

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-408-80-01

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

## Description:

This schedule included many items that were covered by the GRS when it was written, but were allowed to stand as agency-specific items. These items are now considered superseded by the GRS. Other items in this schedule had become obsolete by 2005 or are now considered non-record. All items not obsolete, covered by the GRS, or now considered non-record were superseded by N1-408-05-001. Specific supersessions are as follows:

1000/1a was superseded by N1-408-05-001 item 1000/1a

1000/1b was superseded by N1-408-05-001 item 1000/1b

1100/1 was superseded by N1-408-05-001 item 1100/1

1100/2 was superseded by N1-408-05-001 item 1100/2

1110/1a was superseded by N1-408-05-001 item 1100/1a

1110/1b was superseded by N1-408-05-001 item 1100/1b

1110/2a was superseded by N1-408-05-001 item 1100/2a

1110/2b was superseded by N1-408-05-001 item 1100/2b

1110/3 was superseded by N1-408-05-001 item 1100/3

1110/4a was superseded by N1-408-05-001 item 1100/4a

1110/4b was superseded by N1-408-05-001 item 1100/4b

1200/1a was superseded by N1-408-05-001 item 1000/2b

1210/1a1 was superseded by N1-408-05-001 item 1210/1a1

1210/1a2 was superseded by N1-408-05-001 item 1210/1a2

1210/1b1 was superseded by N1-408-05-001 item 1210/1b1

1210/1b2 was superseded by N1-408-05-001 item 1210/1b2

Date Reported: 05/13/2021

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

## INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

1210/1c1 was superseded by N1-408-05-001 item 1210/1c1  
1210/1c2 was superseded by N1-408-05-001 item 1210/1c2  
1320/1a1 was superseded by N1-408-05-001 item 1320/1a  
1320/1a2 was superseded by N1-408-05-001 item 1320/1b and 1320/2  
1320/1c was superseded by N1-408-05-001 item 1320/3  
1710/1a was superseded by N1-408-05-001 item 1220/1  
1710/1b was superseded by N1-408-05-001 item 1220/2  
1710/1c was superseded by N1-408-05-001 item 1220/3  
1740/1 was superseded by N1-408-05-001 item 1240  
1740/2 was superseded by N1-408-05-001 item 1240  
2000/1 was superseded by N1-408-11-001, item 1  
2050/1 was superseded by N1-408-05-001 item 2050/2  
2050/3 was superseded by N1-408-05-001 item 2050/3  
2100/1a1 was superseded by N1-408-05-001 item 2100/2a  
2100/1a2 was superseded by N1-408-05-001 item 2100/2b  
2100/1c was superseded by N1-408-05-001 item 2000/2  
2240/1 was superseded by N1-408-05-001 item 2200/1  
2250/1a was superseded by N1-408-05-001 item 2210/1  
2250/1b was superseded by N1-408-05-001 item 2210/2  
2260/1a was superseded by N1-408-05-001 item 2220/1a and 2220/1b  
2260/1b was superseded by N1-408-05-001 item 2220/3  
2500/1a was superseded by N1-408-05-001 item 2500/1a  
2500/1b was superseded by N1-408-05-001 item 2500/1b  
2500/2 was superseded by N1-408-05-001 item 2500/2  
2500/3a was superseded by N1-408-05-001 item 2500/3a  
2500/3b was superseded by N1-408-05-001 item 2500/3b  
2500/3c was superseded by N1-408-05-001 item 2500/3b  
2500/3d was superseded by N1-408-05-001 item 2500/3b

Date Reported: 05/13/2021

## INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

## INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

2500/4 was superseded by N1-408-05-001 item 2500/4

2500/5 was superseded by N1-408-05-001 item 2500/5

2500/6 was superseded by N1-408-05-001 item 2500/6a and 2500/6b

2500/7 was superseded by N1-408-05-001 item 2510/1

2510/1 was superseded by N1-408-05-001 item 2520

2700/1 was superseded by N1-408-05-001 item 2700

2940/1 was superseded by N1-408-05-001 item 2940/1

3100/1 was superseded by N1-408-05-001 item 3100/1

3100/2a was superseded by N1-408-05-001 item 3100/2a

3100/2b was superseded by N1-408-05-001 item 3100/2b

3100/3 was superseded by N1-408-05-001 item 3100/3

3200/2 was superseded by N1-408-05-001 item 3200/2

3200/3 was superseded by N1-408-05-001 item 3200/3

3300/1b was superseded by N1-408-05-001 item 3300/1b

3300/6b was superseded by N1-408-05-001 item 3300/4b

3350/2 was superseded by N1-408-05-001 item 3310

3500/1a was superseded by N1-408-05-001 item 3500/1

3500/1b was superseded by N1-408-05-001 item 3500/2

4800/2 was superseded by N1-408-05-001 item 4800/2

4800/3 was superseded by N1-408-05-001 item 4800/3

4900/2 was superseded by N1-408-05-001 item 4900/2

4900/3 was superseded by N1-408-05-001 item 4900/3

4900/5a was superseded by N1-408-05-001 item 4900/5a

4900/5b was superseded by N1-408-05-001 item 4900/5b

6100/1 was superseded by N1-408-05-001 item 6100/1

6100/2 was superseded by N1-408-05-001 item 6100/2

8100/1 was superseded by NC1-408-83-01, item 1

8100/2 was superseded by N1-408-05-001 item 8100/2

Date Reported: 05/13/2021

## INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

## INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

9000/1a was superseded by N1-408-05-001 item 9000/1a

9000/1b1 was superseded by N1-408-05-001 item 9000/1b1

9000/1b2 was superseded by N1-408-05-001 item 9000/1b2

9000/3 was superseded by N1-408-05-001 item 9000/3

Date Reported: 05/13/2021

## INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

*1-ent NCD 27 Jun 80*

TO: **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT) *Department of Transportation  
~~Urban Mass Transportation Administration~~*

2. MAJOR SUBDIVISION *Urban Mass Transportation Administration*

3. MINOR SUBDIVISION *Office of Administration*

4. NAME OF PERSON WITH WHOM TO CONFER

Paul A. DiNenna

5. TEL. EXT

426-4011

LEAVE BLANK	
JOB NO	<i>NCI-408-80-1</i>
DATE RECEIVED	<i>June 23, 1980</i>
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<i>4-9-81</i> Date	<i>[Signature]</i> Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 76 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ A Request for immediate disposal.

☒ B Request for disposal after a specified period of time or request for permanent retention.

C. DATE <i>10/27/80</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Paul A. DiNenna</i>	E. TITLE <i>Director, Office of Mgt Syst.</i>
----------------------------	---	--

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
<i>X</i>	<p><u>GENERAL MANAGEMENT AND ADMINISTRATION RECORDS.</u> The records described below relate to the Urban Mass Transportation Administration and the performance of administrative management functions. They result from the development of agency plans, policies, and programs; management surveys, paperwork management, data processing systems, work simplification, and other management improvement programs; agency relations with the public, Congress; release of information under the Freedom of Information Act and the Privacy Act, and other external bodies; investigations of personnel, applicants for employment, and contractors; employee travel; security and protective services matters, including the safeguarding of classified information; administrative support services; and defense planning activities.</p> <p>1000 GENERAL RECORDS</p> <p>(1) <u>Administrative policy and planning files.</u> Documents relating to policy development and the over-all planning, coordination, control, and executive direction of the assigned missions of the agency. Specifically, these files are accumulated by the Administrator, his/her top level staff, and heads of regions and centers. <i>Ca. 700 files for permanent records</i></p>		<i>359 items</i>

*Arr. alphabetically by subject.*

*To: All FRC's (except G.NCP), NMH, NNV, NNF, NNB, agency- 4/14/81 RTR*

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><i>Mission Correspondence --</i></p> <p><i>2</i> a. Permanent. Transfer to Federal Records Center when <del>four</del> years old, <del>or earlier</del>. Offer to NARS when ten years old. <del>if volume warrants.</del></p> <p>b. All other correspondence -- Destroy in agency when 2 yrs. old;</p> <p>(2) <u>History program files.</u> Documents prepared and accumulated by the agency historian, consisting of historical studies, reports, and monographs; significant source materials, such as transcripts and tapes of interviews; special collections of policy documents of exceptional importance; and similar records. <i>withdrawn 10/22/80</i></p> <p>Permanent. Transfer to Federal Records Center when four years old or earlier. Offer to NARS when ten years old. <i>RTB 10/22/80 PMC</i></p> <p>1100 ORGANIZATIONAL RECORDS</p> <p>(1) <u>Organization planning files.</u> Documents relating to the establishment of and changes in organization, functions, relationships, and delegations of authority, such as organizational and functional charts, <del>staff studies, minutes of staff meetings, and related correspondence.</del> <i>GRS 16/13a ok</i> In general these papers are maintained in directives case files. Arr by subject. 1"/yr. when accumulated.</p> <p>Permanent. Transfer to Federal Records Center when four years old or earlier, Offer to NARS when ten years old. <i>if volume warrants.</i></p> <p>(2) <u>Organization planning working files.</u> Background materials, drafts, interim and progress reports, and related papers accumulated in organization planning projects and surveys, such as staff studies, minutes of staff meetings, and related correspondence.</p> <p>Destroy six months after final action on project report or three years after completion of report if no final action is taken.</p> <p>1110 COMMITTEE AND CONFERENCE RECORDS</p> <p>(1) <u>Committee management files.</u> Documents relating to the establishment and organization of committees, boards, and panels; policies governing official agency membership; and related matters.</p>		<p><i>RTB 12/9/80 PMC</i></p>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>(a) <u>Files for advisory, interagency and inter-national committees sponsored by UMTA. Permanent.</u> <del>Transfer to Federal Records Center when four years old or earlier. Offer to NARS when ten years old.</del> <i>RTB 10/22/80 PNC</i> <u>Destroy when 5 years old.</u></p> <p>(b) <u>Files for internal UMTA committees.</u> Destroy <del>one</del> <u>two</u> years after termination of committee.</p> <p>(2) <u>Committee official files.</u> Minutes, agenda, reports and other papers documenting accomplishments and results of matters assigned formally established committees, boards, or similar groups.</p> <p>(a) <u>Official files of the committee sponsor, secretariat, or recorder. Permanent.</u> <del>Transfer to Federal Records Center when four years old or earlier. Offer to NARS when ten years old.</del> <i>RTB 10/22/80 PNC</i> <u>Destroy when 5 years old.</u></p> <p>(b) <u>All others.</u> Destroy when <del>four</del> <u>3</u> years old or when no longer needed for reference, whichever is earlier.</p> <p>(3) <u>Staff and local meeting and conference files.</u> Minutes, agenda, and related documents.</p> <p>Folder as part of the office general correspondence files and dispose of accordingly.</p> <p>(4) <u>Committee inventory files.</u> Annual and special inventory reports of UMTA committees in existence.</p> <p>(a) <u>Accumulated by the Urban Mass Transportation Administration Committee Management Officer. Permanent.</u> <del>Transfer to Federal records Center when four years old or earlier. Offer to NARS when ten years old.</del> <i>RTB 10/22/80 PNC</i> <u>Destroy when 5 years old.</u></p> <p>(b) <u>Accumulated by the Urban Mass Transportation Administration Committee Management Officer.</u> <del>Destroy when five years old.</del> <i>RTB 10/22/80 PNC</i></p> <p>(b) <u>All others.</u> Destroy when two years old.</p>	<p>GRS 16/12 a(1)</p> <p>GRS 16/ 12 a</p> <p>GRS 16/ 12 b(1)(a)</p> <p>GRS 16/ 12 b(1)(b)</p>	<p>withdrawn 10/22/80 (duplicates) (4)(a)</p>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>1200 EXTERNAL RELATIONS RECORDS.</p> <p>(1) <u>General correspondence files.</u> Routine correspondence, reports, and related documents pertaining to activities promoting mass transportation development, encouraging transportation, fostering public understanding of agency mission and activities, and disseminating information to the public, <del>but EXCLUDING files described elsewhere in this paragraph.</del></p> <p>(a) <u>Agency office of primary interest.</u> Destroy when two years old.</p> <p>(b) <u>All other offices.</u> Destroy when one year old.</p> <p>1210 PUBLIC RELATIONS RECORDS</p> <p>(1) <u>Information release files.</u> Records documenting the public release of information concerning agency activities and accomplishments, consisting of <del>(1) press releases, (2) transcripts of press conferences, (3) external publications, (4) <sup>and</sup> official speeches, (5) television and radio scripts, (6) <sup>and</sup> biographies, (7) graphic presentations and exhibits, and other similar material, and related indexes.</del></p> <p><i>see following page</i></p> <p>(a) <u>Releasing office (record set only).</u> Permanent. Transfer to Federal Records Center four years after close of file or earlier if inactive. Offer to NARS when five years old.</p> <p>(b) <u>All other offices.</u> Destroy when no longer needed for administrative purposes.</p> <p>(2) <u>Informational release project files.</u> Documents such as preliminary drafts, statistical compilations, and work papers accumulated in the preparation of formal informational releases.</p> <p>Destroy one year after issuance of related release.</p> <p>(3) <u>Informational release approval files.</u> Drafts of press releases, speeches, and articles with approvals for release or publication.</p> <p>Destroy when two years old.</p>	<p>GRS 14/2</p> <p>GRS 14/1</p>	

Item 1210(1), continued

(a) Press Releases. (Arr. chronologically, 1/8" per year)

1) Releasing office, record set only--PERMANENT. Break file annually. Offer to NARS  
5 years after file break.

2) All other offices, all other copies--Destroy in agency when no longer needed for  
administrative purposes.

(b) Official speeches of the Administrator and the Deputy Administrator. (Arr. chronologically,  
1/8" per year)

1) Record copy--PERMANENT. Break file annually. Offer to NARS 5 years after file break.

2) All other copies--Destroy in agency when no longer needed for administrative purposes.

(c) Biographies of the Administrator, Deputy Administrator, and other top officials.  
(Arr. by name. 1/16" per year, when created)

1) Record copy--PERMANENT. Break file annually. Offer to NARS 5 years after file break.

2) All other copies--Destroy in agency when no longer needed for administrative  
purposes.



REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>3 Denving access to all or part of the records requested.</u></p> <p><u>a</u> Destroy five years after date of reply if not appealed.</p> <p><u>b</u> Destroy appealed requests as authorized under item 1230(2).</p> <p>(b) <u>Official file copy of requested records.</u></p> <p>Dispose of in accordance with dispostiton instruction for the related records, or in accordance with the related FOIA request, whichever is later.</p> <p>(2) <u>Freedom of Information Act appeals files.</u> Files created in responding to administrative appeals under the FOIA for release of information denied by the agency consisting of the appellant's letter, a copy of the reply thereto, and related supporting documents, which may include the official file copy of records under appeal or copy thereof.</p> <p>(a) <u>Correspondence and supporting documents</u> (excluding the official file copy of the records under appeal if filled herein).</p> <p>Destroy four years after final determination by agency or three years after final adjudication by courts, whichever is later.</p> <p>(b) <u>Official file copy of records under appeal.</u></p> <p>Dispose of in accordance with disposition instructions for the related records, or in accordance with the related FOIA requests, whichever is later.</p> <p>(3) <u>FOIA control files.</u> Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature and purpose of request, and name and address of requester.</p> <p>(a) <u>Registers or listing.</u></p> <p>Destroy five years after date or last entry.</p>	<p>GRS 14/ 16a(3)(a)</p> <p>GRS 14/ 16a(3)(b)</p> <p>GRS 14/ 16b</p> <p>GRS 14/ 17a</p> <p>GRS 14/ 17b</p> <p>GRS 14/ 18a</p>	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>(b) <u>Other files.</u></p> <p>Destroy five years after final action by the agency or after final adjudication by courts, whichever is later.</p> <p>(4) <u>FOIA reports files.</u> Recurring reports and one-time information requirements relating to agency implementation of the Freedom of Information Act, including annual reports to the Congress.</p> <p>(a) <u>Annual reports <del>at departmental or</del> agency level.</u></p> <p>Permanent. Offer to NARS with related <i>agency</i> records approved for permanent retention <i>in agency records control schedule</i> or when fifteen years old, whichever is sooner.</p> <p>(b) <u>Other reports.</u></p> <p>Destroy when two years old or sooner if no longer needed for administrative use.</p> <p>(5) <u>Freedom of Information Act administrative files.</u> Records relating to the general agency implementation of the FOIA, including notices, memoranda, routine correspondence, and related records.</p> <p>Destroy when two years old or sooner if no longer needed for administrative use.</p> <p>(6) <u>Privacy Act requests files.</u> Files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 U.S.C. 552a(d) (1). Files contain original request, copy of reply thereto, and all related supporting documents, which may include the official file copy of records requested or copy thereof.</p> <p>(a) <u>Correspondence and supporting documents</u> (excluding the official file copy of the records requested if filed herein).</p> <p><u>1 Granting access to all the requested records.</u></p>	<p>GRS 14/ 18b</p> <p>GRS 14/ 19a</p> <p>GRS 14/ 19b</p> <p>GRS 14/ 20</p> <p>GRS 14/ 25a(1)</p>	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Destroy two years after date of reply.</p> <p><u>2 Responding to requests for nonexistent records</u>; to requesters who provide inadequate descriptions and to those who fail to pay agency reproduction fees.</p> <p><u>a</u> Destroy two years after date of reply if not appealed.</p> <p><u>b</u> Destroy appealed requests as authorized under item 1230(7).</p> <p><u>3 Denying access to all or part of the records requested.</u></p> <p><u>a</u> Destroy five years after date of reply if not appealed.</p> <p><u>b</u> Destroy appealed requests as authorized under item 1230(7).</p> <p>(b) <u>Official file copy of requested records.</u></p> <p>Dispose of in accordance with disposition instructions for the related records, or in accordance with the related Privacy Act request, whichever is later.</p> <p>(7) <u>Privacy Act amendment case files.</u> Files relating to an individual's request to amend a record pertaining to that individual as provided for under 5 U.S.C. 552a(d) (2); to the individual's request for a review of an agency's refusal of the individual's request to amend a record as provided for under 552a(d) (3); and to any civil action brought by the individual against the refusing agency as provided under 5 U.S.C. 552a(g).</p> <p>(a) <u>Requests to amend agreed to by agency.</u> Includes individual's requests to amend and/or review refusal to amend, copies of agency's replies thereto, and related materials.</p> <p>Dispose in accordance with disposition instructions for the related subject individual's record or four years after agency's agreement to amend, whichever is later.</p>	<p>GRS 14/ 25a(2)(a)</p> <p>GRS 14/ 25a(2)(b)</p> <p>GRS 14/ 25a(3)(a)</p> <p>GRS 14/ 25a(3)(b)</p> <p>GRS 14/ 25b</p> <p>GRS 14/ 26a</p>	

**REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet**

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>(b) <u>Requests to amend refused by agency.</u> Includes individual's requests to amend and to review refusal to amend, copies of agency's replies thereto, statement or disagreement, agency justification for refusal to amend a record, and related materials.</p> <p>Dispose of in accordance with disposition instructions for the related subject individual's record; four years after final determination by agency; or three years after final adjudication by courts, whichever is later.</p> <p>(c) <u>Appealed requests to amend.</u> Includes all files created in responding to appeals under the Privacy Act for refusal by any agency to amend a record.</p> <p>Dispose of in accordance with disposition instructions for related subject individual's record or three years after final adjudication by courts, whichever is later.</p> <p>(8) <u>Privacy Act accounting of disclosure files.</u> Files maintained under the provisions of 5 U.S.C. 552a(c) for an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or to another agency, including forms for showing the subject individual's name, requester's name and address, purpose and date of disclosure, and proof of subject individual's consent when applicable.</p> <p>Dispose of in accordance with disposition instructions for the related subject individual's records, or five years after the disclosure for which the accountability was made, whichever is later.</p> <p>(9) <u>Privacy Act control files.</u> Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature of request, and name and address of requester.</p> <p>(a) <u>Registers or listings.</u></p> <p>Destroy five years after date of last entry.</p>	<p>GRS 14/ 26b</p> <p>GRS 14/ 26c</p> <p>GRS 14/ 27</p> <p>GRS 14/ 28a</p>	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>(b) <u>Other files.</u></p> <p>Destroy five years after final action by the agency or final adjudication by courts, whichever is later.</p> <p>(10) <u>Privacy Act report files.</u> Recurring reports and one-time information requirement relating to agency implementation, including annual reports to the Congress of the United States, the Office of Management and Budget, and the Report on New Systems.</p> <p>(a) <u>Annual reports at <del>departmental or</del> agency level.</u></p> <p>Permanent. Offer to NARS with related <i>in agency records control schedule</i> records approved for permanent retention <i>or</i> when fifteen years old, whichever is sooner.</p> <p>(b) <u>Other reports.</u></p> <p>Destroy when two years old.</p> <p>(11) <u>Privacy Act general administrative files.</u> Records relating to the general agency implementation of the Privacy Act, including notices, memoranda, routine correspondence, and related records.</p> <p>Destroy when two years old or sooner if no longer needed for administrative use.</p> <p>1240 INTERNATIONAL RELATIONS RECORDS. The records described below relate to the coordination of international activities of the agency.</p> <p>(1) <u>General correspondence files.</u> Correspondence, reports, agreements, studies, and other documents reflecting the planning, direction, coordination, and evaluation of mass transit programs of UMTA, and the development of transportation policy with other United States Government agencies, industry, foreign governments, and international bodies, maintained by the agency office of primary interest.</p> <p>Permanent. Transfer to Federal Records Center when four years old. Offer to NARS twenty years later.</p>	<p>GRS 14/ 286</p> <p>GRS 14/ 29a</p> <p>GRS 14/ 29b</p> <p>GRS 14/ 30</p>	<p>withdrawn, 12/3/80 RFB PHC</p>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><del>(2) Foreign assistance country files. Case files consisting of correspondence, reports, loan and supply support agreements, and related papers documenting the administration of mass transit assistance to individual foreign countries by UMTA.</del></p> <p><del>Destroy when ten years old.</del></p> <p>1300 MANAGEMENT PROGRAM RECORDS</p> <p>(1) <u>General correspondence files.</u> Correspondence, reports, and related documents accumulated by management offices and staffs in the course of management planning and improvement, work simplification, paper-work management, and data processing control, <del>but EXCLUDING files described elsewhere in this paragraph.</del></p> <p>(a) <u>Correspondence files of the Office of Management Systems</u> relating to the development of national management plans, policies, systems and standards, and documenting significant accomplishments. <del>Permanent. Transfer to Federal Records Center when four years old or earlier. Offer to NARS after ten years.</del> <i>Destroy when 5 years old.</i> <i>RTB 10/22/80 PMC</i></p> <p>(b) <u>All others.</u> Destroy when <del>five</del> <sup>4</sup> years old.</p> <p>(2) <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>(a) <u>Record copies maintained by the Office of Management Systems.</u> <del>Permanent. Transfer to Federal Records Center when four years old or earlier if inactive. Offer to NARS when ten years old.</del> <i>Destroy when 5 years old.</i> <i>RTB 10/22/80 PMC</i></p> <p>(b) <u>All other offices.</u> Destroy when superseded or no longer needed.</p>		<p><i>withdrawn, 12/3/80 RTB PMC</i></p>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><b>1310 MANAGEMENT PROJECT RECORDS.</b></p> <p>(1) <u>Management project files.</u> Case files containing the official record copy of the final project report, or published or processed document resulting from the project, together with supporting papers documenting project inception, scope, procedure, and accomplishments. Arr. by project. Perhaps 2"/yr; at least 1 project/yr. is considered significant.</p> <p>Final project report on significant projects only --  a. <u>Permanent.</u> Transfer to Federal Records Center when four years <sup>after completion of project</sup> old or earlier. Offer to NARS when ten years <del>old</del> after completion of project. <sup>if volume warrants</sup></p> <p>b. All other records of significant projects, and all records of all other projects -- <u>4 years after completion of project.</u></p> <p>(2) <u>Management Project Working Papers</u> -- Background material, notes, rough drafts, interim and progress reports that are summarized in final reports, and related papers pertaining to management projects and surveys.</p> <p>Destroy six months after final action on project report or three years after completion of report if no final action is taken.</p> <p>(3) <u>Management project control files.</u> Documents showing assignments, progress, and completion of projects.</p> <p>Destroy one year after completion of project.</p> <p><b>1320 DIRECTIVES MANAGEMENT RECORDS</b></p> <p>(1) <u>Directives case files.</u> Official case files for internal UMTA directives prescribing policies, organization, or procedures, or providing information essential to the administration or operation of the agency. Each case file includes a printed copy of the directive, record of clearance and approvals, and significant background documents.</p> <p>(a) <u>Case files for UMTA directives</u> containing orders and handbooks; notices that change existing or prescribe new policies, organization, or procedures; notices approved by the Administrator, Deputy Administrator, Associate Administrators, or Regional Directors regardless of subject matter. <u>Permanent.</u> <del>Place in inactive file when directive is superseded or canceled. Transfer inactive file to Federal Records Center when no more than four years old. Offer to NARS when twenty years old.</del> 1) Record set of directives -- <u>PERMANENT.</u> Place in inactive file to NARS every 10 years. 2) All other records + all other copies of directives -- <u>Destroy 5</u></p>	<p>GRS 16/7</p> <p>GRS 16/1a</p> <p>10"/10 yrs.</p>	<p>Destroy in agency</p> <p>Arr. by #, then chron.</p> <p>inactive file when</p> <p>directive is</p>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>(b) <u>Case files for Urban Mass Transportation Administration directives containing one-time or temporary instructions (such as notices not covered by (a) above).</u> Place in inactive file when directive is superseded or canceled. <sup>Break inactive. File annually.</sup> <del>Destroy inactive file after five years.</del> <sup>5 years after break.</sup></p> <p><u>Directives received from non-UMTA agencies.</u></p> <p>(c) <u>Case files for other than Urban Mass Transportation Administration directives (such as orders, handbooks, and notices).</u> Place in inactive file when directive is superseded or canceled. <del>Destroy inactive file after five years.</del> <sup>Destroy when superseded.</sup></p> <p><del>(2) <u>Directives master reference files.</u> Files of directives for which directives management officers are responsible.</del></p> <p><del>Destroy when canceled or no longer needed for reference.</del></p> <p><del>(3) <u>Directives working and reference files.</u> Directives records other than those described above.</del></p> <p><del>Destroy when canceled or no longer needed for reference.</del></p> <p>1330 FORMS MANAGEMENT RECORDS</p> <p>(1) <u>Forms numerical files.</u> Case files containing a copy of each form and revision, request for approval and justifications, copies of prescribing directives, and related correspondence.</p> <p><sup>5</sup> <del>Destroy two years after</del> <sup>related form is discontinued,</sup> canceled or superseded.</p> <p>(2) <u>Forms functional files.</u> Case files consisting of a sample copy of each current form.</p> <p>Destroy individual form when superseded or canceled.</p> <p>(3) <u>Forms supply files.</u> Requisitions, specifications, issue and stock control records, and other documents pertaining to supply control maintained for each form.</p> <p>Destroy when related form is superseded or canceled.</p>	<p>GRS 16/1a</p> <p>withdawn, 10/22/80</p> <p>withdawn, 10/22/80</p> <p>GRS 16/4a</p> <p>GRS 16/4a</p>	<p>(duplicates previous item)</p> <p>(duplicates previous item)</p>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>1340 REPORTS MANAGEMENT RECORDS</p> <p>(1) <u>Reports control files.</u> Case files maintained for each report created, canceled, or superseded. This standard does not apply to the reports themselves but only to the files accumulated in the administrative control of the reports.</p> <p>Destroy two years after canceled or superseded.</p> <p>1350 RECORDS MANAGEMENT RECORDS</p> <p>(1) <u>Records disposition files.</u> Documents accumulated by records management activities relating to the destruction and retirement of files, including schedules, authorizations for disposal, transfer documents, and correspondence relating to revisions of schedules.</p> <p>Destroy when the related records are destroyed or are no longer in use in the agency.</p> <p>(2) <u>Statistical reports of records holdings.</u> Destroy when three years old.</p> <p>1370 DATA PROCESSING MANAGEMENT AND STATISTICAL RECORDS</p> <p>(1) <u>Data processing project files.</u> Case files and related working papers resulting from ADP surveys and feasibility studies.</p> <p>Apply items 1340(1) and (2).</p> <p>(2) <u>Data processing report files.</u> Record copies of reports of inventories of utilization and costs of automatic data processing in the agency.</p> <p>Transfer to Federal Records Center when four years old or earlier. Federal Records Center destroy when ten years old.</p> <p>(3) <u>Mass Transportation statistics publication files.</u> Record set of statistical publications, surveys, and staff studies.</p> <p>Permanent. Transfer to Federal Records Center when four years old. Offer to NARS when ten years old.</p>	<p>GRS 16/8</p> <p>GRS 16/3a</p>	<p>withdrawn 12/3/80 (covered by Item 1710(1)(a)) RTD PMC</p>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>(4) <u>Section 15 files</u>. Source data used in compiling Section 15 reports, industry reports and questionnaires; worksheets; and machine tabulations.</p> <p>Destroy when two years old.</p> <p>1380 WORK MEASUREMENT RECORDS</p> <p>(1) <u>Work measurement project files</u>. Case files and related working papers resulting from the development of work measurement formulas, establishment of criteria for effective manpower utilization, and improvement in work sampling techniques.</p> <p>Apply items 1300(1) and (2).</p> <p>1390 MANAGEMENT IMPROVEMENT RECORDS</p> <p>(1) <u>Management improvement report files</u>. Record copies of management improvement and achievement reports submitted to the Office of Management and Budget and related analyses and feeder reports.</p> <p>(a) <u>Record copies maintained by the Office of Management Systems</u>. <del>Permanent. Transfer to Federal Records Center when four years old or earlier. Offer to NARS when ten years old.</del>  <i>RTB 10/22/80 PMC Destroy when 3 yrs. old.</i></p> <p>(b) <u>All others</u>. Destroy when superseded or no longer needed.</p> <p>1400 CIVIL RIGHTS RECORDS <del>(See 3700)</del></p> <p>(1) <u>Civil rights general files</u>. Correspondence, reports, and related materials documenting the general administration of equal employment and civil rights programs, including youth opportunity, upward mobility, Federal women, and fair housing. Includes status reports, EEO counselor data, and evaluations, <u>minority employment report files</u>.  <i>Destroy in agency when 3 yrs. old, or when superseded or obsolete, whichever is applicable.</i></p> <p><del>(a) Status reports and evaluations.</del></p> <p><del>Permanent. Offer to NARS when ten years old.</del></p> <p><del>(b) All other records. Destroy when five years old.</del></p>	<p>GRS 16/5</p> <p>GRS 1/26 g oh</p>	<p>withdrawn, 12/2/80</p> <p>" "</p>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><del>(2) Minority employment report files. Reports of minority accessions, promotions, etc.</del></p> <p><del>Destroy when two years old.</del></p> <p>(2) Civil rights plan files, consisting of documents relating to the development of (1) EEO Action plans, to assure equal opportunity in internal <del>FAA</del> UMTA employment, and (2) Hometown plans, to assure equal opportunity in employment by contractors. Includes plans, amendments, goals and objectives reports, and related correspondence.</p> <p>Destroy when superseded or no longer needed, whichever is earlier. (EEO Affirmative Action Plans should be disposed of in accordance with GRS 1/26h)</p> <p>(2) Discrimination complaint files. Case files developed in processing complaints of discrimination in internal <del>FAA</del> UMTA employment and in employment practices by contractors.</p> <p><sup>4</sup> Destroy five years after final decision.</p> <p>(4) Civil rights compliance review files. Case files developed in reviews of transit operators holding government contracts, direct contractors and subcontractors, and recipients receiving UMTA sponsored Federal assistance to assure compliance with civil rights regulations.</p> <p><sup>7</sup> Destroy when five years old.</p> <p>1500 TRAVEL RECORDS</p> <p>(1) Employee travel files. Correspondence, requests, travel authorizations and orders, itineraries, administrative shipping records, and related materials pertaining to foreign assignment, exclusive of records maintained for accounting purposes (item 2710).</p> <p>Place in inactive file upon separation from foreign service. Destroy inactive file when four years old.</p> <p>(3) Passport files. Requests for passport actions, notifications for passport services, clearances, correspondence, and related papers generated in obtaining passports for UMTA personnel performing foreign travel.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>(a) <u>Office responsible for securing passports and visas for official foreign travel.</u> Destroy when employee is separated from the agency, or when passport has expired without request for renewal, whichever is earlier.</p> <p>(b) <u>Other offices.</u> Destroy when one year old.</p> <p>1600 SECURITY RECORDS</p> <p>(1) <u>General correspondence files.</u> Correspondence, reports, and related materials accumulated in the administration and direction of traditional security and protective security programs, including personnel security, classified information accountability and control, physical security of installations and facilities, communications security, and computer and technical security. <del>For records relating to programs for the prevention of criminal acts against air transportation, see item 1650.</del></p> <p><del>Administrative Services</del> (a) <u>Correspondence files of the office of Investigations and Security.</u> Destroy when four years old.</p> <p>(b) <u>All others.</u> Destroy when two years old.</p> <p>(2) <u>Classified document control files.</u> Records maintained by security control points and Top Secret Control Officers, such as accountability records, control logs and document receipts.</p> <p><i>use appropriate items of GRS 18</i></p> <p>(a) <u>Records concerning information or material classified Secret or Top Secret.</u> Destroy four years after final disposition of related material.</p> <p>(b) <u>Records concerning information or material classified Confidential.</u> Destroy two years after final disposition of related material.</p> <p>(3) <u>Lock combination files.</u> Documents, such as Form DOT F 1600.6, Lock Combination Record, or equivalent, used to record safe combinations and <del>names</del> <i>names</i> of persons knowing combinations.</p> <p><del>Destroy when superseded by a new form.</del></p> <p><i>see GRS 18</i></p>	GRS 18/1	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>(4) <u>Survey and inspection report files.</u> Reports of surveys and inspections of facilities conducted to insure adequacy of protective measures taken against hazards of fire, explosion, and accidents, and to safeguard facilities against sabotage and unauthorized entry.</p> <p><i>when 3 yrs. old, or upon discontinuance of facility,</i> <del>Destroy upon receipt of a subsequent survey or inspection, as appropriate, whichever is sooner.</del></p> <p>(5) <u>Police function files.</u> Reports, statements of witnesses, warning notices, and other papers relating to arrests, commitments, and traffic violations.</p> <p>Destroy when two years old.</p> <p>(6) <u>Loss and theft files.</u> Reports, loss statements, receipts, and other papers relating to lost and found articles.</p> <p>Destroy when one year old.</p> <p>(7) <u>Security violation files.</u> Reports of security violations, retained by guard forces or other persons performing security patrols.</p> <p><i>use GRS 18</i> <del>Destroy when one year old.</del></p> <p>(8) <u>Identification files.</u></p> <p>(a) <u>Identification cards</u>, such as Form DOT F 1600.13 or equivalent, building and visitor's passes, and other credentials.</p> <p><i>3 months after return</i> <del>Destroy upon return</del> to issuing office.</p> <p>(b) <u>Applications and receipts for identification credentials</u>, listings, and other accountable records.</p> <p>Destroy upon return of identification media to issuing office.</p>	<p>GRS 18/ 10</p> <p>GRS 18/ 16 b</p> <p>GRS 11/ 4a</p>	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>(9) <u>Visitor control files</u>. Registers, cards, or logs for recording names of visitors and related data maintained for facilities security purposes.</p> <p style="text-align: center;"><u>use GRS 18/18</u></p> <p><del>Destroy one year after final entry or one year after date of document, as appropriate.</del></p> <p>(10) <u>Personnel Security Files (PSF's)</u>. Files containing the original UMTA reports of investigations on UMTA employees or applicants for UMTA employment, reports or investigative materials acquired from other agencies, and documents transferred from Official Investigative Case Files to the PSF. The investigative reports are used to evaluate security clearance eligibility, to resolve allegations of irregularities or misconduct of employees or other security/suitability matters, etc. EXCLUDED are investigative reports and related materials furnished to the UMTA by the United States Office of Personnel Management (OPM) and those acquired from agencies other than OPM as a direct result of personnel security processing for which disposition instructions are provided in the Federal Personnel Manual.</p> <p style="text-align: center;"><u>USE GRS 18/23a</u></p> <p>(a) <u>UMTA applicants</u></p> <p style="padding-left: 40px;"><u>1 Nonderogatory cases.</u></p> <p style="padding-left: 80px;"><u>a</u> If nonselected, destroy PSF one year after date of nonselection.</p> <p style="padding-left: 80px;"><u>b</u> If hired, follow guidelines for UMTA employees.</p> <p style="padding-left: 40px;"><u>2 Derogatory cases.</u></p> <p style="padding-left: 80px;"><u>a</u> If nonselected, and the PSF contains an UMTA report of Investigation. Destroy the PSF five years after date of nonselection.</p> <p style="padding-left: 80px;"><u>b</u> If nonselected, and the PSF containing the results of a National Agency Check (NAC), NAC and Written Inquiries (NACI), Limited Suitability, Full Field Investigation, or UMTA Report of Record review process in accordance with applicable DOT order.</p>	<p>GRS 18/18</p> <p>GRS 18/23a</p>	

**REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet**

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>c</u> If hired for either a sensitive or nonsensitive position, retain the PSF and follow guidelines for UMTA employees.</p> <p>(b) <u>UMTA employees.</u></p> <p><u>1</u> <u>Non derogatory cases.</u> Destroy PSF's thirty days after termination of employment. Destroy the Security Termination Statement one year from date of separation.</p> <p><u>2</u> <u>Derogatory cases.</u></p> <p><u>a</u> Files on individuals who are involved in litigation, when such action commences following termination. Destroy five years after final administrative action.</p> <p><u>3</u> <u>Transfers.</u> Transfers to another DOT Administration. Forward the PSF's to the cognizant DOT Administration.</p> <p>(11) <u>Personnel security clearance control files.</u> Card files containing clearance information.</p> <p>Destroy seven years from date of separation as required by DOT Order 1630.2, DOT Personnel Security Program.</p> <p>(12) <u>Official investigative case files.</u> These files are prepared on each subject of an investigation. They serve as the repository for original copies of letters of request, copies of investigative reports and documents of official administrative actions taken following an investigation.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>(a) <u>Office of origin.</u></p> <p><u>1 Investigations of applicants and employees.</u> EXCLUDES employee "locate" investigations. Upon completion of investigation of administrative action, transfer original copies of letters of request, investigative reports or memoranda, documents of official investigative actions, original copies of signed waivers, interview logs, statements, and other evidentiary materials from the official investigative case file to the employee's Personnel Security File (PSF). Destroy the PSF in accordance with the provisions of item 1600(10) above.</p> <p>(13) <u>Investigative correspondence files.</u> The investigative administrative files contain correspondence, reports, complaints, and other documents apart from those ordinarily filed in general correspondence files, Official Investigative Case Files or PSF's but which have a retrieval or reference value to the investigations program.</p> <p>Destroy contents three years from date of origin.</p> <p>1700 ADMINISTRATIVE SERVICES RECORDS</p> <p>(1) <u>General correspondence files.</u> Administrative correspondence, reports, forms and other papers relating to administrative support services including the acquisition, production, and distribution of printed matter; still photography and graphic arts services; motion picture production; library services; data processing; mail and messenger operations; and telephone and telegraphic services.</p> <p>(a) <u>Agency office of primary interest.</u></p> <p>Destroy when two years old.</p> <p>(b) <u>Offices and units responsible for performance of administrative support services.</u> Destroy when two years old.</p> <p>(2) <u>Directory files.</u> Correspondence, forms, and other records relating to the compilation of telephone listings and directories.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Destroy three months after issuance of directory.</p> <p>(3) <u>Employee locator files</u>. Destroy upon separation of employee from activity.</p> <p>1710 PUBLICATIONS RECORDS</p> <p>(1) <u>Internal publications files</u>. Each UMTA <del>internal publication, advisory circular, regulation, and similar material</del>, with supporting case file, if any, maintained by the issuing or controlling office. <i>ca 2 on H/yr. Arr. by title. (maintained by Public Affairs Office or Transportation Research Information Center, unless otherwise specified)</i></p> <p>(a) <u>Record copy</u>. <del>Permanent</del>. Place in inactive file when superseded <del>or canceled</del>. Transfer inactive file to Federal Records Center when four years old. Offer to NARS when ten years old.</p> <p>(b) <u>All other copies</u>. Destroy when no longer needed for administrative purposes.</p> <p>(c) <u>All related case files</u>. Transfer to Federal Records Center when four years old. Federal Records Center destroy when ten years old.</p> <p>(2) <u>Publication planning files</u>. Editorial matter relating to the publication of a manuscript, including drafts, galley and page proofs, and similar materials.</p> <p>Destroy two years after issuance of related production.</p> <p>(3) <u>Publications control files</u>. Documents used to record actions in processing publications.</p> <p>Destroy two years after related publication is issued.</p> <p>1720 PRINTING AND DISTRIBUTION RECORDS</p> <p>(1) <u>Job or project files</u>. Requisitions, specifications, samples, delivery instructions, and other records relating to printing, binding, reproduction, and related distribution jobs, exclusive of services obtained outside UMTA (see item 1720 (2)).</p> <p>Destroy one year after completion of job.</p>	<p>GRS 13/1a</p> <p>GRS 13/1b</p> <p>GRS 13/3a</p>	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>(2) <u>Mailing lists and related files.</u></p> <p>(a) <u>Correspondence, request forms, and other records relating to changes in mailing lists.</u> Destroy when three months old or after revision of list, whichever is earlier.</p> <p>(b) <u>Card lists.</u> Destroy individual cards when canceled or revised.</p> <p>(c) <u>Plate files and standard distribution schedules.</u> Destroy when canceled or revised.</p> <p>(3) <u>Distribution schedule files.</u> Schedules, shipping instructions, and related papers used to determine printing quantities for UMTA publications and forms.</p> <p>Destroy when publication distribution pattern is revised.</p> <p>1730 VISUALS, EXHIBITS, AND GRAPHICS RECORDS</p> <p>(1) <u>Visual services files.</u> Original art work, illustrations, slides, charts and graphics, negatives, and other visual aids.</p> <p>Destroy when no longer usable or needed for further reproduction.</p> <p>(2) <u>Visual services work order files.</u> Documents relating to requests for visual services and of work performed.</p> <p>Destroy when one year old.</p> <p>1740 PHOTOGRAPHY RECORDS - see following page</p> <p>(1) <u>Photographic negative film and print files.</u> Negative photographs and positive prints of agency officials and aeronautical subjects and activities having historical value.</p> <p>Destruction not authorized. Transfer when inactive.</p>	<p>GRS 13/ 5a</p> <p>GRS 13/ 5b</p> <p>GRS 13/ 5c</p>	

1740 PHOTOGRAPHY RECORDS

(1) Public Affairs Slide File (1970 - )

Color and black-and-white slides acquired or produced by UMTA documenting urban transportation subjects and used in publications and for informational and reference purposes. Majority are received from transit authorities. Arranged by city. .3 cu.ft./year.

PERMANENT. Break file every 5 years and offer to NARS when 10 years old.

(2) Public Affairs Print File (1970 - )

Photographic prints of transportation equipment received from manufacturers in conjunction with R&D projects. Arranged by subject. .1 cu.ft./year.

PERMANENT. Break file every 5 years and offer to NARS when 10 years old.

(3) Project, Informational, and Demonstration Motion Pictures

Films produced on contract or by the Office of the Secretary of Transportation for UMTA consisting of the original negative or color original plus separate optical sound track, an intermediate master positive or duplicate negative plus optical sound track, and a sound projection print. One print of each subject is maintained by the Public Affairs Office; NAC distributes.

PERMANENT. Offer to NARS when withdrawn from distribution or when 10-years old.

(4) Video Recordings of Media Coverage

Video recordings of subjects of concern to UMTA that were covered by the media.

Erase or destroy when no longer needed.

[continue on to (5) on previous page]

