

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-399-07-09	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 6/4/07	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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4 NAME OF PERSON WITH WHOM TO CONFER Janice Hill	5 TELEPHONE NUMBER (202) 493-6132	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN
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 5-24-07	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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	Regulations Development Files This record series contains information relating to the development, review, and approval of published and unpublished rules and regulations pursuant to transportation legislation passed by Congress. Records include advanced notices of proposed rulemaking, notices of proposed rules, drafts of proposed regulations and guidelines, final regulations and guidelines, public and internal comments including concurring and dissenting opinions, OMB request for comments, hearing transcripts, meeting minutes, background documents and other technical support material generated during the process to develop and approve the regulation, standard, or guideline, along with current indexes of documents both included and cited as precedent. Files may include confidential business information or other information to which access is restricted. Within the Federal Railroad Administration (FRA), some regulatory development records are scanned into DOT's Docket Management System (DMS). The		

DMS has been designated as the holder of the official record copy of these files. The following disposition guidance covers all regulatory development files – those entered into the DMS and those maintained solely in hard copy format.

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 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. Published rulemaking files that have been scanned into DMS.

Disposition **Temporary**. Close files when the regulation has been published. Retain paper records for at least 30 days after scanning and verification of imaging. Destroy when no longer needed but not later than 1 year after closure.

b. Published rulemaking files that have **not** been scanned into DMS.

Disposition **Permanent**. Close files when rule is published. Keep files in the office until immediate availability is no longer required, then retire to the FRC. Transfer to NARA 50 years after closure.

c. Unpublished regulations, standards, and guidelines.

Work product related to a proposed rulemaking that was never published in the Federal Register.

Disposition **Temporary**. Close files upon decision to not publish the regulation, standard, or guideline. Keep files in the office until immediate availability is no longer required, then retire to the

FRC Destroy 10 years after closure

d Attorney's working files, papers not included
in the official docket files

Disposition **Temporary** Close files when
rule is published or decision is made to not publish
Destroy when no longer needed