

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-399-07-22</i>	
TO NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>8/24/07</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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>10/17/2011</i>	ARCHIVIST OF THE UNITED STATES <i>WYNNE</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 <u>4</u> 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 checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>8-20-07</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Audiovisual Records This record series covers audiovisual and related records created by or for the Federal Railroad Administration (FRA), acquired by the Agency in the course of business, and not covered by General Records Schedule 21 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 <u>permanent</u> record and is maintained in an electronic format, transfer to the NARA in accordance with 36 CFR 1228 270 If the recordkeeping copy is a <u>temporary</u> 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

1

Black & White and Color Photographic Prints

Agency-generated, sponsored, or gathered prints of historically significant subject matter and major FRA officials, programs, and events

Disposition **Permanent** Close files every 5 years Transfer 5 year accumulation with related finding aid to NARA 5 years after closure

2

Black & White Negatives and Contact Sheets

Agency-generated, sponsored, or gathered black and white negatives and corresponding contact sheets pertaining to historically significant subject matter and major FRA officials, programs, and events linked through common numbering to matching prints covered in 1

Disposition **Permanent** Close files every 5 years. Transfer 5 year accumulation with related finding aid to NARA 5 years after closure.

3

Color Negatives and Contact Sheets

Agency-generated, sponsored, or gathered color negatives and corresponding contact sheets pertaining to historically significant subject matter and major FRA officials, programs, and events linked through common numbering to matching prints covered in 1

Disposition: **Permanent** Close files every 5 years Transfer 5 year accumulation with related finding aid to NARA 5 years after closure

4

Color Slides

Agency-generated, sponsored, or gathered color slides pertaining to historically significant subject matter and major FRA officials, programs, and events

Disposition **Permanent** Close files every 5 years. Transfer 5 year accumulation with related finding aid to NARA 5 years after closure

5	<p>Motion Picture Films, Video Recordings, CDs, and DVDs</p> <p>Agency-generated, sponsored, or gathered motion picture films, video recordings, CDs, and DVDs pertaining to historically significant subject matter and major FRA officials, programs, and events</p> <p>Disposition Permanent Close files every 5 years Transfer 5 year accumulation with related finding aid to NARA 5 years after closure</p>		
6	<p>Transitory Files</p> <p>Agency-generated, sponsored, or gathered photographic prints, negatives and contact sheets, color slides, motion picture films, video recordings, CDs, and DVDs pertaining to historically insignificant or routine agency activities or subject matter such as coverage of FRA awards ceremonies, retirements, outreach exhibits, and training programs common to most government agencies</p> <p>Disposition Temporary Destroy when 1 year old or when no longer needed</p>		
7	<p>Duplicate Copies</p> <p>Duplicate or distribution copies of agency-generated, sponsored, or gathered photographic prints, negatives, color slides, motion picture films, video recordings, CDs, and DVDs maintained for reference, distribution, or informational purposes only</p> <p>Disposition Temporary Destroy when no longer needed</p>		
8	<p>Graphic Arts</p> <p>Two copies of agency-generated, sponsored, or gathered posters distributed agency-wide or to the public, and outstanding artwork of unusual or outstanding merit</p> <p>NOTE. For original artwork of unusual or outstanding merit, NARA requests, if possible, 2x2 color slide or 4x5 color transparency copies of the items</p>		

Disposition. **Permanent** Close files every 5 years Transfer 5 year accumulation with related finding aid to NARA 5 years after closure