

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER NI-399-07-6	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 2/19/07	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 2/12/07	SIGNATURE OF AGENCY REPRESENTATIVE <i>Janice 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 GRS OR SUPERSEDED JOB CITATION	10.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.	Studies, Reports, and Project Files This records series contains the final report and supporting records/work files related to the development of special studies, reports (including technical reports), and projects produced by individuals, committees, task forces, workgroups, contractors, etc. Documents include working papers, drafts, meeting and workgroup notes, related conference, symposium, or workshop materials, background materials, and other material accumulated during the course of the study. Work files may also include unpublished manuscripts of reports prepared in connection with a study or project, article reprints, terminal narratives, statistical and graphic compilations, summarizations, and analyses. The final report or deliverable produced by the study group should be dispositioned under this schedule, not the Final Deliverables records schedule.		

LC 6/5/08 copy to agency

Excludes: Routine Procurement Request records, Contracting Officer Technical Representative (COTR) records, or other contract-related records which are scheduled separately.

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 permanent record and is maintained in an electronic format, transfer to 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 of final report or study

Disposition: **Permanent**. Close file upon completion of the study or project. Keep record copy in the office for 3 years after closure, then retire to the FRC. Transfer to NARA 10 years after closure.

- b. Work files.

Disposition: **Temporary**. Close files upon completion of the study or project. Keep files in the office for 2 years after closure, then retire to the FRC. Destroy 6 years after closure.

- c. All other copies of the final report or work files or copies on diskette or CD-ROM.

Disposition: **Temporary**. Destroy/delete when no longer needed.