

Request for Records Disposition Authority

Records Schedule Number DAA-0399-2013-0002

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 Public Affairs

Internal agency concurrences will be provided No

Background Information Public Affairs is responsible for planning, organizing, coordinating, and administering communications activities related to promote public awareness, understanding and support of the policies, programs, and accomplishments of the Federal Railroad Administration (FRA).

This record series includes records used to produce outreach materials for the public or Congress. Records consist of background papers, talking points, briefings and briefing books, biographical information on FRA officials, press releases, fact sheets, agency awards/certificates, and other records used in formulating news or press releases.

Not Covered: Speeches, Briefing Books, Program Management
Supersedes schedule N1-399-07-20

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
11	5	6	0

GAO Approval

Outline of Records Schedule Items for DAA-0399-2013-0002

Sequence Number	
1	Biographies – Administrator & Deputy Administrator Disposition Authority Number: DAA-0399-2013-0002-0001
2	Biographies – All Others Disposition Authority Number: DAA-0399-2013-0002-0002
3	Press Releases Disposition Authority Number: DAA-0399-2013-0002-0003
4	Press Releases and Briefing – Working Files Disposition Authority Number: DAA-0399-2013-0002-0004
5	Public Service Recognition - Awards and Certifications and Week Event Disposition Authority Number: DAA-0399-2013-0002-0005
6	Community Relations and Special Events Disposition Authority Number: DAA-0399-2013-0002-0006
7	Photographs – Mission Activities Disposition Authority Number: DAA-0399-2013-0002-0007
8	Photographs – Mission Activities – Culls Disposition Authority Number: DAA-0399-2013-0002-0008
9	Motion Picture Films, Video Recordings, CDs, and DVDs – Mission Activities Disposition Authority Number: DAA-0399-2013-0002-0009
10	Motion Picture Films, Video Recordings, CDs, and DVDs - Routine Disposition Authority Number: DAA-0399-2013-0002-0010
11	Public Education Project Files Disposition Authority Number: DAA-0399-2013-0002-0011

Records Schedule Items

Sequence Number								
1	<p>Biographies – Administrator & Deputy Administrator</p> <p>Disposition Authority Number DAA-0399-2013-0002-0001</p> <p>Biographical information on the Administrator and Deputy Administrator documenting their accomplishments and professional history. May include photographs but excludes official Department of Transportation (DOT) agency portraits.</p> <p>Final Disposition Permanent</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? No</p> <p>GRS or Superseded Authority Citation N1-399-07-20/5</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Close files after official leaves office and cutoff at the end of the calendar year</p> <p>Transfer Electronic Records to the National Archives for Pre-Accessioning Transfer electronic records to the National Archives for pre-accessioning 1 year(s) after cutoff</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff</p> <p>Additional Information</p> <p>First year of records accumulation 2008</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 2008 To 2011</p> <p>How frequently will your agency transfer these records to the National Archives? Unknown Dependent on when official leaves office</p> <table border="1"> <thead> <tr> <th></th> <th>Estimated Current Volume</th> <th>Annual Accumulation</th> </tr> </thead> <tbody> <tr> <td>Electronic/Digital</td> <td>1 MB</td> <td>.1 MB</td> </tr> </tbody> </table>			Estimated Current Volume	Annual Accumulation	Electronic/Digital	1 MB	.1 MB
	Estimated Current Volume	Annual Accumulation						
Electronic/Digital	1 MB	.1 MB						

Paper	1 Cubic feet	.10 Cubic feet
Microform		
Hardcopy or Analog Special Media		

2

Biographies – All Others

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

Biographical information of all other staff. Information is provided upon request from individuals or organizations to which staff are speaking, meeting or visiting.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation N1-399-07-20/5

Disposition Instruction

Cutoff Instruction Cutoff at the end of the calendar year after superseded or obsolete.

Retention Period Destroy 3 year(s) after cut-off.