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>(2) <u>Transitory photographic files</u>. Photographic negatives and prints made to serve a temporary purpose but not having sufficient value to justify continued retention. Included are prints or negatives produced in training programs and of no further value; photographs that have deteriorated in file; enclosures to technical reports when without the report the photograph has no meaning; duplicate and extra copies; and photographs of local interest only.</p> <p>Destroy immediately or when no longer needed. <i>see previous page</i></p> <p><b>5</b> (2) <u>Photographic work order files</u>. Documents relating to requests photographic services and of work performed.</p> <p>Destroy when one year old.</p> <p>1760 OFFICE SERVICES RECORDS</p> <p>(1) <u>Office equipment service files</u>. Requests for office equipment maintenance service, such as typewriter repairs and telephone service.</p> <p>Destroy <sup>3 months</sup> <del>one year</del> after work is performed or requisition canceled.</p> <p>(2) <u>Parking permit files</u>. Documents relating to applications for an issuance of car parking permits. Destroy 3 months after return to issuing office.</p> <p>(3) <u>Mail control files</u>. Destroy when one year old.</p> <p>(4) <u>Messenger service files</u>. Daily logs, assignment records, dispatch records, delivery receipts, route schedules and related papers. Destroy when 6 months old.</p> <p>1770 MAIL MANAGEMENT RECORDS</p> <p>(1) <u>Postal files</u>. Post Office forms and supporting papers, including records of received or dispatched registered mail pouches; applications for postal registration and certificates of declared value; receipts and records of incoming and outgoing register, insured, and special delivery mail; reports of loss, rifling, delay, wrong delivery; and statements of reading of metered registers.</p> <p>Destroy when one year old.</p>		
		GRS 11/3	
		GRS 11/4a	
		GRS 12/ 6a	
		GRS 12/ 3a	
		GRS 12/ 5a	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>(2) <u>Mail production files.</u> Production reports of mail handled and work performed and related compilations.</p> <p>Destroy when one year old.</p>	GRS 12/ 6d	
	<p>(3) <u>Remittance record files.</u> Record of remittances (cash, check, money orders) and other vauables enclosed in incoming mail.</p> <p>Destroy when one year old.</p>	GRS 12/ 6e	
	<p>(4) <u>Mail cost files.</u> Mail cost reports on postage and fees paid and related papers.</p> <p>Destroy <del>two years after close of fiscal year involved.</del> <i>when 6 months old.</i></p>	GRS 12/ 6b	
	<p>1900 EMERGENCY PREPAREDNESS</p> <p>(1) <u>Defense readiness planning files.</u> Records documenting the administration of defense readiness and civil defense plans and programs, including consolidated or comprehensive reports reflecting agencywide results of tests conducted under emergency plans; duplicates of each plan and directive issued with related significant background papers; and related correspondence.</p> <p><i>use GRS 18/28 a + b</i> <del>Destroy when five years old.</del></p>	GRS 18/ 28	
	<p>(2) <u>Emergency plan files.</u> Copies of emergency plans and directives, other than those described in (1) above.</p> <p>Destroy when superseded or obsolete.</p>	GRS 18/ 29	
	<p>(3) <u>Operation tests files.</u> Records accumulating from emergency alerts and civil defense tests, such as instructions to test participants, staffing assignments, messages, copies of reports, and related correspondence.</p> <p>Destroy when three years old.</p>	GRS 18/ 31	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
4.	<p><u>LAWS AND LEGAL MATTERS RECORDS.</u> The records described below are generated in accomplishing the legal work of the agency, including the providing 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.</p> <p>2000 GENERAL RECORDS</p> <p>(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.</p> <p>(a) <u>Queries on violation history, routine correspondence requiring no further action, or other correspondence reflecting housekeeping actions.</u></p> <p>Destroy when one year old.</p> <p>2) <u>Legal workload report files.</u> Periodic workload reports of attorneys.</p> <p>Destroy when two years old.</p> <p>2010 OPINION RECORDS</p> <p>(1) <u>Legal opinion files.</u> Documents reflecting legal decisions or opinions on questions arising in connection with laws, regulations, and other matters affecting UMTA and related indexes.</p> <p>(a) <u>Precedential decisions.</u> Microfilm a five-year block in accordance with provisions of Federal Property Management Regulation 101-11.5, and destroy paper record when acceptable microfilm copy is obtained.</p> <p>(b) <u>Microfilm.</u></p> <p><u>1 Record copy.</u> Permanent. Offer to NARS with record copy of accompanying Subject Index upon filming and verification of quality of film.</p>	<p>withdrawn 11/3/80</p> <p>withdrawn 10/22/80</p>	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>2 Microfilm duplicate.</u> Destroy in agency when no longer needed for legal research.</p> <p><u>3 All other copies.</u> Destroy in agency when five years old.</p> <p>2050 LEGISLATIVE RECORDS</p> <p><u>(1) Legislative history files.</u> Case files compiled by the Legislative Staffs on enacted legislative Staffs on enacted legislation, Congressional resolutions, Executive Orders, and proclamations of interest to UMTA, consisting of draft proposals, supporting papers, and comments reflecting UMTA's position, and related indexes.</p> <p><i>Transfer to FRC 5 years after legislation is killed or enacted. Destroy 20 years later.</i></p>		
	<p><u>(2) Legislative proposal files.</u> Case files accumulated by legal offices on proposed or introduced legislation, Congressional resolutions, Executive Orders, and proclamations, consisting of draft proposals, supporting papers, and comments setting forth UMTA's position, and related indexes.</p> <p>(a) <u>Records of proposals that are enacted.</u> Transfer to legislative history files (Item 2050(1) and dispose of accordingly.</p> <p>(b) <u>Records of proposals not enacted.</u></p> <p><u>1 Proposals initiated by UMTA and those initiated outside UMTA relating to mass transit matters.</u> Transfer to Federal Records Center five years after close of case. Federal Records Center destroy twenty years later.</p> <p><u>2 All others.</u> Destroy when four years old.</p>	<p><i>withdrawn 11/2/80</i></p>	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>(3) <u>Legislative reference files</u>. Copies of proposed and enacted legislation, Executive Orders, and proclamations accumulated for information purposes.</p> <p>Destroy when purpose has been served.</p> <p>2100 RULES AND REGULATIONS RECORDS</p> <p>(1) <u>Rules dockets files</u>. Dockets relating to creation of a new or amendment of an existing regulation. Each docket contains some or all of the following documents: proposal, notice or proposed rulemaking, written material received from the public in response to the notice, petitions for rulemaking and exemptions from the rule, petitions for rehearing or reconsideration, petitions for modifications or revocations, notices granting or denying exemptions, reports of proceedings such as oral arguments or formal public hearings, notices denying proposals, final rule or order as published in <u>Federal Register</u>.</p> <p>(a) <u>General rulemaking dockets</u>.</p> <p>(1) <u>Dockets relating to substantive rules</u> that attracted great public or industry attention and response, signified an advance in technology, had significant impact on mass transportation, or signified a major development in the history of the agency, AS SELECTED BY THE OFFICE OF CHIEF COUNSEL (UCC). Arranged by regulation # Ca. 1 cu ft + when accumulated.</p> <p>Permanent. Transfer to Federal Records Center <del>thirty</del><sup>5</sup> years after close of file. Offer to NARS twenty-five years later.</p> <p>(2) <u>Unselected dockets</u>. Transfer to Federal Records Center <del>thirty</del><sup>5</sup> years after close of file. Federal Records Center destroy twenty-five years later.</p> <p>(b) <u>Denials and dispositions of petitions for rulemaking dockets</u>. Transfer to Federal Records Center <del>ten</del><sup>5</sup> years after issue of denial. Federal Records Center destroy twenty-five years later.</p> <p>Destroy in agency when no longer needed for reference.</p> <p>(c) <u>Washington and regional transmittal files</u> and non-codified items such as notices of meetings,</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>delegations of authority, organizational statements, <del>certification requests</del>, and similar material.</p> <p>Destroy in agency when no longer needed for reference.</p> <p>2130 INTERPRETATIONS RECORDS</p> <p>(1) <u>Legal interpretation files.</u> Documents reflecting legal interpretations of transportation regulations, and related legislation.</p> <p>Destroy in agency when no longer needed for legal research purposes.</p> <p>2150 ENFORCEMENT RECORDS</p> <p>(1) <u>Legal enforcement files.</u> Case files relating to legal actions taken with respect to alleged violation reports, technical analyses, evidentiary materials, sanction documents, and related correspondence.</p> <p>(a) <u>Cases forwarded to and processed by the Washington Headquarters legal office.</u> Transfer to Federal Records Center two years after settlement. Federal Records Center destroy ten years after settlement.</p> <p>(b) <u>All other copies.</u> Destroy in agency when no longer needed.</p> <p>(2) <u>Enforcement monitor files.</u> Case files of enforcement cases processed by regional legal offices, consisting of copies of violation reports, technical analyses, and related documents, maintained by the Washington headquarters legal office to evaluate regional enforcement operations.</p> <p>(a) <u>All.</u> Destroy three years after close of case.</p> <p>(3) <u>Violation report files.</u> Documents maintained by legal offices reflecting enforcement activity, including Violation Report Data ; digests of appeals and related court decisions; and enforcement statistical reports.</p>	<p>withdrawn 11/3/80</p> <p>withdrawn, 10/22/80</p>	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><del>Destroy in agency when no longer needed for reference.</del></p> <p>2240 CONTRACT APPEALS RECORDS</p> <p>(1) <u>Contract appeals files.</u> Briefs, decisions, correspondence and other, documents compiled by legal offices in appeals by contractors from decisions on disputed questions by contracting officers. All cases: <u>Destroy 10 years after final action or decision.</u></p> <p>(a) <u>Cases selected by UCC because of their precedential character.</u> Permanent. Transfer to Federal Records Center five years after case is settled. Offer to NARS twenty years after case is settled.</p> <p>(b) <u>Unselected cases.</u> Transfer to Federal Records Center five years after case is settled. Federal Records Center destroy twenty years later.</p> <p>2250 TORT CLAIMS AND PERSONAL PROPERTY CLAIMS RECORDS</p> <p>(1) <u>Tort claims and personal property claims files.</u> Case files consisting of reports, vouchers, witness statements, legal decisions, and related material pertaining to claims by or against the Government resulting from UMTA transactions, OTHER than litigation cases.</p> <p>(a) <u>Cases relating to claims approved for payment.</u> Retain for GAO site-audit. (ITEM 2710(2)).</p> <p>(b) <u>All others.</u> Destroy when three years old.</p> <p>2260 LITIGATION RECORDS</p> <p>(1) <u>Litigation action files.</u> Case files consisting of correspondence, pleadings, depositions, transcripts, and related materials pertaining to court actions arising out of transportation tort and civil contract claims cases and other agency activities.</p>	GRS 3/ 19	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
<p>Arr. by type of case, thereunder by name of case.</p>	<p>(a) Cases selected by UCC because of <u>historical value or legal significance</u> (that is, cases that significantly interpret basic UMTA statutes and regulations, reflect significant developments in the history of UMTA programs, or are of considerable Congressional or public interest). <del>NOTE: Volume of selected cases must not exceed 10% of yearly volume for all cases.</del> <sup>Place in inactive file upon close of case. Break inactive file annually.</sup> Permanent. <sup>break.</sup> Transfer to Federal Records Center three years after <del>final court action.</del> Offer to NARS twenty years later.</p> <p>(b) <u>All other cases.</u> Transfer to Federal Records Center three years after close of case. Destroy <del>ten</del> <sup>17</sup> years later.</p> <p><u>FINANCIAL MANAGEMENT RECORDS.</u> The records described below are accumulated in connection with the financial management of the Urban Mass Transportation Administration. The records disposition standards provided apply to records generated in the development and execution of UMTA programs and activities relating to budget formulation, presentation, and administration; accounting matters, including payroll and pay administration; financial reporting; and auditing.</p> <p><u>Exception.</u> Regardless of the retention period specified, records relating directly to an unsettled claim by or against the United States, current or pending litigation or investigation, and exceptions taken by the General Accounting Office (GAO), will not be disposed of until final settlement or clearance of the matter.</p> <p>2500 BUDGET RECORDS</p> <p>(1) <u>General correspondence files.</u> Site files, correspondence, reports, and related materials accumulated in the course of budget and fiscal program activities, including policy formulation and implementation, preparation and justification of estimates, apportionment, and reporting, and related matters affecting agency expenditures, but EXCLUDING files described elsewhere in this paragraph.</p> <p>(a) <u>Agency office of primary interest.</u> Transfer to Federal Records Center when agency administrative needs have been satisfied. Destroy twenty years later.</p>	<p>Ca. 1 cu ft / yr.</p> <p>GRS 5/1</p>	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>(b) <u>All others.</u> Destroy when two years old.</p> <p>(2) <u>Reimbursable agreements files.</u> Case files relating to reimbursable agreements entered into with other agencies to furnish supplies, equipment, and services relating to transportation, consisting of memorandums of agreement; project implementation orders; obligation, expenditure, and billing documents; and related correspondence.</p> <p>Transfer to Federal Records Center four years after close of fiscal year covered by agreement. Destroy fifteen years after receipt in Federal Records Center.</p> <p>(3) <u>Annual budget estimate files.</u> Record copies of annual estimates, comprised of appropriation language sheets, charts, narrative statements, related schedules and data, copies of Congressional hearings, and related committee reports and legislation.</p> <p>(a) <u>Record copies of estimates (comprised of appropriation language sheets, charts, statements, related schedules and data) prepared, consolidated, or maintained at the agency level. Permanent. Transfer to Federal Records Center when five years old. Offer to NARS fifteen years later. Transfer to FRC when 5 yrs. old. Destroy when 10 yrs. old.</u> <span style="float: right;">GRS 5/2a RTB 10/22/80 PMC</span></p> <p>(b) <u>Copies prepared, consolidated, or maintained at the regional level. Destroy ten years after close of fiscal year covered by the budget. Transfer to Federal Records Center two years after close of fiscal year covered by the budget. Destroy 3 yrs. after close of FY covered.</u></p> <p>(c) <u>Copies prepared, consolidated, or maintained at <sup>HO</sup> office level. Destroy four years after close of fiscal year covered by the budget.</u></p> <p>(d) <u>Copies prepared or consolidated at division or lower level. Destroy two years after close of fiscal year covered by the budget.</u></p> <p>(e) <u>All other records.</u> Destroy when no longer needed for reference.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>(4) <del>(3)</del> <u>Budget working files.</u> Work papers, cost statements, and other data accumulated in preparation of projected fiscal programs and annual budget estimates and for budget review purposes, including duplicates of papers included in file copies of budget estimates described in item (3).</p> <p>Destroy one year after close of fiscal year involved.</p> <p>(5) <del>(4)</del> <u>Spring preview <del>(five-year Program Notebooks)</del>.</u> Permanent. <del>Transfer to Federal Records Center when no more than ten years old. Offer to NARS fifteen years later.</del> Destroy when 5 yrs. old. RTB 10/22/80 PMC</p> <p>(6) <del>(5)</del> <u>Special studies notebooks.</u> Permanent. <del>Transfer to Federal Records Center when no more than ten years old. Offer to NARS fifteen years later.</del> Destroy when 5 yrs. old. RTB 10/22/80 PMC</p> <p>(7) <del>(6)</del> <u>Budget administration files.</u> Apportionment and reapportionment schedules, staffing authorizations, allotment advices, supporting documents, and related correspondence documenting the administration and execution of the approved operating budget.</p> <p>Destroy two years after close of fiscal year involved, except that records pertaining to no year appropriations and construction programs are to be destroyed when the become inactive.</p> <p>2510 BUDGETARY REPORT RECORDS</p> <p>(1) <u>Budgetary report files.</u> Periodic reports on the status of fiscal programs, such as the Summary Fiscal Status Report, or equivalents, and supporting narratives.</p> <p>Destroy <del>four</del> <sup>3</sup> years after close of fiscal year involved.</p> <p>2700 ACCOUNTING RECORDS</p> <p>(1) <u>Policy correspondence files.</u> Correspondence, reports, and related materials maintained by the agency office of primary interest relating to the development and establishment of agency accounting policies, systems, and procedures, and the direction and evaluation of accounting programs and fiscal reporting operations.</p>	<p>GRS 5/4</p> <p>GRS 5/5b</p>	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><del>Transfer to the Federal Records Center when four years old. Federal Records Center Destroy when ten years old.</del></p> <p><b>5</b></p> <p>2710 GENERAL FINANCIAL RECORDS</p> <p>(1) <u>General Accounting operations correspondence files.</u> Correspondence, reports, and related records accumulated by accounting activities pertaining to day-to-day operations, including examination and certification of vouchers and invoices, payroll services, collections and disbursements, and movement of persons and goods under Government orders, but EXCLUDING files described below.</p> <p>Destroy when two years old.</p> <p>(2) <u>GAO site audit files.</u> Accountable officers' accounts consist of original statements of transactions, achedules, vouchers, and other supporting documents, retained for GAO site audit. All audited accounts and any unaudited accounts more than one full fiscal year old may be transferred to the Federal Records Centers without special permission from GAO. However, accounts may be retained, if required by the accountable officer, for not more than three full fiscal years.</p> <p>Authority to transfer unaudited accountable officers' accounts which are less than one year old should be obtained from GAO through the Records Officer. Accountable officers' accounts at overseas locations should be retained for a minimum of three years before transfer.</p> <p>(a) Destroy when ten years and three months old for fiscal years 1975 and later.</p> <p>(b) Destroy when six years and three months old for fiscal years 1976 and later.</p> <p>(3) <u>GAO transportation files.</u> Original vouchers and supporting documents covering payments to carriers for transportation services, and original contracts for freight or passenger transportation rates or services.</p> <p>Transfer to General Accounting Office in accordance with GAO Policy and Procedures Manual.</p>		

GRS 6/1a (1)

GRS 6/1a (2)

Withdrawn, 10/22/80 (covered by 2710(2))

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>(4) <u>Employee surety bond files.</u> Legal documents purchased for the purpose of placing personnel under surety bond protection, including individual name bonds, position schedule bonds, and blanket bonds covering groups of employees.</p> <p>(a) <u>Official copies and attached powers of attorney.</u> Destroy fifteen years after bond becomes inactive or fifteen years after end of bond premium. (For bonds purchased prior to 1/1/56) (b) <u>Other copies of bonds and related papers.</u> Destroy when bond becomes inactive or at end of bond premium period. (For bonds purchased after 12/31/55)</p> <p>(5) <u>Accountable officers' returns.</u> Memorandum copies of accounts current, all supporting vouchers, schedules, documents (including liquidated obligation documents) and related papers, exclusive of transportation records covered in items (13) thru (16) and payroll records covered in item 2730. (See item 2710 for originals retained for GAO site-audit).</p> <p>Destroy <sup>3</sup>four years after period covered by the account.</p> <p>(6) <u>GAO exceptions files.</u> General Accounting Office notices of exception (formal or informal) and related correspondence.</p> <p>Destroy one year after exception is reported as cleared by GAO.</p> <p>(7) <u>Certificate of settlement files.</u> Documents reflecting the settlement of accounts of accountable officers, statement of differences, and related papers.</p> <p>(a) <u>Certificates covering closed account settlements, supplemental settlements, and final balance settlements.</u> Destroy two years after date of settlement, providing certificate is cleared.</p> <p>(b) <u>Certificates showing periodic settlements.</u> Destroy when subsequent certificate of settlement is received.</p> <p>(c) <u>Schedules of certificates of settlement of claims settled by the General Accounting Office.</u> Destroy two years after date of settlement.</p>	<p>GRS 6/6/6 a c i) (2)</p> <p>GRS 6/6b</p> <p>GRS 6/1b</p> <p>GRS 6/2</p> <p>GRS 6/3a</p> <p>GRS 6/3b</p>	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>(8) <u>Accountable officer designee files.</u> Records relating to the designation and revocation of accountable officers.</p> <p>Destroy four years after revocation, provided account is cleared by GAO.</p> <p>(9) <u>Availability, collection, custody, and deposit files.</u> Certificates of deposit (such as Standard Forms 201 and 209) and related papers; records of cash remittances received DOT F 2770.2; transcripts, tabulations, and reports prepared by the Treasury Department advising of the status of agency funds available (such as standard Forms 520, 523, and 526); and related records.</p> <p>Destroy four years after date of document.</p> <p>(10) <u>General ledger account files.</u> Documents showing debit and credit entries, and reflecting expenditures in summary.</p> <p>Destroy ten years after close of fiscal year involved.</p> <p>(11) <u>Allotment and ledger distribution transaction files.</u> Records, showing status of obligations and allotments under each appropriation.</p> <p>Destroy ten years after close of fiscal year involved.</p> <p>(12) <u>Posting and control files.</u> Documents subsidiary to the general and allotment ledger accounts, such as journal vouchers (Standard Form 1017g or equivalent) and other transaction documents used to support ledger entries.</p> <p style="text-align: center;">use GRS 7/4 <del>Destroy when four years old.</del></p> <p>(13) <u>Freight transportation files.</u> Export certificates, shipping documents, memorandum copies of Government or commercial bills of lading, shortage and demurrage reports, household sheets, and all supporting documents, and including files relating to the shipment of household effects.</p> <p style="text-align: center;">use GRS 9/1 a, b, c, d <del>(a) Memorandum copies. Destroy when three years old.</del></p>	<p>GRS 7/2</p> <p>GRS 7/4</p> <p>GRS 9/1 a, b, c, d</p>	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><del>(b) All others. Destroy when one year old.</del></p> <p>(14) <u>Passenger transportation (carrier) files.</u> Documents reflecting payments to carriers, consisting of vouchers (Standard Form 117 1a), memorandum copies of transportation requests (Standard Form 1169a), travel authorization, and all supporting papers.</p> <p><del>Destroy three years after period covered by related account.</del> use GRS 9/3</p> <p>(15) <u>Passenger transportation (individual) files.</u> Documents reflecting reimbursements to individuals, consisting of copies of travel orders, per diem vouchers, hotel reservations, and supporting papers relating to official travel of officers, employees, dependents, and others authorized to travel. use GRS 9/3</p> <p>(a) <u>Employee travel folders.</u> Destroy when three years old.</p> <p>(b) <u>Obligation copies, such as Standard Form 1169 or equivalents.</u> Destroy when funds are obligated.</p> <p>(c) <u>Individual receipts for transportation requests, such as SF 1120 or equivalent.</u> Destroy when T/R book is returned or completed.</p> <p>(16) <u>Transportation request accountability files.</u> Records documenting the issue of receipt of accountable papers involved in travel and transportation functions, such as Standard Form 1120, or equivalent.</p> <p>Destroy on year after all entries on form are cleared.</p> <p>2730 PAYROLL RECORDS</p> <p>(1) <u>Individual earning and service files.</u> Documents reflecting fiscal aspects of employment history (such as Standard Form 1127 or equivalents) and paper attached pursuant to item (4) below. use GRS 2/1 Close file at end of calendar year; transfer to National Personnel Records Center, St. Louis, Missouri, four years after close of file.</p>	<p>GRS 9/3</p> <p>GRS 9/3</p>	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>(2) <u>Leave record files.</u> Pay or fiscal copies of leave record cards, including time and attendance reports used to show accumulated leave, and records of leave data transferred, such as Standard Form 1150, or equivalent.</p> <p>(a) <u>Final cards showing accumulated leave of employee on separation from Federal Government service.</u> Close file at eand of calendar year; transfer to National Personnel Records Center, St. Louis, Missouri, four years after close of file. National Personnel Records Center destroy ten years after date of last entry on card.</p> <p>(b) <u>All other pay or fiscal copies.</u> Destroy three years after GAO audit.</p> <p>(3) <u>Time and attendance report files.</u> Time and attendance documents, used in payroll preparation and processing.</p> <p><i>use GRS 2/3 a + b</i></p> <p><del>Destroy two years after GAO audit. (If reports are used to show accumulated leave, dispose of in accordance with item (2) above).</del></p> <p>(4) <u>Leave application and overtime and/or holiday work approval and authorization files.</u> Applications for leave, such as Standard Form 71, and related papers, including copies of military orders and certificates of attendance, DOT F 3500.1, Overtime and/or Holiday Work, or equivalent, and related papers.</p> <p><i>use GRS 2/8 a + b as appropriate</i></p> <p>(a) <u>Applications for leave taken immediately prior to separation from Federal Government Service.</u> Attach to individual pay or earning card. (See item (1) above).</p> <p>(b) <u>All others.</u> Destroy when one year old.</p> <p>(5) <u>Payroll allotment files.</u> Records of payroll allotments and papers authorizing deductions, changes, or cancellations.</p> <p><i>use GRS 2/4 a(1) + (2) as appropriate</i></p> <p><del>Destroy when superseded or on transfer or separation of employee.</del></p>	<p>GRS 2/3 a + b</p> <p>GRS 2/ 8 a + b</p> <p>GRS 2/ 4 a(1) + (2)</p>	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>(6) <u>Payroll control files.</u> Documents maintained for payroll control purposes, including payroll copies of notifications of requests for personnel actions, such as Standard Form 50, or equivalent; payroll control registers, payroll change slips, such as Standard Form 1126, or equivalent.</p> <p><i>upon GAO audit or when 3 yrs. old, whichever is sooner.</i> <del>Destroy two years after GAO audit.</del></p>	GRS 2/14	
	<p>(7) <u>Administrative payroll report files.</u> Administrative reports and data relating to payroll operations, including reports and data used for workload and personnel management purpose, and reports and papers transmitting accounting data for special or routine reporting purposes.</p> <p><i>use GRS 2/17a &amp; b</i> <del>Destroy when four years old.</del></p>	GRS 2/17a & b	
	<p>(8) <u>Withholding tax files.</u> Documents reflecting Federal and state income tax deductions, including returns on income taxes withheld, such as IRS Form W-2; Reports of taxes withheld, such as IRS Form W-3, or equivalent; withholding tax exemption certificates, such as IRS Form W-4, or equivalent, and related papers.</p> <p><i>use GRS 2/18a, b, c as appropriate</i> <del>Destroy when four years old.</del></p>	GRS 2/ 18a, b, c	
	<p>(9) <u>Savings bond files.</u> Reports of deposits and purchases of bonds, such as Standard Form 1168 or equivalent and related papers.</p> <p>Destroy when four years old.</p>		
	<p>(10) <u>Retirement record files.</u> Card files, Standard Form 2806 or equivalent reflecting accounts deducted from pay of employees subject to the Retirement Act.</p> <p>Transfer in accordance with instructions in Federal Personnel Manual.</p>	GRS 2/21c	
	<p>(11) <u>Retirement reports and registers.</u> Control documents maintained in connection with the retirement records of individual employees, such as Standard Forms 2805 and 2807 or equivalents.</p> <p><i>3</i> <del>Destroy when four years old.</del></p>	GRS 2/ 21a	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>(12) <del>(12)</del> Insurance deduction files. Reports of insurance deductions and related papers, including copies of vouchers and schedules of payment.</p> <p>Destroy when <sup>3</sup>/<del>four</del> years old.</p> <p>(13) <del>(13)</del> Levy and garnishment files. Notices, change slips, worksheets, and correspondence relating to charges against retirement funds or attachment of salary for debts of employees.</p> <p>Destroy when <sup>3</sup>/<del>four</del> years old.</p> <p>2800 FINANCIAL REPORTING RECORDS</p> <p>(1) Fiscal year and reporting files. Fiscal year and financial reports and supporting statements.</p> <p>Destroy when ten years old.</p> <p>(2) Financial accounting report files. Reports submitted to other Government agencies, such as Standard Forms 133, Report on Budget Status, and 220, Statement of Financial Condition, and Treasury Department Form 814, or equivalents.</p> <p>Destroy when ten years old.</p> <p>2900 AUDITING RECORDS</p> <p>(1) Policy correspondence files. Correspondence and related materials maintained by the Office of Management Systems documenting its responsibilities for the development and administration of UMTA audit plans, policies, systems, and standards.</p> <p>Transfer to the Federal Records Center when four years old. Federal Records Center destroy when ten years old.</p> <p>(2) General audit correspondence files. Correspondence relating to the routine operation and administration of audit functions.</p> <p>Destroy when two years old.</p> <p>(3) <del>Special audit advisory services files.</del> <del>Documents relating to audit services other than those</del></p>	<p>GRS 2/22</p> <p>GRS 2/ 23</p>	<p>withdrawn, 12/3/86 (does not exist)</p>

**REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet**

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><del>described elsewhere in this schedule, such as: review of cost reduction projects; participation on lease/purchase study teams; procurement reviews; and other special assignments.</del></p> <p><del>Destroy four years after date of report.</del></p> <p>2920 INTERNAL AUDITING FILES.</p> <p>(1) <u>Internal audit and local special audit follow-up files.</u> Documents accumulated in connection with ensuring that corrective actions recommended in internal audit reports are satisfactorily implemented.</p> <p>Destroy four years after final action on audit report findings and recommendations.</p> <p>2930 CONTRACT AUDITING RECORDS</p> <p>(1) <u>Contract audit files.</u> Audit reports and supporting documents relating to the examination of financial aspects of UMTA contractor operations.</p> <p>Destroy three years after final contract payment.</p> <p>(2) <u>Contractor financial evaluation files.</u> Documents relating to advisory services rendered in the negotiation and award of contracts.</p> <p>Destroy three years after final contract payment.</p> <p>(3) <u>Contract protest/inquiry files.</u> Documents relating to preparation of agency responses to protests or inquiries concerning the propriety of procurement actions.</p> <p>Destroy four years after final action on protest or inquiry.</p> <p>2940 GRANT PROGRAM RECORDS</p> <p>(1) <u>Grant program audit files.</u> Workpapers, reference data, and other documents prepared/collected by audit staffs in connection with the performance of audits, including preliminary and final audit reports.</p>		

**REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet**

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Destroy ten years after financial closing of project.</p> <p>2960 GENERAL ACCOUNTING OFFICE (GAO) AUDITING RECORDS</p> <p>(1) <u>General Accounting Office audit report files.</u> Audit reports, coordination papers, final agency replies, and related correspondence accumulated in connection with audits by GAO of UMTA activities.</p> <p>Transfer to Federal Records Center five years after completion. Federal Records Center destroy when ten years old, provided that action on audit recommendations has been completed.</p> <p>(2) <u>GAO audit follow-up files.</u> Documents accumulated in reviews to determine that UMTA commitments to GAO audits are satisfactorily implemented.</p> <p>Transfer to Federal Records Center Five years after completion. Federal Records Center destroy when ten years old, provided that action on audit recommendations has been completed.</p> <p>2970 OFFICE OF THE SECRETARY OF TRANSPORTATION AUDIT RECORDS</p> <p>(1) <u>Office of the Secretary of Transportation audit report files.</u> Audit reports issued by the Office of Inspector General, coordination papers, and related documents accumulated in connection with formulating an agency reply to IG audits of UMTA functions.</p> <p>Destroy when ten years old, provided that action on audit recommendations has been completed.</p> <p>(2) <u>Office of the Inspector General audit follow-up files.</u> Documents accumulated in independent reviews to determine that UMTA commitments to IG audits are satisfactorily implemented.</p> <p>Destroy four years after final action on audit report recommendations.</p> <p><b>TRAINING RECORDS.</b> The records described below are accumulated as a result of agency training programs and activities. They fall into two general groups: Records that reflect the planning, direction, and conduct of training programs; and records relating to</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>the progress and proficiency of the individual trainee. Excluded from the provisions of this paragraph are records of completion of training courses filed in official personnel folders.</p> <p>3000 GENERAL RECORDS (<i>TRAINING</i>)</p> <p>(1) <u>General correspondence files.</u> Correspondence, reports, and related documents reflecting the development and administration of agency programs relating to executive, supervisory, and managerial training, and general employee development; but EXCLUDING files described elsewhere below.</p> <p>(a) <u>Office of Personnel and Training.</u></p> <p><u>1 Correspondence files relating to training.</u> <del>Permanent. Transfer to Federal Records Center when five years old. Offer to NARS when ten years old.</del> <i>Destroy when 5 yrs. old or 5 years after completion of a specific training program.</i></p> <p><i>RTB 10/22/80 PNC</i></p> <p><u>2 All others.</u> Destroy when <del>five</del> <i>one</i> year old.</p> <p>(b) <u>All others.</u> Destroy when <del>five</del> <i>one</i> year old.</p> <p>(2) <u>Requests for out-of-agency training.</u></p> <p>Destroy when one year old.</p> <p>3100 PROGRAM RECORDS</p> <p>(1) <u>Training program files.</u> Correspondence, reports, course quotas, schedules, and related materials created in the establishment of specific technical, management, and specialized training programs and courses of instruction, <i>unless scheduled elsewhere in this schedule.</i></p> <p><i>Destroy when five years old, or 5 yrs. after completion of a specific training program.</i></p> <p>(2) <u>Training manuals and related instructional directives.</u></p> <p>(a) <u>Record copies maintained by the issuing or controlling office.</u> <del>Permanent. Transfer inactive file to Federal Records Center when five years old. Offer to NARS when five years old.</del> <i>Destroy when 5 yrs. old.</i></p>	<p>GRS 1/30</p> <p>GRS 1/30b(1)</p> <p>GRS 1/30a(1)</p>	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>(b) <u>All others</u>. Destroy when no longer required for administrative use.</p> <p>(3) <u>Individual employee training files</u>. Case files containing applications, schedules, certificates, reports of attendance and progress, and related documents accumulated by operating offices reflecting the training of individual employees.</p> <p>Destroy one year after separation or transfer of employee.</p> <p><u>PERSONNEL MANAGEMENT RECORDS</u>. The records described below relate to the development and operation of the agency's personnel management occupational safety program activities, and environmental health records. They are generated by formally organized personnel offices in the development of agency personnel policies, standards, and procedures and the performance of personnel operations and services, and, where indicated, by operating offices in the supervision of employees. Records of local Boards of United States Office of Personnel Management Examiners are EXCLUDED from the provisions of this paragraph.</p> <p>3200 GENERAL RECORDS</p> <p>(1) <u>General correspondence files</u>. Correspondence, reports, and related materials accumulated in the administration of agency personnel management activities including recruitment, placement, career development, employee relations, employee recognition, position classification, salary and wage administration, military personnel management, and occupational safety, but EXCLUDING files described elsewhere in this paragraph.</p> <p><i>use GRS 1/3b</i></p> <p><del>(a) <u>Office of Personnel</u>. Transfer to Federal Records Center when three years old. Federal Records Center destroy when <del>ten</del> years old.</del></p> <p><del>(b) <u>All others</u>. Destroy when two years old.</del></p> <p>(2) <u>Personnel management project files</u>. Case files resulting from studies and surveys of personnel management activities and functions.</p>	<p>GRS 1/ 30a(2)</p> <p>GRS 1/3b</p>	

Dispose of in accordance with item (1) above.

