

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>N1-408-11-21</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>7-28-11</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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) 366-5160	DATE <i>12 NOV 12</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>5-5-11</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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	Management Program Records This disposition includes correspondence, reports, and related documents accumulated by management offices and staffs in the course of management planning improvement, work simplification, paperwork management, and data processing control. NOTE: These disposition instructions apply to all the described records regardless of physical media. a. <u>Correspondence files of the Office of Management Planning relating to the development of national management plans, policies, systems and standards, and documenting significant accomplishments.</u> Disposition Temporary. Destroy when five years old. (1) <u>All Others</u> Disposition Temporary. Destroy when four	Superseded by attached page.	

	<p>years old</p> <p>b. <u>Management information files.</u> Manuals, charts, analysis sheets, problem sheets, program status and evaluation reports, and supporting documents developed in the administration of programs for the preparation of management information.</p> <p>(1) <u>Record copies maintained by the Office of Management Planning.</u></p> <p>Disposition Temporary. Destroy when five years old</p> <p>(2) <u>All others</u></p> <p>Disposition Temporary. Destroy when superseded or no longer needed.</p>		Superseded by attached page.
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1 Management Program Records

Files of the Office of Management Planning relating to the development of national management plans, policies, systems and standards, and documenting accomplishments Also manuals, charts, analysis sheets, problem sheets, program status and evaluation reports

a Record copies maintained by the Office of Management Planning

Disposition **Permanent** Transfer hard copy records to FRC when 5 years old or earlier if volume warrants Transfer hard copy records to NARA in 5-year blocks when most recent record is 15 years old Transfer electronic records to NARA when 5 years old or sooner when feasible

b All other copies

Disposition **Temporary** Destroy when no longer needed

2 General correspondence and supporting documents developed in the administration of programs for the preparation of management information

Disposition **Temporary** Destroy when 5 years old

NOTE These disposition instructions apply to all the described records regardless of physical media