

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>N1-570-04-24</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>8-16-2004 (1/31/2006)</i>	
1 FROM (Agency or establishment) U S Department of Transportation		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Bureau of Transportation Statistics		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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		5 TELEPHONE NUMBER	DATE <i>1/29/06</i> ARCHIVIST OF THE UNITED STATES <i>Allen L. Wootton</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 of 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 <i>1/29/06</i>		<input type="checkbox"/> is attached or <i>1/29/06</i>	<input type="checkbox"/> has been requested <i>1/29/06</i>
DATE	SIGNATURE OF AGENCY REPRESENTATIVE		TITLE Administrative Specialist
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	<p><u>Schedules of Daily Activities</u></p> <p>Consists of calendars, appointment books, schedules, logs, diaries and other records documenting meetings, appointments, telephone calls, trips, visits and other activities of federal employees while serving in an official capacity</p> <p>This schedule applies 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.</p> <p>If the recordkeeping copy is a permanent record and is maintained in an electronic format, transfer to NARA in accordance with 36 CFR 1228.270.</p> <p>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.</p> <p><i>cc Agency now</i></p>		

<p>a. Records of the Director, Deputy Director, members of the Director's Executive staff, Associate Directors, and Assistant Directors.</p>		
<p>Disposition: Disposable. Close file at the end of the year. Keep files in the office for 1 year after closure, then retire to the FRC. Destroy 5 years after closure.</p>		
<p>b. Records of other federal employees (other than senior officials listed in item a), containing substantive information relating to official activities, the substance of which has not been incorporated into official files</p>	<p>GRS 23/5a</p>	
<p>Disposition: Disposable. Close file at the end of the fiscal year. Keep files in the office for 2 years after closure, then delete or destroy.</p>		
<p>c. Routine material containing no substantive information regarding the daily activities of any agency officials or records of any federal employees containing substantive information, the substance of which has been incorporated into official files.</p>	<p>GRS 23/5b</p>	
<p>Disposition: Disposable. Close file at the end of the fiscal year. Destroy when no longer needed.</p>		
<p>d(1). Electronic mail and word processing system copies – copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.</p>		
<p>Disposition: Disposable. Destroy/delete within 180 days after the recordkeeping copy has been produced.</p>		
<p>d(2) Electronic mail and word processing system copies – copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy</p>		
<p>Disposition: Disposable. Destroy/delete when dissemination, revision, or updating is completed.</p>		