

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-399-08-7</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>3/23/08</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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			
4. NAME OF PERSON WITH WHOM TO CONFER Janice Hill	5 TELEPHONE NUMBER (202) 493-6132	DATE	ARCHIVE OF THE UNITED STATES WITHDRAWN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 <i>3-17-08</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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	<p>PRISM</p> <p>The Procurement Information System Management (PRISM) program supports FRA's procurement process. PRISM is an automated procurement information system that tracks acquisitions from inception of the requisition to award of contract. All information in PRISM is subject to the Freedom of Information Act (FOIA).</p> <p>NOTE: These disposition instructions apply to all the described records regardless of physical media</p> <p>If permanent records are on CD-ROM, they must conform to existing standards for transfer to the National Archives and Records Administration (NARA).</p> <p>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 or standards applicable at the time</p>		

<p>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</p> <p>a Input Records Standard requisition data entered electronically to Requisition Form SF 1449. Requisition, accounting data, required approvals, item description</p> <p>Disposition Temporary Follow instructions as listed in GRS 20/2 – Input and Source Records</p> <p>b Master file</p> <p>Disposition: Temporary. Delete when corresponding hardcopy files are destroyed at the FRC</p> <p>c Output Records Purchase Orders, reports, Purchase Requests</p> <p>Disposition: Temporary Varies File with related requisition or contract file and follow the disposition instructions for those related records</p> <p>d System Documentation Regardless of medium: system specifications, file specifications, codebooks, record layouts, user guides, output specifications, and any other system specifications</p> <p>Disposition Temporary Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or data base.</p>	<p>GRS 20, Item 2</p> <p>GRS 3, Items 3c(1)</p> <p>GRS 20, Item 1a1</p>	
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