

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>N1-408-11-1</i>	
To. NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>4/5/11</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Transit Administration			
3 MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Danielle Tyler	5 TELEPHONE NUMBER (202) 202-366	DATE <i>8 Dec 11</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>3-29-11</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature: Danielle Tyler]</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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	Law and Legal Records This record series includes correspondence, reports, and other records maintained by legal offices reflecting the development and accomplishment of policies, programs, and processes governing all phases of assigned legal responsibilities, but excluding files described elsewhere in this paragraph. NOTE: These disposition instructions apply to all records regardless of physical media Disposition: Temporary. Destroy when one year old.	<i>N1-408-80-1</i> <i>2000 (1)</i>	

FTA Records Disposition Schedule

<u>LAW AND LEGAL MATTERS RECORDS</u>				
The records described below are developed in the course of the legal work of the agency, including the provision of legal counsel and advice on matters pertaining to agency functions; the administration of agency legislative, enforcement, rules drafting and interpretation, rules codification, tort claims, and contract appeals programs, and the conduct of litigation in which the agency is involved or has an interest				
Series	Code	Title and Description of Records (All Record Series are media neutral except where indicated)	Disposition	Authority
2000	LAW	LAW AND LEGAL RECORDS		
	(1)	<u>General correspondence files</u> Correspondence, reports, and other records maintained by legal offices reflecting the development and accomplishment of policies, programs, and processes governing all phases of assigned legal responsibilities, but EXCLUDING files described elsewhere in this paragraph	Temporary. Cut off at the end of the calendar year. Transfer to FRC 15 years after cutoff. Destroy/delete 25 years after cutoff	New
	(2)	<u>Washington and regional transmittal files</u> and non-codified items such as notices of meetings, delegations of authority, organizational statements, and similar material	Temporary. Destroy/delete when no longer needed for reference.	NC1-408-80-1, 2100 (1)(c)
2010	LAW	OPINIONS RECORDS		New
		<u>Opinions</u> Opinions of Chief Counsel pertaining to requirements of Federal statutes, regulations, and directives as they affect FTA, FTA recipients, and their programs Records consist of legal interpretations of the provisions and requirements of Federal statutes, regulations, and directives as they affect FTA, FTA recipients, and their programs. Interpretations respond to requests for information about what various Federal statutes, regulations, and directives may require Determine medium of recordkeeping copy		
	(1)	<u>If paper.</u>	Permanent. Cut off at the end of the calendar year. Transfer to NARA 30 years after cutoff	