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>(3) <u>Personnel management project working files.</u> Background material, notes, rough drafts, interim and progress reports summarized in final reports, and related papers.</p> <p>Destroy six months after final action on project report or three years after completion of report if no final action is taken.</p> <p>3290 PERSONNEL PROGRAM RECORDS</p> <p>(1) <u>Official personnel folders.</u> Case files documenting official employment history, excluding documents maintained as temporary records described in item (2) below.</p> <p>(a) <u>Folders of employees transferred to another agency.</u> Follow instructions in Federal Personnel Manual.</p> <p>(b) <u>Folders of separated employees (includes consultants).</u> Transfer folders to inactive file on separation; 30 days after separation, transfer to National Personnel Records Center, St. Louis, Missouri, except in those cases provided for in Chapter 293, Federal Personnel Manual.</p> <p>(2) <u>Temporary materials in official personnel folders.</u> Correspondence and forms maintained as temporary records on the left side of the Official Personnel Folder in accordance with the Federal Personnel Manual.</p> <p>Destroy upon transfer to another agency, separation of the employee, or when one year old, whichever is earlier.</p> <p>(3) <u>Employee records not maintained in official personnel folders.</u> Correspondence and forms in personnel offices relating to individual employees not maintained in Official Personnel Folders and not provided for elsewhere in this schedule.</p> <p>(a) <u>Correspondence and forms relating in pending personnel actions.</u> Destroy when action is completed.</p>	<p>GRS 1/1 b(2)</p> <p>GRS 1/10</p>	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>(b) <u>All other correspondence and forms, including copies of records duplicated in Official Personnel Folders and not provided for elsewhere in this schedule.</u> Destroy when six months old.</p> <p>(4) <u>Unofficial personnel folders.</u> Employee folders maintained outside personnel offices consisting of materials pertaining to individual employees of the operating offices.</p> <p style="margin-left: 40px;"><i>use GRS 1/18a</i></p> <p><del>Destroy three months after transfer or separation of employee.</del></p> <p><del>Transfer to inactive file on return of employee to program office. Destroy inactive file when five years old. Transfer inactive file to Federal Records Center when one year old.</del></p> <p>(5) <u>Service record cards.</u> Official summaries of employment history, Standard Form 7, or its equivalent.</p> <p>(a) <u>Cards for employees separated or transferred on or before December 31, 1947.</u> Transfer to National Personnel Records Center, St. Louis, Missouri, in accordance with Federal Personnel Manual Supplement 293-31.</p> <p>(b) <u>Cards for employees separated or transferred on or after January 1, 1948.</u> Destroy three years after year of employee's separation or transfer to another agency.</p> <p>(7) <u>Employee record cards.</u> Optional Form 4 or equivalent, used for information purposes outside personnel offices.</p> <p style="margin-left: 40px;">Destroy upon employee's transfer or separation.</p> <p>(8) <u>Statistical report files.</u> Statistical reports in personnel offices relating to personnel, including retained copies of reports to the <del>Civil Service Commission.</del> <i>Office of Personnel Management</i></p> <p style="margin-left: 40px;">Destroy when two years old.</p>	<p>GRS 1/ 18b</p> <p>GRS 1/ 18a</p> <p>GRS 1/2a</p> <p>GRS 1/2b</p> <p>GRS 1/6</p> <p>GRS 1/16</p>	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>3300 EMPLOYEE RECORDS</p> <p>(1) <u>Appointment files</u>. Correspondence, letters, and telegrams offering appointments to potential employees.</p> <p>(a) <u>Appointments accepted</u>. Destroy immediately.</p> <p>(b) <u>Offers of temporary or excepted appointments declined</u>. File inside application, and dispose of in accordance with 3300(2).</p> <p>(c) <u>Offers of appointments declined by individuals whose names were received from Office of Personnel Management certificates of eligibles</u>. Return to Office of Personnel Management with reply and application.</p> <p>(d) <u>All other offers of appointments declined</u>. Destroy immediately.</p> <p>(2) <u>Applicant files</u>. Pending or unsuccessful applications for appointment and related papers.</p> <p>(a) <u>Records pertaining to appointments requiring Senatorial confirmation</u>. Destroy when one year old.</p> <p>(b) <u>All others</u>. Destroy upon receipt of Office of Personnel Management report of inspection or when two years old, whichever is earlier, providing requirements of Federal Personnel Manual are observed.</p> <p>(3) <u>Certificate files</u>. Requests for certificates of eligibles, and certificates of eligibles for appointment.</p> <p>Destroy two years after date of certificate.</p> <p>(4) <u>Notification of personnel action files</u>. Copies exclusive of those in Official Personnel folders.</p> <p>(a) <u>Chronological file copies, including face sheets</u>. Destroy when two years old.</p> <p>(b) <u>All others</u>. Destroy when one year old.</p>	<p>GRS 1/4a</p> <p>GRS 1/4b (2)</p> <p>GRS 1/4b(1)</p> <p>GRS 1/4b(3)</p> <p>GRS 1/5</p> <p>GRS 1/5</p> <p>GRS 1/14a</p> <p>GRS 1/14b</p>	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>(5) <u>Internal promotion plan files.</u> Announcements, bids, copies of registers, and selection papers maintained by personnel offices.</p> <p>Destroy upon receipt of Office of Personnel Management report of inspection or when two years old, whichever is earlier, providing requirements of Federal Personnel Manual are observed.</p> <p>(6) <u>Promotion plan announcement files.</u> Copies of promotion plan position vacancy notices maintained by operating offices.</p> <p>(a) <u>Notices containing qualifications and requirements standards.</u> Destroy when cancelled or superseded.</p> <p>(b) <u>All others.</u> Destroy 30 days after expiration date.</p> <p>3350 JOB RETENTION RECORDS</p> <p>(1) <u>Retention files.</u> Retention registers, including card files and related papers, maintained by personnel offices to determine retention standing of employees.</p> <p>(a) <u>Records from which reduction-in-force actions have been taken.</u> Destroy when superseded.</p> <p>(2) <u>Reemployment rights files.</u> Documents maintained to establish reemployment rights of individuals on overseas and other assignments.</p> <p>Destroy one year after employee is reemployed or after the employee's reemployment rights expire.</p> <p>3400 EMPLOYEE PERFORMANCE RECORDS</p> <p>(1) <u>Performance rating board files.</u> Duplicate case files of performance rating boards of review, copies of which have been forwarded to the Office of Personnel Management.</p> <p>Destroy one year after close of case.</p>		

GRS 1/9

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>(2) <u>WITHDRAWN.</u></p> <p>3450 EMPLOYEE RECOGNITION AND INCENTIVES RECORDS</p> <p>(1) <u>Incentive awards files.</u> Case files documenting an employee suggestion or superior performance award.</p> <p>Destroy <del>when</del> two years <del>old.</del> after approval or disapproval.</p> <p>(2) <u>Incentive awards report files.</u> Awards program reports, including copies of feeder reports prepared within UMTA, and agency copies of summary reports to Office of Secretary of Transportation.</p> <p>Destroy when <sup>3</sup>/<del>two</del> years old..</p> <p>3500 POSITION CLASSIFICATION RECORDS</p> <p>(1) <u>Position descriptions.</u></p> <p>(a) <u>Record copies maintained by personnel office.</u> Destroy five years after position is abolished or description superseded.</p> <p>(b) <u>All others.</u> Destroy after position is abolished or description superseded.</p> <p>(2) <u>Position identification strips.</u> Visible strips used to provide summary data on each established position.</p> <p>Destroy when position is canceled or new strip prepared.</p> <p>(3) <u>Annual supervisory position review.</u> Annual position review and certification submitted by all supervisors to regional personnel offices.</p> <p>Destroy when three years old or two years after regular inspection whichever is sooner.</p>	<p>GRS 1/ 12a(1)</p> <p>GRS 1/13</p> <p>GRS 1/ 7b(1)</p> <p>GRS 1/ 7b(2)</p> <p>GRS 1/11</p> <p>GRS 1/7 C(1)(a)</p>	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>3600 ATTENDANCE AND LEAVE RECORDS</p> <p>(1) <u>Employee time, attendance and leave files.</u> Applications for leave, time and attendance reports, overtime and holiday week reports, daily time records, and related materials, EXCEPT those used in payroll activities (item 2730(2)).</p> <p><i>use appropriate items of GRS 2</i> <del>Destroy when one year old.</del></p> <p>3710 LABOR MANAGEMENT RELATIONS <del>POLICIES</del> RECORDS</p> <p>(1) <u>Labor management relations policy records.</u> Correspondence, reports and related material concerning labor-management relations policies in UMTA.</p> <p><i>USE GRS 1/29</i></p> <p>(a) <u>UMTA labor management agreements, at both national and local levels relating to clerical and other types of employees common to most Federal agencies.</u> Transfer inactive agreements to Federal Records Center. Federal Records Center destroy fifteen years after date of contract agreement.</p> <p>(2) <u>Labor relations agreement files.</u> Case files developed in negotiations for collective bargaining agreements or contracts, and related mediations and impasses. Includes proposals, minutes of meetings, transcripts, draft and approved agreements, and related correspondence.</p> <p>(a) <u>National agreements.</u> Permanent. Transfer to Federal Records Center when ten years old. Offer to NARS when fifteen years old.</p> <p>(b) <u>Regional and local agreements.</u> Destroy five years after termination of recognition of bargaining agent, including records of negotiations where no agreement was reached.</p> <p>(3) <u>Labor relations arbitration files.</u> Case files developed in the arbitration of grievances and disputes over interpretation and application of labor agreements. Includes complaints, reports of investigation, hearing transcripts, decisions, appeals, and related correspondence.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Permanent. Transfer to Federal Records Center when ten years old. Offer to NARS when fifteen years old.</p> <p>(4) <u>Labor relations complaints files.</u> Case files relating to union grievances and disputes that are resolved short of arbitration, and to unfair labor practice complaints. Includes complaints, reports, decisions and related correspondence.</p> <p>Destroy five years after final action.</p>		
	<p>3750 CONFIDENTIAL FINANCIAL STATEMENT</p> <p>(1) <u>Confidential financial statement files</u> includes statements of employment and financial interests, and related papers.</p> <p>Destroy two years after employee leaves a position in which a statement is required, or two years after the employee leaves the agency, whichever is earlier.</p>	GRS 1/25	
	<p>3770 GRIEVANCES, APPEALS, AND HEARINGS RECORDS</p> <p>(1) <u>Employee grievance and appeal from adverse action files.</u> Case files maintained by personnel offices, consisting of complaints, notices of adverse action, appeals, reports, transcripts, or summaries of hearing, decisions, and related correspondence. This item does not include adverse action documents filed in official personnel folders.</p> <p>use GRS 1/31 a + b</p> <p><del>Destroy five years after close of case, or five years after any court action is concluded.</del></p>	GRS 1/31 a + b	
	<p>3900 EMPLOYEE HEALTH AND SAFETY RECORDS</p> <p>(1) <u>Accident, fire, and personal injury files.</u> Reports and summaries, such as DOT F 3902.1, OSHA 102F, and related materials maintained by occupational safety offices, and copies retained by reporting officials. This item does not include reports filed as part of official personnel folders (item 3290(1)), tort claims case files (item 2250(1)), or motor vehicle management records.</p> <p>use GRS 1/22</p> <p><del>Destroy five years following the end of the calendar year to which they relate.</del></p>	GRS 1/22	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>(2) <u>Safety and health inspection files.</u> Inspection checklist and related correspondence documenting results of safety, health, and fire hazard inspections and any corrective actions taken.</p> <p>(a) <u>Records of negative findings.</u> Destroy when six months old.</p> <p>(b) <u>Records of deficiencies that are corrected locally.</u> Destroy one year after corrective action is taken.</p> <p>(c) <u>Records of deficiencies that are submitted to higher authority for resolution.</u> Destroy three years after corrective action is taken.</p> <p>3910 ENVIRONMENTAL HEALTH RECORDS</p> <p>(1) <u>Employee health records case files.</u> Documents constituting the basic medical record of agency employees, including medical examination reports, laboratory findings, correspondence, and related papers, EXCEPT pre-employment, disability retirement, and fitness for duty examinations, which become a part of the Official Personnel Folder upon separation, even though maintained separately from the folder prior to separation.</p> <p>(a) <u>Files of employees transferring within DOT</u> shall be forwarded to the servicing personnel office to be forwarded with the Official Personnel Folder to the gaining organization.</p> <p>(b) <u>Files of employees who resign, retire, die or transfer to another agency.</u> Transfer to Federal Records Center two years after separation. Federal Records Center destroy <del>twenty years</del> <u>6 yrs.</u> after date of last entry.</p> <p>NOTE: Records of other Federal (non-UMTA) employees shall be covered by this schedule.</p> <p>(2) <u>Employee health record cards.</u> DOT Form F 3901.1, Individual Environmental Health Record, and equivalent.</p> <p>Forward cards of employees transferring within DOT to the medical official at the gaining organization. Destroy <del>two</del> <u>6</u> years after last entry.</p>	<p>GRS 1/ 21</p> <p>GRS 1/ 19</p>	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>(3) <u>Medical logs and registers.</u> Logs and registers of visits to dispensaries, first aid rooms, and health units.</p> <p>(a) <u>Where information is summarized on statistical reports.</u> Destroy three months after last entry date.</p> <p>(b) <u>Where information is not otherwise summarized.</u> Destroy two years after last entry date.</p> <p>(4) <u>Employee health statistical summaries and reports,</u> and related paperwork concerning employee health matters.</p> <p>Destroy when two years old.</p>	<p>GRS 1/ 20a</p> <p>GRS 1/ 20b</p> <p>GRS 1/22</p>	
4.	<p><u>MATERIAL, PROPERTY, AND SUPPLY MANAGEMENT RECORDS.</u> The records described below relate to all aspects of the procurement, material, and real property functions of the agency. They pertain to the acquisition, management, storage, distribution, transfer, and disposal of real and personal property; the assignment and utilization of administrative and technical space; and motor vehicle management.</p> <p>4400 ACQUISITION RECORDS</p> <p>(1) <u>General correspondence files.</u> Correspondence, reports, and related documents accumulated in the administration and operation of agency procurement functions, including contracting and contract administration, but EXCLUDING files described elsewhere in this paragraph.</p> <p>(a) <u>Logistics and other major procurement activities responsible for planning and development of procurement policies and programs.</u> Transfer to Federal Records Center when four years old. Federal Records Center destroy when ten years old.</p> <p>(b) <u>All others.</u> Destroy when two years old.</p> <p>(2) <u>Real property title files.</u> Original deeds, abstracts or certificates of title, survey notes, maps, correspondence and related papers documenting the acquisition of real property by UMTA and predecessor agencies by purchase, condemnation, donation, or otherwise.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>(a) <u>Abstract or certificate of title.</u> Transfer to purchaser after unconditional sale or release by the Government of conditions, restrictions, mortgages, or other liens.</p> <p>(b) <u>Other <sup>pers</sup>pages.</u> Destroy ten years after unconditional sale or release by the Government of conditions, restrictions, mortgages, or other liens.</p> <p>(3) <u>Official contract, purchase order, and lease files.</u> Case files documenting the initiation and administration of procurement transactions, including negotiation, award, administration, inspection, testing, acceptance, and payment.</p> <p>(a) <u>Case files relating to transactions after July 25, 1974, of more than \$10,000 and all construction contracts exceeding \$2,000.</u> Transfer to Federal Records two years after final payment. Federal Records center destroy <del>four</del> <sup>+ 3 months</sup> years after <del>receipt.</del> <sub>Final payment,</sub></p> <p>(b) <u>Case files relating to transactions after July 25, 1974 of \$10,000 or less and construction contracts under \$2,000.</u> Destroy three years after final payment.</p> <p>(4) <u>Procurement document copy files.</u> Copies of contracts, purchase orders, and other procurement documents, exclusive of those covered in item (3) above, used by procurement offices for administrative purposes.</p> <p>Destroy after completion of related transaction.</p> <p>(5) <u>Bid files.</u> Case files of bids received from prospective contractors for supplies, equipment, or services, both successful and unsuccessful.</p> <p>Destroy in accordance with provisions in item 4400(3).</p> <p>(6) <u>Cancelled bid files.</u> Case files on bids for which no contract was awarded and bids subsequently canceled.</p> <p>Destroy one year after cancellation.</p>	<p>GRS 3/ 2c</p> <p>GRS 3/ 2b</p> <p>GRS 3/ 4a(1)</p> <p>GRS 3/ 4a(2)</p> <p>GRS 3/ 4c</p>	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>(7) <u>Bidders qualification files</u>. Bidders mailing lists, bidders list applications, reports, financial statements, and related correspondence reflecting bidders' qualifications.</p> <p>Destroy when superseded or canceled.</p> <p>(8) <u>Procurement report files</u>. Volume and workload reports of procurement operations and procedures.</p> <p>Destroy when two years old.</p> <p>(9) <u>Catalog files</u>. Catalogs, federal supply schedules, and other publications used in procurement operations.</p> <p>Destroy when superseded, obsolete, or no longer needed.</p> <p>4600 PROPERTY MANAGEMENT RECORDS</p> <p>(1) <u>General correspondence files</u>. Correspondence, reports, and related papers documenting the administration and operation of materiel and property management functions such as utilization, inventory, distribution, identification, provisioning, warehousing, and transportation, and including programs for the management of buildings, space, and motor vehicles, but EXCLUDING files described elsewhere in this paragraph.</p> <p>(a) <u>Logistics Service</u>. Destroy when four years old.</p> <p>(b) <u>All others</u>. Destroy when <del>two</del> years old.</p> <p>(2) <u>Property management report files</u>. Reports generated in property and supply management activities, other than those specifically covered elsewhere.</p> <p>(a) <u>UMTA report file indicating property on hand, items shipped, items received, and other shipment data</u>. Destroy when ten years old.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>(b) <u>Reports on supply requirements and procurement matters submitted for supply management purposes.</u> Destroy when two years old.</p> <p>(c) <u>Property inspection reports.</u> Destroy when two years old.</p> <p>(d) <u>Reports of survey and lost property certificates.</u> Destroy one year after equipment leaves agency control.</p> <p>(3) <u>Plant and stores account files.</u> Documents recording characteristics and worth of items of equipment.</p> <p>(a) <u>Inventory and plant account cards and ledgers used for equipment purposes.</u> <del>Destroy when item is withdrawn from plant account.</del> use GRS 3/10b.</p> <p>(b) <u>Invoices used for stores accounting purposes.</u> Transfer to Federal Records Center when two years old. Federal Records Center destroy when five years old.</p> <p>(c) <u>Work papers used in accumulating stores accounting data.</u> Destroy when two years old.</p> <p>(4) <u>Requisition files.</u> Documents showing evidence of requisition, issue, delivery, and receipt of supplies, equipment, and services.</p> <p>(a) <u>Requisitions for supplies and equipment from current inventory or in storage, and related registers.</u> Destroy when two years old.</p> <p>(b) <u>Requisitions and related papers documenting intra-regional and inter-regional property transfer transactions.</u> Destroy one year after completion of transaction.</p> <p>(5) <u>Office of Administrative Services requisition files.</u> Documents maintained by the Office of Administrative Services.</p> <p>(a) <u>Requisition files consisting of procurement request forms.</u> Destroy when one year old.</p> <p>(b) <u>Requisition and shipping files.</u> Destroy six months after material is received.</p>	<p>GRS 3/5a</p> <p>GRS 3/10b</p>	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>(c) <u>Requisitions for stationery and supplies.</u> Destroy when 30 days old.</p> <p>(6) <u>Office of Administrative Services.</u> Debit vouchers, invoices, packing slips shipment receipts, and related registers, maintained by the Office of Administrative Services.</p> <p>Destroy when ten years old.</p> <p>(7) <u>Employee property issue files.</u> Documents, including card files, showing property and equipment charged out to personnel, including employee receipts.</p> <p>(a) <u>Regional headquarters.</u> Destroy six months after item is returned.</p> <p>(b) <u>Office of Administrative Services.</u> Destroy one year after stock item has been declared obsolete and disposed of.</p> <p>(8) <u>Property record receipt files.</u> Copies of purchase orders maintained as regional property record receipts.</p> <p>Destroy when two years old.</p> <p>(9) <u>Field supply and equipment files.</u> Vouchers, purchase orders, copies of vendors bills, memorandum copies of bills of lading, and other documents pertaining to the acquisition, transfer, and disposal of equipment and supplies maintained by field facilities.</p> <p>(a) <u>Records relating to equipment transactions.</u> Destroy five years after equipment is released from district office.</p> <p>(b) <u>Records relating to supply transactions.</u> Destroy when two years old.</p> <p>(c) <u>Work order cost sheets pertaining to the construction, modification, or dismantling of equipment and facilities.</u> Destroy after work is completed.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>4630 INVENTORY CONTROL RECORDS</p> <p>(1) <u>Inventory files.</u> Documents maintained to provide replenishment, stock control, and property maintenance data.</p> <p>(a) <u>Inventory lists.</u> Destroy two years from date of list.</p> <p>(b) <u>Inventory cards.</u> Destroy two years after discontinuance of item or two years after stock balance is transferred to new card or recorded under a new classification, or two years after equipment is removed from agency control.</p> <p>(c) <u>Report of survey files and other papers used for adjustment of inventory records.</u> Destroy two years after date of survey <i>or date of posting medium.</i></p> <p>4650 LOGISTICS SYSTEMS AND ACCOUNTABILITY RECORDS</p> <p>(1) <u>Personal property in-use accountability files.</u> Documents accumulated by property accountable officers and property custodians in the management, accountability and physical control of personal property in-use in the agency.</p> <p>(a) <u>Detail property record (card, punchcard, tape, printout, log, etc.) reflecting physical and financial characteristics of personal property in-use.</u> Destroy after disposal of related property or its transfer to other accountability.</p> <p>4660 SPACE MANAGEMENT RECORDS</p> <p>(1) <u>Space and buildings maintenance files.</u> Documents relating to the acquisition, allocation, utilization, and release of space, and related matters.</p> <p>(a) <u>Building plan files and related records utilized in space planning, assignment, and adjustment.</u> Destroy two years after termination or assignment, when lease is canceled, or when plans are superseded or obsolete.</p> <p>(b) <u>Space occupancy report files.</u> Destroy reports to General Services Administration two years after date of report; destroy all others one year after date of report.</p>	<p>GRS 3/10a</p> <p>GRS 3/10b</p> <p>GRS 3/10c</p> <p>GRS 11/2a</p> <p>GRS 11/2b(1) 4(2)</p>	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>(c) <u>Requests for building and equipment maintenance services, excluding fiscal copies.</u> Destroy three months after work is performed or requisition canceled.</p> <p>(d) <u>Rental questionnaire files relating to occupancy and rental of Government-owned buildings.</u> Destroy questionnaires two years after being superseded; destroy related correspondence after three years.</p> <p>4670 MOTOR VEHICLE MANAGEMENT RECORDS</p> <p>(1) <u>Motor vehicle management files.</u> Documents relating to the management, operation and maintenance of motor vehicles.</p> <p>(a) <u>Motor vehicle operating files.</u> Destroy when three months old.</p> <p>(b) <u>Motor vehicle maintenance files.</u> Destroy when one year old.</p> <p>(c) <u>Motor vehicle ledger and work sheets providing cost and expense data.</u> Destroy three years after discontinuance of ledger or date of work sheet.</p> <p>(d) <u>Motor vehicle report files (other than accident, operating, and maintenance reports).</u> Destroy <del>one</del><sub>3</sub> years after date of report.</p> <p>(e) <u>Motor vehicle accident files maintained by transportation offices.</u> Destroy <del>three</del><sub>6</sub> years after case is closed.</p> <p>(f) <u>Vehicle release and transfer files.</u> Destroy <del>one</del><sub>4</sub> years after vehicle leaves agency custody.</p> <p>(g) <u>Motor vehicle operators files, including driver tests, authorization to use, safe driving awards, and related correspondence.</u> Destroy <del>three months</del><sub>years</sub> after separation of employee or three months after recision of authorization to operate Government-owned vehicle, whichever is earlier.</p> <p>4670 TRAFFIC MANAGEMENT RECORDS</p> <p>(1) <u>Bill of lading files.</u> Government and commercial bills of lading and supporting papers maintained by transportation units.</p>	<p>GRS 11/5</p> <p>GRS 10/2a</p> <p>GRS 10/2b</p> <p>GRS 10/3</p> <p>GRS 10/4</p> <p>GRS 10/5</p> <p>GRS 10/6</p> <p>GRS 10/7</p>	



REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>4700 PROCUREMENT RECORDS</p> <p>(1) <u>Unique Procurement Files</u>. Procurement files (as in item 4, below) documenting the initiation and development of transactions that deviate from established precedents with respect to general agency procurement programs, other than those covered by item 13.</p> <p><del>Permanent. Transfer to Federal Records Center when one year old. Offer to NARS after ten years.</del> <i>RTB</i> <u>Destroy when 10 years old.</u> <i>10/22/80 PMC</i></p> <p>(2) <u>Real Property Files</u>. Title papers documenting the acquisition of real property (by purchase, condemnation, donation, exchange, or otherwise).</p> <p>(a) Papers for acquired property, other than abstract or certificate of title. <i>GRS 3/2b</i></p> <p>Dispose ten years after unconditional sale or release by the Government of conditions, restrictions, mortgages or other liens.</p> <p>(b) Abstract or certificate of title. <i>GRS 3/2a</i></p> <p>Transfer to purchaser after unconditional sale or release by the Government of conditions, restrictions, mortgages, or other liens.</p> <p>(3) <u>General Correspondence Files</u>. Correspondence files of operating procurement units concerning internal operation and administration matters not covered elsewhere in this schedule. <i>GRS 3/3</i></p> <p>Destroy when two years old.</p> <p>(4) <u>Routine Procurement Files</u>. Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment (other than those covered in items 1, 2, and 13).</p> <p>(a) Procurement or purchase organization copy, and related papers.</p> <p>(1) Transactions of more than \$10,000 and all construction contracts exceeding \$2,000, dated subsequent to July 25, 1974. <i>GRS 3/4a(1)</i></p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Destroy six years and three months after final payment. (Place in inactive file on final payment, transfer fiscal year block to Federal Records Center after two years).</p> <p>(2) Transactions of \$10,000 or less and construction contracts under \$2,000, dated subsequent to July 25, 1974; and transactions of \$2,500 or less dated prior to July 26, 1974.</p> <p>Destroy three years after final payment. (Close file at the end of the fiscal year, retain three years and destroy, except that files on which actions are pending shall be brought forward to the next fiscal year's files for destruction therewith).</p> <p>(3) Transactions of more than \$2,500 dated prior to July 26, 1974.</p> <p>Destroy six years after final payment.</p> <p>(b) Obligation copy.</p> <p>Destroy when funds are obligated.</p> <p>(c) Other copies of records described above used by component elements of a procurement office for administrative purposes -- Destroy upon termination or completion.</p> <p>(5) <u>Supply Management Files</u>. Files of reports on supply requirements and procurement matters submitted for supply management purposes (other than those incorporated in case files or other files of a general nature).</p> <p>(a) Copies received by the Office of Administrative Services from other units for internal purposes or for transmission to staff agencies.</p> <p>Destroy when two years old.</p> <p>(b) Copies in other reporting units, and related work papers.</p> <p>Destroy when one year old.</p>	<p>GRS 3/4 a(2)</p> <p>GRS 3/4 a(3)</p> <p>GRS 3/4b</p> <p>GRS 3/4c</p> <p>GRS 3/ 5a</p> <p>GRS 3/ 5b</p>	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>(6) <u>Bid Files.</u></p> <p>(a) Successful or unsuccessful bids. Apply provisions of Item 4700(4)</p> <p>(b) Lists or cards of acceptable bidders. Destroy when superseded or obsolete.</p> <p>(7) <u>Public Printer Files.</u> Records relating to requisitions on the Printer, and all supporting papers.</p> <p>(a) Printing procurement unit copy of requisition, invoice, specifications, and related papers. Destroy three years after completion or cancellation of requisition.</p> <p>(b) Accounting copy of requisition. Destroy three years after period covered by related account.</p> <p>(8) <u>Nonpersonal Requisition File.</u> Requisitions for nonpersonal services, such as duplicating, laundry, binding, and other services (excluding records associate with accountable officers' accounts. Destroy when one year old.</p> <p>(9) <u>Inventory Requisition File.</u> Requisitions for supplies and equipment for current inventory.</p> <p>(a) <u>Stockroom copy.</u> Destroy two years after completion or cancellation of requisition.</p> <p>(b) <u>All other copies.</u> Destroy when 6 months old.</p>	<p>GRS 3/6a</p> <p>GRS 3/6b</p> <p>GRS 3/7a</p> <p>GRS 3/7b</p> <p>GRS 3/8</p> <p>GRS 3/9a</p> <p>GRS 3/9b</p>	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>(10) <u>Inventory Files.</u></p> <p>(a) <u>Inventory lists.</u> Destroy two years from date of list.</p> <p>(b) <u>Inventory cards.</u> Destroy two years after discontinuance of item or two years after stock balance is transferred to new card or recorded under a new classification, or two years after equipment is removed from agency control.</p> <p>(c) Report of survey files and other papers used as evidence for adjustment of inventory records, not otherwise covered in the GRS.</p> <p>Destroy two years after date of survey action or date of posting medium.</p> <p>(11) <u>Telephone Records.</u> Telephone statements and toll slips.</p> <p>Destroy three years after period covered by related account.</p> <p>(12) <u>Contractors' Payroll Files.</u> Contractors' payrolls (construction contracts) submitted in accordance with Labor Department regulations, with related certifications, anti-kickback affidavits, and other related papers.</p> <p>Destroy three years after date of completion of contract unless contract performance is subject of enforcement action on such date.</p> <p>(13) <u>Tax Exemption Files.</u> Tax exemption certificates and related papers.</p> <p>Destroy three years after period covered by related account.</p> <p>(14) <u>R&amp;D Procurement Files.</u> Formal contracts or agreements with universities, commercial concerns, and individuals for research and development work, and related papers, but exclusive of technical or scientific data furnished to the Government pursuant to the terms of the contracts or agreements and copies of contractual documents filed in project case files.</p>	<p>GRS 3/10a</p> <p>GRS 3/10b</p> <p>GRS 3/10c</p> <p>GRS 3/11</p> <p>GRS 3/12</p> <p>GRS 3/13</p>	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>(15) <u>Final Product Files</u>. Published reports, books, studies, audiovisual materials, or any other final grant product and related records in textual or machine-readable form.</p> <p><del>Submit SF 115, Request for Records Disposition Authority.</del></p> <p><u>GRANT PROGRAM RECORDS</u>. The records described below relate to all aspects of UMTA grant programs not covered by the previous administrative records schedules. They include grant applications, project files, budgets, correspondence, certifications, and closeout material.</p> <p><u>4800 MANAGERIAL TRAINING PROGRAM (SECTION 10)</u>. The records described below related to the administration of a program which provides fellowships for the training of personnel employed in managerial, technical, and professional positions in the public transportation field.</p> <p>(1) <u>Grant Application Files</u>. Applications, memoranda, correspondence and other records relating to the decision to accept or reject grant applications.</p> <p style="padding-left: 40px;"><del>Rejected applications —</del> (a) <del>Destroy three years after rejection.</del></p> <p style="padding-left: 40px;"><del>Accepted applications —</del> (b) <del>See item two of this schedule.</del></p> <p>(2) <u>Grant Project Files</u>. Proposals or applications, contracts, project reports, studies, certificates, agreements, memoranda, correspondence, and other records relating to receipt, review, award, evaluation, status and monitoring of <sup>(individual)</sup> grants; allocation of funds, and project budgets. <del>Arr. by state, whereunder by # project</del></p> <p style="padding-left: 40px;"><del>Transfer to FRC when 2 years after close of project.</del> <del>Submit to Federal Records Center for five year retention, then destroy.</del> <i>Destroy 5 yrs. later after close of project.</i></p> <p>(3) <u>Grant Control files</u>. Indexes, registers, logs or other records relating to control of assigning numbers or identifying projects, applications and grants.</p> <p style="text-align: center;">Destroy when superseded or obsolete.</p>	<p><i>withdrawn 10/22/80</i></p> <p><i>GRS 3/14a</i></p> <p><i>GRS 3/16</i></p>	<p><i>- covered elsewhere in schedule</i></p>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><del>(4)</del> <u>Grant Correspondence and Subject Files.</u> (a) Correspondence and/or subject files including memoranda, studies, reports, forms and other records relating to the legal establishment of the grant program, its policies and basic procedures, and the management and evaluation of grants.</p> <p>Offer to NARS after ten years.</p> <p>(4) <del>(b)</del> Correspondence and/or subject files relating to routine operations and daily activities in administration of the grant program.</p> <p>Destroy when two years old.</p> <p>(5) <u>Final Product Files.</u> Published reports, books, studies, audiovisual materials, or any other final grant product and related records in textual or machine-readable form.</p> <p>Submit to Federal Records center for seven year retention, then destroy.</p> <p><u>4900 UNIVERSITY RESEARCH AND TRAINING PROGRAM</u> (SECTION 11). The records described below relate to the administration of a program which provides grants to public and private institutions of higher learning to assist in establishing or carrying on comprehensive research in the problems of transportation in urban areas. This includes research in system design, public preferences, allocation of resources, and the legal, aesthetic, and financial aspects of urban transportation.</p> <p>(1) <u>Grant Application Files.</u> Applications, memoranda, correspondence and other records relating to the decision to accept or reject grant applications.</p> <p>(a) Rejected applications. Destroy <del>four</del> 3 years after rejection or withdrawal</p> <p>(b) Accepted applications. See item two of this schedule. Following,</p>	<p>RTB 12/1/80 PMC</p> <p>GRS 3/ 176</p> <p>RTB 12/1/80 PMC</p> <p>GRS 3/14</p>	<p>withdrawn, 12/1/80</p> <p>Withdrawn, 12/1/80</p>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>(2) <u>Grant Project Files</u>. Proposals or applications, contracts, project reports, studies, certificates, agreements, memoranda, correspondence, and other records relating to receipt, review, award, evaluation, status and monitoring of grant; allocation of funds, and project budgets.</p> <p><del>Submit to Federal Records center for seven year retention, then destroy. Transfer to FRC upon close of project. Destroy 3 yrs. later.</del></p> <p>(3) <u>Grant Control Files</u>. Indexes, registers, logs or other records relating to control of assigning numbers or identifying projects, applications and grants.</p> <p>Destroy when superseded or obsolete.</p> <p><del>(4) <u>Grant Correspondence and Subject Files</u>.</del></p> <p><del>(a) <u>Correspondence and/or subject files including memoranda, studies, reports, forms and other records relating to the legal establishment of the grant program, its policies and basic procedures, and the management and evaluation of grants.</u></del></p> <p><del>Offer to NARS after fifteen years.</del></p> <p>4 <del>(b)</del> Correspondence and/or subject files relating to routine operations and daily activities in administration of the grant program.</p> <p>Destroy when two years old.</p> <p>(5) <u>Final Product Files</u>. Published reports, <sup>and</sup> books, studies, audiovisual materials, or any other final grant product and related records in textual or machine-readable form. <sup>that are the final product of a grant.</sup></p> <p>a. Record copy - dispose of according to 1710 (1)(a) (copy maintained by TRIC).</p> <p>b. All other copies - dispose of with related grant project file.</p> <p><del>b. <u>Submit to Federal Records Center for seven year retention, then destroy.</u></del></p> <p>6100 <u>RESEARCH AND DEVELOPMENT PROGRAM (SECTION 6)</u>. The records described below relate to the administration of research and development projects in all phases of urban mass transportation. Projects will assist in the reduction of urban transportation needs, the improvement of mass transportation service, or the contribution of such service toward meeting urban transportation needs at minimum cost.</p>	<p>GRS 3/15 (submit SF 115)</p> <p>GRS 3/16</p> <p>RIB PMC 12/1/80</p>	<p>withdrawn, 12/1/80 (does not exist)</p>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>(1) <u>Grant Application Files</u>. Applications, memoranda, correspondence and other records relating to the decision to accept or reject grant applications.</p> <p>(a) Rejected applications. Destroy <sup>3</sup>four years after rejection.</p> <p>(b) Accepted applications. See item two <del>of this schedule</del> following.</p> <p>(2) <u>General Correspondence Files</u>. Routine administrative correspondence, reports and related records maintained by the agency office of primary interest relating to the administration of the planning, management, evaluation, and accomplishment of research and development programs, policies, and procedures.</p> <p>Transfer to Federal Records Center when one year old. Federal Records Center destroy fifteen years later.</p> <p>(3) <u>Technical Boards and Committees Files</u>. Records of boards and committees studying assigned technical research and development problems, including requirements for or the authorization of projects, the scheduling and phasing of projects or programs, and the control and coordination of research and development project phases. Consists of agendas, minutes of meetings, and documents relating to the establishment, revision, or termination of projects; and papers reflecting the group's actions, recommendations, and accomplishments.</p> <p>(a) <u>Official files of the committee or board maintained by the chairman, secretary, or other designee</u>. Transfer closed files to Federal Records Center two years after closing. Federal Records Center destroy fifteen years later.</p> <p>(b) <u>Copies of committee or board files distributed to members</u>. Destroy when superseded or obsolete or upon termination of membership, whichever is earlier.</p>	<p>GRS 3/14a</p>	<p>Withdrawn- is part of item 6100(1)</p> <p>Withdrawn- is part of item Item 6100(1)</p> <p>ditto</p>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>(1) <u>Research and development project files.</u> Case files maintained by laboratories and other activities and offices responsible for research and development functions reflecting a complete history of each project or task from initiation through research, development, design, and testing to completion. Consists of project authorization documents; project cards; <sup>general correspondence</sup> technical characteristics; test and trial results; drawings, specifications, and photographs considered essential to document design, modifications, and engineering development; technical and progress reports, notices of completion; and correspondence influencing the course of action taken on a project.</p> <p>Transfer to closed project file upon completion or termination; transfer closed file to Federal Records Center one year after closing. Federal Records Center destroy fifteen years later.</p> <p>(2) <u>Research and development project working and control files.</u> Copies of documents essentially duplicated in project case files; preliminary sketched, drawings, specifications, photographs, and other working papers determined not to be of sufficient value to incorporate into project case files; and related project control and progress control records.</p> <p>Destroy upon completion or cancellation of project or when purpose has been served.</p> <p>(6) <u>Laboratory notebooks.</u> Notebooks containing technical and scientific data accumulated in the conduct of research and development projects.</p> <p>(a) <u>Notebooks containing data determined to be duplicated in technical reports or in project case files, or to be of such a nature that their retention would not add significantly to the project file.</u> Destroy six months after completion or termination of related project.</p> <p>(b) <u>All other notebooks.</u> Transfer to Federal Records Center when one year old. Federal Records Center destroy ten years later.</p>		<p>withdrawn- is part of Excess Item 6100(1)</p>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>(7) <u>Technical report files.</u> Official file copy of each technical report or unpublished manuscript of report prepared in connection with a project or task.</p> <p>(a) <u>Record copy.</u> Permanent. Transfer to Federal Records Center when one year old. Offer to NARS ten years later.</p> <p>(b) <u>All other copies.</u> Destroy when no longer needed for reference.</p> <p><i>NOTE: Record copy, which is maintained by TRIC, is scheduled under Item 1710</i></p> <p>(8) <u>Drawing and specification files.</u> Official file copy of each drawing and specification showing final design and technical characteristics of items developed.</p> <p>Transfer to Federal Records Center one year after superseded. Federal Records Center destroy fifteen years after superseded.</p> <p>(9) <u>Progress report files.</u> Reports showing initiation, progress, or degree of completion of projects or tasks, submitted by research facilities, laboratories, or project offices to higher authority, and related papers.</p> <p>(a) <u>Reporting office copies.</u> Destroy one year after completion or cancellation of related projects.</p> <p>(b) <u>Feeder reports used for compilation of consolidated reports.</u> Destroy upon submission of consolidated reports.</p> <p>(c) <u>Consolidated reports, and any feeder reports used for preparation thereof containing technical or scientific data not fully documented in the consolidated reports.</u> Transfer to Federal Records Center when one year old. Federal Records Center destroy ten years later.</p> <p>(10) <u>Feasibility study files.</u> Documents relating to the exploration of the feasibility of unsolicited proposals for projects received from individuals.</p> <p>(a) <u>Proposals resulting in authorized projects.</u> File in related project case file and dispose of accordingly.</p>		<p>Withdrawn- is part of Item 6100 (i)</p> <p>Withdrawn- is part of Item 6100 (i)</p>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>(b) <u>Rejected proposals</u>. Destroy two years after completion of investigation.</p> <p>(11) <u>Research contract and agreement files</u>. Case files of formal contracts and agreements with universities, commercial concerns, individuals, and others for research and development work, and related papers, but EXCLUDING technical or scientific data furnished UMTA pursuant to the terms of the contracts or agreements and copies of contractual documents filed in project case files (item 9500 (3)).</p> <p>Apply provisions of item 4400 (3).</p> <p>(12) <u>Technical reference files</u>. Copies of technical reports, specifications, drawings, and other data received from other sources, used as a reference source in the performance of research and development functions, but EXCLUDING official file copies of these documents.</p> <p>Destroy when superseded or obsolete.</p> <p>6500 <u>TECHNOLOGY DEVELOPMENT AND DEPLOYMENT PROJECTS (SECTION 6)</u>. The records described below relate to the administration of demonstration projects in all phases of urban mass transportation, including the development, testing and demonstration of new facilities, equipment, techniques, and methods.</p> <p>(1) <u>Grant application files</u>. Applications, memoranda, correspondence and other records relating to the decision to accept or reject grant applications.</p> <p>(a) <u>Rejected applications</u>. Destroy four years after rejection.</p> <p>(b) <u>Accepted applications</u>. See item two of this schedule.</p> <p>(2) <u>Grant project files</u>. Proposals or applications, contracts, project reports, studies, certificates, agreements, memoranda, correspondence, and other records relating to receipt, review, award, evaluation, status and monitoring of grant; allocation of funds, and project budgets.</p>		<p>withdrawn - is part of Item 6100 (1)</p> <p>withdrawn RTB PMC 2/12/81 (program is covered by Item 6100)</p>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Submit to Federal Records Center for seven year retention, then destroy.</p> <p>(3) <u>Grant control files.</u> Indexes, registers, logs or other records relating to control of assigning numbers or identifying projects, applications and grants.</p> <p>Destroy when superseded or obsolete.</p> <p>(4) <u>Grant correspondence and subject files.</u></p> <p>(a) Correspondence and/or subject files including memoranda, studies, reports, forms and other records relating to the legal establishment of the grant program, its policies and basic procedures, and the management and evaluation of grants.</p> <p>Offer to NARS after fifteen years.</p> <p>(b) Correspondence and/or subject files relating to routine operations and daily activities in administration of the grant program.</p> <p>Destroy when two years old.</p> <p>(5) <u>Final product files.</u> Published reports, books, studies, audiovisual materials, or any other final grant product and related records in textual or machine-readable form.</p> <p>Submit to Federal Records Center for seven year retention, then destroy.</p> <p>8100 <u>TECHNICAL STUDIES (SECTION 8).</u> The records described below relate to the administration of projects to States and local public bodies and agencies for the planning, engineering, designing, and evaluation of public transportation projects, and for other technical studies.</p> <p>(1) <u>Grant application files.</u> Applications, memoranda, correspondence and other records relating to the decision to accept or reject grant applications.</p> <p>(a) Rejected applications. Destroy four years after rejection.</p> <p>(b) Accepted applications. See item two of this schedule.</p>		<p>withdrawn- is filed with Item 8100(1).</p>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>(1) <u>Grant project files.</u> Proposals or applications, contracts, project reports, studies, certificates, agreements, memoranda, correspondence, and other records relating to receipt, review, award, evaluation, status and monitoring of grant; allocation of funds, and project budgets.</p> <p><i>Transfer</i> Submit to Federal Records Center <i>3 yrs after close of project.</i> <del>year retention, ten</del> <i>Destroy four years later.</i> RTB 3/3/81</p> <p>(2) <u>Grant control files.</u> Indexes, registers, logs or other records relating to control of assigning numbers or identifying projects, applications and grants.</p> <p>Destroy when superseded or obsolete.</p> <p>(4) <u>Grant correspondence and subject files.</u> (a) Correspondence and/or subject files including memoranda, studies, reports, forms and other records relating to the legal establishment of the grant program, its policies and basic procedures, and the management and evaluation of grants.</p> <p>Offer to NARS after fifteen years.</p> <p>(2)(b) Correspondence and/or subject files relating to routine operations and daily activities in administration of the grant program.</p> <p>Destroy when two years old.</p> <p>(5) <u>Final product files.</u> Published reports, books, studies, audiovisual materials, or any other final grant product and related records in textual or machine-readable form.</p> <p>Submit to Federal Records Center for seven year retention, then destroy.</p> <p><i>Note: Record copy of report goes to TRIC, where is scheduled by Item 1710.</i></p> <p>(6) <u>Unified Planning Work Programs.</u> Correspondence, memoranda, reports, and related papers pertaining to the coordination of plans and policies for the development, improvement, and maintenance of mass transportation facilities. Transfer to Federal Records center one year after superseded. Destroy after ten years.</p>		<p>Withdrawn, does not exist</p> <p>RTB PMC 2/12/81</p> <p>Withdrawn— is filed with Item 8100(1)</p> <p>Withdrawn— records are part of the grant project files, Item 8100(1)</p>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>(7) <del>Metropolitan Planning Organization (MPO) files</del>, including correspondence, reports, charts, and briefings. Retain for five years, then destroy.</p> <p>9000 Capital and Operating Assistance Programs (Sections 3, 5, 16(b)(2), 17, 18, and Title 23). The records described below relate to the administration of programs providing capital and operating assistance to States and local public bodies and agencies thereof. These programs include: acquisition, construction, reconstruction, and improvement of facilities and equipment for use in mass transportation service; fixed guideway systems; new technology; facilities and services for the elderly and handicapped; funds for non-urbanized areas; reimbursement for conrail impact; and Federal-aid urban system and interstate transfer programs.</p> <p>(1) <del>Grant application files</del>. Applications, memoranda, correspondence and other records relating to the decision to accept or reject grant applications.</p> <p>(a) <del>Rejected applications</del>. Destroy five years after rejection.</p> <p>(b) <del>Accepted applications</del>. See item fifteen of this schedule.</p> <p>(1) <del>Grant case files</del>. Proposals or applications, contracts, project reports, studies, certificates, agreements, memoranda, correspondence, and other records relating to receipt, review, award, evaluation, status and monitoring of grant; allocation of funds, and project budgets. [see p. 73A following]</p> <p><del>Submit SF-115, Request for Records Disposition authority.</del></p> <p>(3) <del>Grant control files</del>. Indexes, registers, logs or other records relating to control of assigning numbers or identifying projects, applications and grants.</p> <p>Destroy when superseded or obsolete.</p> <p>(4) <del>Grant correspondence and subject files</del>.</p> <p>(a) <del>Correspondence and /or subject files</del> including memoranda, studies, reports, forms and other</p>		<p>Withdrawn-records are filed in 8100(1)</p> <p>Withdrawn-are filed with Item 9000(1)</p>

