

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-399-07-19	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Janice Hill	5. TELEPHONE NUMBER (202) 493-6132	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN
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>2</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 11-19-07	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 GRS OR SUPERSEDED JOB CITATION	10.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)
1.	Information Collection Requests and Reports This record series contains records relating to the Information and Collection Requests submissions and the Information Collection Budget (ICB) Reports submitted to the Office of Management and Budget (OMB). 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		

115-109 PREVIOUS EDITION NOT USABLE
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SA 1/5/08 copies sent to Agency

with 36 CFR 1234 sec: 30-32.

a. Record copy of information collection budget reports which are submitted annually to the OMB and then to Congress, including responses to OMB's request for information, narrative report and the verification of OMB data.

Disposition: **Temporary**. Close file after submission of the reports. Destroy 7 years after closure.

b. Record copy of information collection requests which are submitted to OMB for approval, including OMB Form 83-1, correspondence, memoranda, statistics, comments, and other records relating to the justification of the information collection and its approval by the agency and OMB.

Disposition: **Temporary**. Close file on approval or disapproval of the request. Destroy 7 years after closure.

GRS 16/12

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-399-07-19</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>7/25/07</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	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 <i>7-23-07</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)
1.	Information Collection Requests and Reports This record series contains records relating to the Information and Collection Requests submissions and the Information Collection Budget (ICB) Reports submitted to the Office of Management and Budget (OMB). 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.

a. Record copy of information collection budget reports which are submitted annually to the OMB and then to Congress, including responses to OMB's request for information, narrative report and the verification of OMB data.

Disposition: **Disposable**. Close file after submission of the annual report to OMB. Keep files in the office for 1 year after file closure, then retire to the FRC. Destroy 5 years after closure.

b. Record copy of information collection requests which are submitted to OMB for approval, including OMB Form 83-1, correspondence, memoranda, statistics, comments, and other records relating to the justification of the information collection and its approval by the agency and OMB.

Disposition: **Disposable**. Close file on approval or disapproval of the request. Keep files in the office for 3 years after closure, then retire to the FRC. Destroy 7 years after closure.

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