REQUEST FOR RECORDS DISPOSITION AUTHORITY	JOB NUMBER NI—134—04—1

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001	Date received

1. FROM (Agency or establishment)
Department of Transportation

	NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION
Surface Transportation Board

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER Arlene Jeffcoat	5. TELEPHONE NUMBER 202-565-1702	DATE 3-18-04	ARCHIVIST OF THE UNITED STATES *John W. Carl*

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,

☒ is not required ☐ is attached; or ☐ has been requested.

DATE 1/13/04	SIGNATURE OF AGENCY REPRESENTATIVE	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 GRS OR SUPERSEDED JOB CITATION	10.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)
	See attached description of the Waybill Restricted Use Files and proposed disposition.		

cc Agency, NWME

Job Number: N1-134-

| ITEM NO. | DESCRIPTION OF ITEM & PROPOSED DISPOSITION |

1. WAYBILL SAMPLE CONFIDENTIAL MASTER DATAFILES. These electronic records, containing proprietary shipper and railroad information, represent an annual statistical sample of railroad traffic over the nation's rail system. These confidential master data files are protected by a 30 year confidentiality period. These master files are used to create the non-sensitive WAYBILL PUBLIC USE FILES (N1-134-93-2). The traffic information, for each waybill movement, includes the accounting period, number of carloads, American Association of Railroad (AAR) car type, hazardous/bulk material in box car flag, Commodity code, billed weight in tons, transit revenue type of move, origin and termination Business Economic Areas (BEA), as well as origin and termination of ICC rate territory. The purpose of the sample is to measure railroad traffic flows and freight rate characteristics on a continuous, nation wide basis. The sampling procedure is provided for in 49 CFR 1244.4.

   ARRANGEMENT STATEMENT: No special arrangement.

   STATEMENT OF RESTRICTIONS: Procedures for, and restrictions on, the release of waybill data are found in 49 CFR 1244.9. Further restrictions are prescribed in Ex Parte No. 385 (Sub-No. 4) and 49 USC 11904(b). There may be additional restrictions as provided for under the Freedom of Information Act.

   CURRENT VOLUME: 1 CD.

   ESTIMATE OF ANNUAL ACCUMULATION: 1 CD.

   DISPOSITION: Cutoff annually. Transfer copy to the National Archives and Records Administration 8 months after cutoff.

2. DOCUMENTATION. System specifications, file specifications, codebooks, record layouts, user guides, and final reports (regardless of medium relating to the Waybill Sample Master Datafiles.

   ARRANGEMENT STATEMENT: No special arrangement.

   STATEMENT OF RESTRICTIONS:

   CURRENT VOLUME: 1/12 CUBIC FOOT.

   ESTIMATE OF ANNUAL ACCUMULATION: 1/12 CUBIC FOOT.

   DISPOSITION: PERMANENT. Transfer copy of documentation with master datafiles. Transfer updates and changes annually with subsequent transfer of the public use file.