- (1) Grant Case Files. Proposals or applications, contracts, project reports, final audits, studies, certificates, agreements, general correspondence, and other records relating to the receipt, review, award, evaluation, status and monitoring of grants; allocation of funds, and project budgets.

(a) Operating Assistance Grants

Transfer to FAAC when grant is closed. Destroy 7 years after transfer.

(b) Capital Assistance Grants

(1) Vehicle Procurement Grants

Destroy 10 years after completion of procurement.

(2) Construction Grants

Destroy 20 years after completion of project.

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>records relating to the legal establishment of the grant program, its policies and basic procedures, and the management and evaluation of grants.</p> <p>Submit SF 115, Request for Records Disposition Authority.</p> <p>(4) Correspondence and/or subject files relating to routine operations and daily activities in administration of the grant program.</p> <p>Destroy when two years old.</p> <p><del>(5) Final product files. Published reports, books, studies, audiovisual materials, or any other final grant product and related records in textual or machine-readable form. Project completion reports + final audits</del></p> <p><del>Submit SF 115, Request for Records Disposition Authority.</del></p> <p>(6) <u>Environmental planning.</u> Project files on approved mass transit projects consisting of the above mentioned impact statements and all related correspondence and documents.</p> <p>(a) Three years after the Urban Mass Transportation Administration has approved the EIS or FUNSI, for a proposed action, the subject files may be sent to the Federal Records Center.</p> <p>(b) Controversial projects may not be sent until three years after any litigation has been resolved.</p> <p>(c) If the EIS or FUNSI, were prepared for future projects which will be evaluated and which are intended to have a prior finding action applied, the EIS or FUNSI must be retained in agency until administrative actions has been taken on the last project.</p> <p>Destroy ten years after the material has been received by the Federal Records Center.</p>		<p>Withdrawn - not in agency</p> <p>Withdrawn - Filed with Item 9000(1)</p> <p>withdrawn - is part of project case file, Item 9000(1)</p>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	(7) <u>Transportation Improvement Programs (and Annual Elements)</u> . Correspondence, memoranda, reports, and papers pertaining to plans and policies for the development, improvement, and maintenance of mass transportation.		withdrawn- is part of Item 9000(1)