

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>N1-399-08-4</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>3/21/08</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Office of Safety/Knowledge Management Division			
4. NAME OF PERSON WITH WHOM TO CONFER Janice Hill	5. TELEPHONE NUMBER (202) 493-6132	DATE <i>10/23/07</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 checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>2-13-08</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<b>Railroad Safety Information System (RSIS)</b>  The Railroad Safety Information System (RSIS) is an integrated database system that captures data on railroad accidents, injuries, highway-rail crossing collisions, railroad operation data (train miles, employee hours, etc.), FRA-conducted railroad inspections, and maintenance of the highway-rail crossing site inventory. The purpose of RSIS is to provide government agencies, railroad labor and management, and the general public with information on railroad safety.  RSIS is comprised of 3 major integrated safety subsystems: <ul style="list-style-type: none"> <li>o Rail Accident and Incident Reporting System (RAIRS)</li> <li>o Grade Crossing Inventory System (GCIS)</li> <li>o Railroad Inspection Reporting System (RIRS)</li> </ul> and 9 additional subsystems: <ul style="list-style-type: none"> <li>o Railroad Inspection System for PC (RISPC)</li> <li>o Quiet Zone (QT)</li> <li>o National Inspection Plan (NIP)</li> </ul>	N1-399-93-1	

- o Violation Generation and Tracking System (VGTS)
- o Personal Computer Accident Prediction System (PCAPS)
- o Regional Inspection Point (RIP) system
- o Partnership Issues Tracking System (PITS)
- o False Proceeds/Activation Failure Systems (FPAF)
- o Factual Accident Reporting System (FARS)

**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 the NARA in accordance with 36 CFR 1228.270 or standards applicable at the time.

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.1. Input Records – Hardcopy reports

**Accident/Incident Reports**

- Rail Equipment Accident/Incident (F 6180.54)
- Injury/Illness Summary (F 6180.55)
- Injury/Illness Continuation Sheet (F 6180.55A)
- Highway-Rail Accident/Incident (F6180.57)
- Annual Report of Hours and Casualties (F 6180.56)

**Grade-Crossing Inventory Data**

- US DOT Crossing Inventory Form (F 6180.71)
- MP&E Violation Report (F 6180.109)
- Hazardous Material Violation Report (F 6180.110)
- Track Violation Report (F 6180.111)
- Signal & Train Control Violation Report (F6180.112)
- Part 214 Railroad Work Place Violations (F6180.119)
- Violation of Freight Car Safety Standards (F6180.68)
- Violation of Freight Car Safety Standards, Con't. (F6180.68A)
- Violation of Hours of Service Law (F 6180.33)
- Inspection Report (F 6180.96)
- Special Notice for Repairs (F 6180.8)
- Special Notice for Repairs, Con't. (F 6180.8A)

Scheduled per GRS 20/2a(4)

	<p>Violation of Safety Appliance Law (F 6180.29)                  Violation of Safety Appliance Law - Air Brakes (F6180.29A)                  CFR 215 Violation Supplement (F 6180.69)</p> <p><b>Special Reports</b>                  Highway-Rail Crossing Warning Activation Failure (F 6180.83)                  False Proceed Signal Report (F 6180.14)</p> <p>Disposition: <b>Temporary</b>. Destroy 1 year after data has been entered into RSIS and certified as correct.</p>		<p>Scheduled per GRS 20/2a(4)</p>
	<p>a.2. Electronic records - Web forms located on the website and GIRX and GX</p> <p>Disposition: <b>Temporary</b> Delete 1 year after data has been entered into RSIS and certified as correct.</p>		<p>Scheduled per GRS 20/2b</p>
<p>1.</p>	<p>b. Master file</p> <p>System data consists of Rail Safety information emanating from inspection reports filed by FRA inspectors and reports filed by the railroads as mandated by federal statute. The content is primarily accident/incident data.</p> <p>Date range is 1975-present.</p> <p>Disposition: <b>Permanent</b>. Cutoff annually. Transfer cumulative data file to NARA 9 months after cut off as specified in 36 CFR 1228.270 or standards applicable at the time.</p> <p>c. Output Records</p> <p>Reports, annual safety bulletin, PDF rendering of the information and data and downloadable formats of the data in MS Excel and Access databases.</p>		
<p>2.</p>	<p>c.1. Annual Safety Bulletin – record copy</p> <p>Disposition: <b>Permanent</b>. Close file upon publication. Keep files in the office for 1 year after closure, then retire to NARA as volume warrants.</p>		
	<p>c.2. Annual Safety Bulletin – Reference/Distribution copies</p> <p>Disposition: <b>Temporary</b>. Destroy when superseded, obsolete, or no longer needed.</p>		<p>Scheduled per GRS 20/16</p>

	<p>c.3. All other output records</p> <p>Disposition: <b>Temporary.</b> Destroy/delete when superseded, obsolete, or no longer needed for business purposes.</p>		Scheduled per GRS 20/16
	<p>d. System Documentation. Regardless of medium: system specifications, file specifications, codebooks, record layouts, user guides, output specifications, and any other system specifications relating to the files.</p> <p>Disposition: <b>Permanent.</b> Transfer those records necessary to document how the system captures, manipulates, and outputs data, along with the data files, to NARA as specified in 36 CFR 1228.270 or standards applicable at the time. Transfer documentation updates and changes along with subsequent transfers of data files.</p>		Scheduled per GRS 20/11a(2)