

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-408-11-22</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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>23 Jul 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
<i>1</i>	Organizational Records This disposition includes documents relating to the establishment of and changes in organization, functions, relationships; and delegations of authority, such as organizational and functional charts. NOTE: These disposition instructions apply to all the described records regardless of physical media. a. <u>Organization planning files</u> Disposition: Permanent. Transfer to FRC when four years old or earlier if volume warrants. Offer to NARA when ten years old. b. <u>Agency office of primary interested and others</u> Disposition: Temporary. Destroy when two years old. c. <u>Organization working files Background</u>	<i>Superseded by attached 2 pages</i>	<i>GRW 5/23/2012</i>

	<p>materials, drafts, interim and progress reports, and related papers, such as staff studies, minutes of staff meetings, and related correspondence.</p> <p>Disposition: Temporary. Destroy six months after final action on project report or three years after completion of report if no final action is taken.</p>		<p>Superseded by attached two pages</p> <p>GRW 5/23/12</p>
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1	Organizational Records This disposition includes documents relating to the establishment of and changes in organization, functions, relationships, and delegations of authority, such as organizational and functional charts NOTE These disposition instructions apply to all the described records regardless of physical media a <u>Organization planning files Master set</u> Disposition Permanent . Transfer to FRC when four years old or earlier if volume warrants Accession in 5-year blocks when newest record is 15 years old b <u>Organization planning files all other copies</u> Disposition Temporary . Destroy when two years old		

c Organization working files Background materials, drafts, interim and progress reports, and related papers, such as staff studies, minutes of staff meetings, and related correspondence

c 1 Action taken on final report

Disposition **Temporary**. Destroy six months after final action on project

c 2 No action taken on final report

Disposition **Temporary**. Destroy three years after the completion of the project report