

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-399-07-17</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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>13 Feb 10</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
6 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input 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 M. 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Committee/Workgroup Records Committee/workgroup records document the functions, organization, and responsibilities of agency committees or other committees in which FRA participates. Committee/workgroup records are generally held by the chair or secretariat of the committee. The "secretariat" is any person or office designated to keep the official records of the committee. In most cases it is the committee chair, but not always. If the group rotates the secretariat, custodianship of all the official records collected to that point must be transferred to the new secretariat. Transfer may be effected either physically or via a complete inventory of the records and their current location(s) NOTE: The following disposition instructions apply to all the records described in each of the following records series 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.

Federal Advisory Committees, Boards, and Councils

This record series includes official files and working papers maintained for Federal Advisory Committees, Boards, and Councils set up by FRA to advise the agency (e.g., Amtrak Reform Council).

a(1) If FRA is the committee chair.

Includes final minutes or transcripts of meetings, final reports, agenda, and materials provided to Committee/Board members

Disposition **Permanent**. Close files when the committee, board, or council is terminated. Keep files in the office for ~~2~~⁵ years after closure, then retire to NARA.

a(2) Draft minutes or transcripts, draft reports, meeting notices as announced in the Federal Register, background papers, and copies of charters, membership lists, agenda, policy statements, and material required to be available for public information.

Disposition: **Temporary**. Close files when the committee, board, or council is terminated. Keep files in the office for 1 year after closure, then destroy

b. If FRA is not the committee chair

Disposition **Temporary**. Close files when the committee, board, or council is terminated. Keep files in the office for 3 years after closure, then destroy.

Inter-Agency and External Committees

This record series includes records of meetings held with other governmental organizations (committees, task forces, and workgroups) Records consist of meeting agenda, official copies of minutes or transcripts of meetings, copies of official committee reports, and unofficial working papers. Working papers include background papers prepared by consultants and draft reports of studies and other documents made available to or prepared for each committee.

(a) If FRA is the committee chair/secretariat

Disposition: **Permanent**. Close files when the committee is superseded or cancelled. Keep files in the office for 1 year after closure, then retire to the FRC. Transfer to NARA 20 years after closure

b. If FRA is not the committee secretariat.

Disposition: **Temporary**. Destroy when 3 years old.

Intra-Agency and Internal Committees Related to an Agency's Mission

This record series includes records of meetings of Intra-Agency (FRA/FWHA) or internal (FRA only) committees, task forces, and non-rulemaking workgroups established by agency authority for facilitative or operational purposes related to the agency's mission and composed wholly of full-time officers or employees of the federal government.

Records include any files created and/or maintained by the committee including meeting agenda, official copies of minutes or transcripts of meetings, copies of official committee reports, background papers, and related records documenting accomplishments of the committee.

(a) If FRA is the committee secretariat.

Disposition: **Permanent**. Close files when the committee is superseded or cancelled. Keep files in the office for 1 year after closure, then retire to the FRC Transfer to NARA 20 years after closure.

b. If FRA is not the committee secretariat

FRA AGREES TO TRANSFER THE ELECTRONIC RECORDS TO NARA ACCORDING TO THE APPLICABLE NARA TRANSFER STANDARDS IN PLACE AT THE TIME OF TRANSFER.

CHANGES MADE WITH FRA N.O. CONCURRENCE 8/17/10

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(member only), or the records are of an internal (FRA only) group.

Disposition: **Temporary**. Destroy when 3 years old

Rulemaking Committees

This record series includes records of rulemaking committees and work groups. Records consist of meeting notes, organizing charter, reports, and correspondence pertaining to policy matters. Committee chair is record custodian and designates and maintains the official copy of committee records.

a. If regulations, standards, and guidelines are published.

Disposition **Permanent**. Close files when the committee is superseded or canceled. Keep files in the office for 5 years after closure, then retire to the FRC. Transfer to NARA 20 years after closure.

b. If regulations, standards, and guidelines are unpublished.

Disposition. **Temporary**. Close files when the committee is superseded or canceled. Keep files in the office for 3 years after closure, then retire to the FRC. Destroy 10 years after closure.

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CHANGES MADE WITH FRA R.O. etc CONFORMANCE. 8/17/10