

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-399-07-3</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>2/19/07</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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	ARCHIVIST OF THE UNITED STATES
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, <input type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>2/12/07</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>James 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 GRS OR SUPERSEDED JOB CITATION	10.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)
1.	Conferences, Seminars, Associations, and Societies Records This record series includes records related to the participation or sponsorship of FRA staff in professional associations, societies, and related groups. Records consist of conference literature, trip reports, meeting agenda and arrangements, evaluations, copies of papers and other materials collected during participation, and other related records. NOTE: The following disposition instructions apply to all the records described in each of the following records series 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). If the recordkeeping copy is a <u>permanent</u> record and is maintained in an electronic format, transfer to		

LC 2/15/08 Copy sent to agency

NARA in accordance with 36 CFR 1228.270.

If the recordkeeping copy is a temporary 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.

a. Record copy

Disposition: **Temporary.** Close files at the end of the calendar year. Keep files in the office for 2 years after closure, then destroy.

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