

Request for Records Disposition Authority

Records Schedule Number DAA-0134-2013-0019
Schedule Status Approved

Agency or Establishment Surface Transportation Board
Record Group / Scheduling Group Records of the Interstate Commerce Commission
Records Schedule applies to Major Subdivision
Major Subdivision Office of Environmental Analysis (OEA)
Schedule Subject Line Abandonments
Internal agency concurrences will be provided No

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0134-2013-0019

Sequence Number	
1	Line Abandonments Disposition Authority Number: DAA-0134-2013-0019-0001

Records Schedule Items

Sequence Number	
1	<p>Line Abandonments</p> <p>Disposition Authority Number DAA-0134-2013-0019-0001</p> <p>Line Abandonments Paper copy or electronic. Staff studies of the environmental and historic effect of a proposed rail line abandonment. This includes the environmental and historic documents prepared by OEA, and supporting documentation, project files, reports, the last draft before the final, and all correspondence in the Environmental Correspondence Tracking System (ECT).</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>GRS or Superseded Authority Citation N1-134-08-1-19</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Close files at the completion of proceeding when the railroad has consummated the abandonment (which must occur within 1 year of date of the Board's decision granting abandonment authority). Cut off closed files at the end of calendar year. Destroy 3 years after cut-off, or when no longer needed for reference, whichever is longest.</p> <p>Retention Period Destroy 3 year(s) after cutoff or when no longer needed for reference, whichever is longest.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
03/11/2015	Certify	Michelle Thomas	Management Analyst Officer	Surface Transportation Board - OPAGAC
04/08/2016	Submit for Conurrence	Jim Cassedy	Appraiser	National Archives and Records Administration - Records Management Services
04/14/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/14/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
04/17/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist