

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-399-08-03	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 10/15/07	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Office of Policy and Program Development			
4 NAME OF PERSON WITH WHOM TO CONFER Janice Hill	5 TELEPHONE NUMBER (202) 493-6132	DATE 5/5/2011	ARCHIVIST OF THE UNITED STATES withdrawn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 10/1/07	SIGNATURE OF AGENCY REPRESENTATIVE <i>Janice M 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<b>Office of Policy and Program Development</b>  Congress created the Federal Railroad Administration (FRA) with the passage of the Department of Transportation Act of 1966 (80 Stat 932) 3 (e) (1) Its purpose is to combine federal government support of rail transportation activities, to provide a unified national policy, to administer and to enforce rail safety laws and regulations, to administer financial assistance for certain railroads, and to conduct research and development to improve intercity ground transportation An administrator and five associate administrators lead the FRA  The Office of Policy and Program Development provides support, analysis, and recommendations to the agency on a broad array of subjects relating to the railroad industry, such as mergers and restructuring, economic regulation, rail economics, financial health, traffic patterns and network analysis, labor-management issues, freight data and operations, intermodalism, environmental issues, and international programs		

**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 the 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

### **Geographical Information System-Intermodal Network**

The GIS-Intermodal Network is a computer representation of the U S rail network. It includes two databases that are link-node depictions of the route structure of the U S railroad system

#### **a Railroad Milepost Data**

Electronic and hardcopy track information collected by the geometry track vehicles

Disposition **Temporary** Destroy 3 years after input

#### **b Railroad Density Maps and Data**

Class 1 density maps and data received from the railroads. Proprietary data/not subject to FOIA requests

Disposition **Temporary** Maintain in the office for 3 years, then retire to the FRC. Destroy 15 years after transfer to the FRC

#### **c Output Maps**

Accident maps, infrastructure maps, traffic flow projection maps, etc. Hardcopy maps are printed on an ad hoc basis, as requested. Record copy of maps is maintained electronically

	<p>c(1) Record copy - Electronic maps</p> <p>Disposition <b>Temporary</b> Maintain in the office for 5 years, then retire to the FRC Destroy 20 years after transfer to the FRC</p> <p>c(2) Hardcopy maps</p> <p>Disposition <b>Temporary</b> Destroy when obsolete, superseded, or no longer needed</p>		
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