

Request for Records Disposition Authority

Records Schedule Number DAA-0134-2013-0012

Schedule Status Approved

Agency or Establishment Surface Transportation Board

Record Group / Scheduling Group Records of the Interstate Commerce Commission

Records Schedule applies to Agency-wide

Schedule Subject Working Papers

Internal agency concurrences will be provided No

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

0001

Outline of Records Schedule Items for DAA-0134-2013-0012

Sequence Number	
1	Working Papers Disposition Authority Number DAA-0134-2013-0012-0001

Records Schedule Items

Sequence Number	
1	<p>Working Papers</p> <p>Disposition Authority Number DAA-0134-2013-0012-0001</p> <p>Copies of records used in preparing reports, studies, and decisions. Copies of decisions hearing transcripts, rough drafts, and other papers duplicated in official files</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>GRS or Superseded Authority Citation N1-134-08-1 item 43</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Close file when report, study, or decision is completed. Cut-off closed files at end of calendar year.</p> <p>Retention Period DESTROY 3 years after cut-off, or sooner if no longer needed</p> <p>Additional Information</p> <p>GAO Approval Required and Received</p>

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified

Signatory Information

Date	Action	By	Title	Organization
03/05/2013	Certify	Michelle Thomas	Management Analyst Officer	Surface Transportation Board - OPAGAC
06/14/2013	Submit for Concurrence	Jim Cassedy	Appraiser	National Archives and Records Administration - Records Management Services
06/24/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
06/25/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/26/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist