations, minutes of meetings, statistics, and experiments pertaining to Facility for Accelerated Service Testing track operations and research at the TTC.</p> <p align="center"><i>Destroy 7</i> PERMANENT. Retain in current files for 10 years after completion of project/test, then offer to NARS. SC 11-24-78</p> <p align="center"><u>Rail Dynamics Laboratory</u></p>		
10.	<p><u>RDL Office Subject Files</u></p> <p>Numerically by file number.</p> <p>Reports, memoranda, test plans, specifications, research data, studies, statistics, correspondence, studies, and operational procedures pertaining to the Rail Dynamics Laboratory research and operations at the TTC.</p> <p align="center"><i>Destroy 7</i> PERMANENT. Retain in current files for 10 years after completion of project/test, then offer to NARS. SC 11-24-78</p> <p align="center"><u>Test Control Division</u></p>		
11.	<p><u>Test Project Files</u></p> <p>Numerically by file number.</p> <p>List documents consisting of test request, test specifications, operational test procedure, standard operating procedure, correspondence, test results, etc., relating</p>		

Request for Records Disposition Authority - Continuation

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
12.	<p>to test projects performed at the Transportation Test Center.</p> <p>PERMANENT. Retain to current files 10 years after completion of project/test, then offer to NARS.</p> <p><i>Destroy 7 years after completion of project.</i> <i>SC 10-19-78</i></p> <p><u>Technical Reports Files:</u></p> <p>Arranged numerically by report number.</p> <p>Reports which present the final results of research and development projects funded by FRA. Distributed by the National Technical Information Service.</p> <p>a. Official Record Copy:</p> <p>PERMANENT. Offer to NARS 5 years after publication.</p> <p>b. Other copies: Destroy when no longer needed for administrative use.</p> <p>c. Related papers showing inception, scope and background, including coordination papers and comments. Edited manuscript copy, galley proofs, original art, figures, cover design, and title page.</p> <p>DESTROY 3 years after publication.</p>		