Additional Information

GAO Approval Not Required

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Press Releases

Disposition Authority Number DAA-0399-2013-0002-0003

Press or news releases, fact sheets, and other official announcements that have been formally disseminated.

Final Disposition Permanent

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in No

electronic format(s) other than e-mail and word processing?

GRS or Superseded Authority Citation N1-399-07-20/1a

Disposition Instruction

Cutoff Instruction Cutoff files at end of calendar year.

Transfer Electronic Records to the National Archives for Pre-Accessioning Transfer electronic records to the National Archives for pre-accessioning 1 year(s) 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 2000

What will be the date span of the initial transfer of records to the National Archives? From 2000 To 2010

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

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1 MB	.1 MB
Paper	2 Cubic feet	.5 Cubic feet
Microform		
Hardcopy or Analog Special Media		

Press Releases and Briefing – Working Files

Disposition Authority Number DAA-0399-2013-0002-0004

Background information, working papers, drafts of pending news releases, clearance sheets, and supporting documentation. Briefing files are created for speaking events for which FRA has agreed to participate and advance preparation is needed. The briefing files usually contain event location, date, event name and background information on the organization or group sponsoring the event and may include taking points from FRA program offices with an interest in the subject matter of the meeting. Excludes briefing books and speeches.

5	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	GRS or Superseded Authority Citation	N1-399-07-20/1b
	Disposition Instruction	
	Cutoff Instruction	Close files at the end of the calendar year
	Retention Period	Destroy 3 year(s) after closure or when no longer needed occurs, whichever is later
	Additional Information	
	GAO Approval	Not Required
	Public Service Recognition - Awards and Certifications and Week Event	
	Disposition Authority Number	DAA-0399-2013-0002-0005
	Official expressions of recognition and appreciation of individuals not employed by the FRA, DOT, or other Federal agencies for their assistance in helping the agency to carry out its mission. Logistical, purchasing, staffing papers related to FRA involvement in annual government-wide tribute to public service workers.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	GRS or Superseded Authority Citation	N1-399-07-20/3 & 4
	Disposition Instruction	
	Cutoff Instruction	Close files at the end of the calendar year.
	Retention Period	Destroy 1 year(s) after closure or when obsolete or superseded occurs, whichever is later
	Additional Information	
	GAO Approval	Not Required

6

Community Relations and Special Events

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

Records relating to planning and promoting activities to establish and maintain relations with local community, civic, and trade organizations. Records relating to participation in public ceremonies and events such as parades, public displays, observances of local and national holidays, and comparable events.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Cutoff Instruction Close files at the end of the calendar year.

Retention Period Destroy 1 year(s) after closure or when obsolete or superseded occurs, whichever is later

Additional Information

GAO Approval Not Required

7

Photographs – Mission Activities

Disposition Authority Number DAA-0399-2013-0002-0007

Still photographic images, slides, or negatives of FRA mission activities such as, but not limited to, signing of grants, station opening or ground breaking ceremonies. May include items published in agency reports or newsletters, on agency websites, social media outlets, used as illustrations for hearings, or released to the public or media.

Final Disposition Permanent

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

Disposition Instruction

Cutoff Instruction Close files at the end of the calendar year.

Transfer Electronic Records to the National Archives for Pre-Accessioning Transfer electronic records to the National Archives for pre-accessioning immediately after 0

Transfer to the National Archives for Accessioning Cut off in three year blocks and transfer captioned photograph, indexed by subject and date, directly to the National Archives 3 months after cutoff along with finding aids and additional information for the collection of photographs.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 2000 To 2010

How frequently will your agency transfer these records to the National Archives? Every 3 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	5 GB	1 GB
Paper	2 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

Photographs – Mission Activities – Culls

Disposition Authority Number DAA-0399-2013-0002-0008

Images, slides, or negatives lacking adequate captioning, having technical or aesthetic deficiencies, or having coverage in excess of what is required for adequate and proper documentation.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

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Disposition Instruction

Cutoff Instruction Close files at the end of the calendar year.

