

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-399-07-12</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>2/19/07</i>	
1. FROM (Agency or establishment) U.S. Department of Transportation		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Federal Railroad Administration			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Janice Hill	5. TELEPHONE NUMBER (202) 493-6132	DATE <i>4/10/08</i>	ARCHIVIST OF THE UNITED STATES <i>Ally W...</i>
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>2/12/07</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Janice Hill</i>		TITLE Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	Grants and Other Program Support Agreements This record series includes records that document all types of agreements with other federal, state, local or international government agencies, universities and other institutions to which FRA is a party, and which support FRA's transportation programs. Specific types of agreements include assistance agreements, grants, cooperative agreements, Inter-agency agreements, and other types of program support agreements administered by the agency and which provide for research, demonstration projects, training, investigations, surveys, studies, or other types of program support activities. Includes: Supporting documentation – specific types of records include documentation of significant actions and decisions, justifications, cost estimates, scopes of work, correspondence applications, pre-award reviews, funding decisions, award documentation, commitment notices, transmittal correspondence, agreements, agreement oversight		

SA 4/14/08 copies sent to Agency, NRMW, NR

activities, non-compliance/dispute documentation, audit records, close-out documentation for completed agreements, and reports and evaluations resulting from agreements.

Excludes: Final products and deliverables which are scheduled separately.

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

If permanent records are on CD-ROM, they must conform to existing standards for transfer to the National Archives and Records Administration (NARA).

If the recordkeeping copy is a permanent record and is maintained in an electronic format, transfer to NARA in accordance with 36 CFR 1228.270.

If the recordkeeping copy is a temporary record and is maintained in an electronic format, keep the file in the office for the entire retention period in accordance with 36 CFR 1234 sec: 30-32.

a. Record copy

Disposition: **Temporary.** Close files immediately after close-out of the agreement. Keep files in the office at least 1 year after closure, then retire to the FRC. Destroy 7 years after closure.

b. All other copies or copies on diskette or CD-ROM.

Disposition: **Temporary.** Destroy/delete when no longer needed for reference; retention not to exceed 7 years after closure.