

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-399-07-04	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received	
1 FROM (Agency or establishment) U S Department of Transportation		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U S C 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Federal Railroad Administration			
3 MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Kim Toone	5 TELEPHONE NUMBER (202) 493-6132	DATE Sept 10	ARCHIVIST OF THE UNITED STATES 
6 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies. <input type="checkbox"/> is not required <input type="checkbox"/> is attached. or <input type="checkbox"/> has been requested			
DATE 5/24/10	SIGNATURE OF AGENCY REPRESENTATIVE Kim Toone		TITLE Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	Schedules of Daily Activities This records series consists of calendars, appointment books, schedules, logs, diaries and other records that document meetings, appointments, telephone calls, trips, visits and other activities that relate to the official business of high Government officials. Disposition covers both hard copy and electronic files. If the record copy of the calendar is maintained in paper format, the most detailed format (daily view) is recommended for printing. If the calendar of a senior official is maintained electronically, a copy may be transferred to the National Archives earlier, e.g., at the end of each calendar year. If an electronic copy is sent to NARA before the end of the approved retention period, the submitting office is still responsible for maintaining a record copy for the entire approved retention period Portions of calendars that do not pertain to official agency business may be personal papers. Personal items may be redacted prior to submittal		

Excludes: Records of other federal employees (other than senior officials listed in items a and b) containing substantive information relating to official activities, the substance of which has not been incorporated into official files. These records are scheduled under GRS 23/5a.

Also excludes routine material containing no substantive information regarding the daily activities of any agency officials, or records of any federal employees containing substantive information, the substance of which has been incorporated into official files. These records are scheduled under GRS 23/5b.

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

a. Records of the Administrator and Deputy Administrator.

Disposition: **Permanent.** Close files at the end of the calendar year. Transfer to the National Archives and Records Administration (NARA) after employee separation from the agency or 5 years after file closure, whichever is earlier. If electronic, transfer data and documentation to the National Archives in a format as specified in 36 CFR 1228.270 or standards applicable at the time.

b. Records of the Office of the Administrator's Executive Staff, Associate Administrators, Deputy Associate Administrators, and other senior Federal employees.

Disposition: **Temporary.** Destroy or delete when 2 years old.