

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NF-399-07-7</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 <i>9/17/07</i>	ARCHIVIST OF THE UNITED STATES <i>Allen L. ...</i>
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>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 GRS OR SUPERSEDED JOB CITATION	10.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.	Speeches and Testimony Records This record series contains speeches prepared for delivery while representing FRA at DOT/FRA-sponsored meetings, and government, civic, and professional conferences and meetings. It also contains copies of Congressional testimony and expert testimony. Final copies of speeches or testimony are covered by this record series. NOTE: These disposition instructions apply to all the described records 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 the NARA in accordance with 36 CFR 1228.270. If the recordkeeping copy is a <u>temporary</u> 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.

One copy of each speech or testimony should be designated the record copy and scheduled for transfer to NARA under (a).

a(1). Record copy of speeches and testimony given by the Administrator or Deputy Administrator.

Disposition: **Permanent**. Close files at the end of the calendar year. Keep files in the office up to 5 years after closure, then transfer to NARA.

a(2). Other copies of speeches and testimony given by the Administrator or Deputy Administrator.

Disposition: **Temporary**. Close files at the end of the calendar year. Keep files in the office for 1 year after closure, then destroy.

b. Record copy of speeches and testimony given by other agency employees; these speeches are not necessary to document the agency or its programs.

Disposition: **Temporary**. Close files at the end of the calendar year. Keep files in the office for 5 years after closure, then destroy.