Retention Period Destroy when no longer needed

Additional Information

GAO Approval Not Required

Motion Picture Films, Video Recordings, CDs, and DVDs – Mission Activities

Disposition Authority Number DAA-0399-2013-0002-0009

Agency-generated, sponsored, or gathered motion picture films, video recordings, digital recordings, CDs, and DVDs pertaining to historically significant subject matter and major FRA officials, programs, and events.

Final Disposition Permanent

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply Analog Moving Images

Cutoff Instruction Cutoff at the end of the calendar year.

Transfer Electronic Records to the National Archives for Pre-Accessioning Transfer electronic records to the National Archives for pre-accessioning immediately after 0

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

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 2000 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		
Microform		
Hardcopy or Analog Special Media	6	

Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply **Electronic Records**

Cutoff Instruction **Close files at the end of the calendar year.**

Transfer to the National Archives for Accessioning **Cut off in three year blocks and transfer electronic records, indexed by subject and date, directly to the National Archives 3 months after cutoff along with finding aids and any additional information**

Additional Information

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

How frequently will your agency transfer these records to the National Archives? **Every 3 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1 GB	
Paper		
Microform		
Hardcopy or Analog Special Media		

10

Motion Picture Films, Video Recordings, CDs, and DVDs - Routine

Disposition Authority Number DAA-0399-2013-0002-0010

Motion picture films, video recordings, CDs, and DVDs of routine award ceremonies, retirement ceremonies, social events, campaigns common to most Government agencies (e.g., CFC or Savings Bonds campaigns), and other activities.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Cutoff Instruction Close files at the end of the calendar year.

Retention Period Destroy 1 year(s) after closure or when obsolete or superseded occurs, whichever is later

Additional Information

GAO Approval Not Required

11

Public Education Project Files

Disposition Authority Number DAA-0399-2013-0002-0011

Includes special project studies and reports conducted by FRA or under contract to FRA; procedural manuals or other formal guidance for the conduct of the campaign, public relations flyers, brochures and educational materials prepared to furnish information or to promote agency programs to the public. Does not include routine administration and operation files.

Final Disposition Permanent

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Cutoff Instruction Cutoff files at end of calendar year.

Transfer Electronic Records to
the National Archives for Pre-
Accessioning

Transfer electronic records to the National Archives
for pre-accessioning 1 year(s) after cutoff

Transfer to the National Archives
for Accessioning

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

Additional Information

What will be the date span of the
initial transfer of records to the
National Archives?

Unknown
unknown

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

Unknown
as needed

	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
04/01/2013	Certify	Kim Toone	Records Management Officer	Department of Transportation - Federal Railroads Administration
12/03/2013	Return for Revision	Jim Cassedy	Appraiser	National Archives and Records Administration - Records Management Services
12/04/2013	Submit For Certification	Tracey Schut	Records Analyst	Department of Transportation - Federal Railroad Administration
12/06/2013	Certify	Kim Toone	Records Management Officer	Department of Transportation - Federal Railroads Administration
05/29/2014	Return for Revision	Jim Cassedy	Appraiser	National Archives and Records Administration - Records Management Services
06/05/2014	Submit For Certification	Tracey Schut	Records Analyst	Department of Transportation - Federal Railroad Administration
06/09/2014	Certify	Kim Toone	Records Management Officer	Department of Transportation - Federal Railroads Administration
08/25/2014	Return for Revision	Jim Cassedy	Appraiser	National Archives and Records Administration - Records Management Services
09/04/2014	Submit For Certification	Tracey Schut	Records Analyst	Department of Transportation -

				Federal Railroad Administration
09/05/2014	Certify	Kim Toone	Records Management Officer	Department of Transportation - Federal Railroads Administration
09/19/2014	Submit for Concurrence	Jim Cassedy	Appraiser	National Archives and Records Administration - Records Management Services
09/22/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
09/22/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
09/23/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist