

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-408-11-25	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received: 7/28/2011	
1. FROM (Agency or establishment) U.S. Department of Transportation		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Federal Transit Administration		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Danielle Tyler	5. TELEPHONE NUMBER (202) 366-5160	DATE: 7/28/2011 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 4-25-14	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 GRS OR SUPERSEDED JOB CITATION	10.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.	Property Disposal Records This disposition includes correspondence, reports, and related documents pertaining to the administration and operation of activities dealing with the redistribution and disposal of excess and surplus property, excluding files described elsewhere below. NOTE: These disposition instructions apply to all the described records regardless of physical media. a. <u>Office of Administrative Services.</u> Disposition: Temporary. Destroy when two years old. (GRS 4, Item 1). (1) <u>All others.</u> Disposition: Temporary. Destroy when two years old. (GRS 4, Item 1).		

<p>10</p>	<p>b. <u>Real property sales files.</u> Case files relating to GSA conducted sales of surplus real property and related personal property sold with the real estate.</p> <p>Disposition: Temporary. Destroy three years after sale of property.</p> <p>c. <u>Personal property sales files.</u> Case files developed in FTA-conducted sales of small lots of surplus personal property at isolated locations valued at \$25,000 or less.</p> <p>Disposition: Temporary. Destroy three years after final payment (GRS 4, Item 3).</p> <p>d. <u>Bills of lading files.</u> Government and commercial bills of lading and supporting papers maintained by transportation units.</p> <p>(1) <u>Issuing office.</u></p> <p>Disposition: Temporary. Destroy 6 years after the period of account (GRS 9, Item 1c).</p> <p>(2) <u>All others.</u></p> <p>Disposition: Temporary. Destroy when one year old.</p>		
<p>20</p>			