

Request for Records Disposition Authority

Records Schedule Number DAA-0406-2019-0003

Schedule Status Approved

Agency or Establishment Federal Highway Administration

Record Group / Scheduling Group Records of the Federal Highway Administration

Records Schedule applies to Major Subdivision

Major Subdivision Office of Research, Development, and Technology

Minor Subdivision Office of Safety R&D

Schedule Subject Highway Safety Information System (HSIS)

Internal agency concurrences will be provided No

Background Information

The Highway Safety Information System (HSIS) is a roadway-based system that provides quality data on a large number of accident, roadway, and traffic variables. It uses data already being collected by States for managing the highway system and studying highway safety. The data are acquired annually from a select group of States, processed into a common computer format, documented, and prepared for analysis.

HSIS is used in support of the FHWA safety research program and provides input for program policy decisions. HSIS is also available to professionals conducting research under the National Cooperative Highway Research Program, universities, and others studying highway safety.

In 1987, five States were chosen for HSIS: Illinois, Maine, Michigan, Minnesota, and Utah. (Michigan's participation ended in 1997 and Utah's in 2000 due to changes in inventory data collection.) The primary criteria for State selections were the data availability (the range of data variables collected), quantity, and quality. In 1995, California, North Carolina, and Washington were added to increase the amount of data available and to provide better geographic coverage. In 2002, Ohio joined HSIS to provide additional curvature and grade inventories. Data from the Charlotte, North Carolina urban area were added in early 2011.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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
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GAO Approval

Outline of Records Schedule Items for DAA-0406-2019-0003

Sequence Number

1

Highway Safety Information System (HSIS)
Disposition Authority Number: DAA-0406-2019-0003-0001

Records Schedule Items

Sequence Number					
1	<p>Highway Safety Information System (HSIS)</p> <p>Disposition Authority Number DAA-0406-2019-0003-0001</p> <p>This relational database contains basic crash files, roadway inventory files, and traffic volume files from selected States. The database also includes information about highway intersections, interchanges, and curves/grades from some States.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation These are records from an electronic database.</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> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>RSDV 43B</td> <td>Highway Safety Information System (HSIS) Master Files</td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation N1-406-09-13 / 2</p> <p>Disposition Instruction</p> <p>Retention Period Retain long term after the program life. Review the value of the data every 5 years and destroy if no longer needed.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	RSDV 43B	Highway Safety Information System (HSIS) Master Files
Manual Citation	Manual Title				
RSDV 43B	Highway Safety Information System (HSIS) Master Files				

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
03/06/2019	Certify	Victor Wagher	Records Officer	Dept Of Transportation - Federal Highway Administration
08/07/2019	Submit for Concur rence	Steven Rhodes	Senior Appraisal Arc hivist	National Archives and Records Administration - Records Management Services
08/13/2019	Concur	Laurence Brewer	Chief Records Office r	National Records and Archives Administration - National Records and Archives Administration
08/13/2019	Return to Submitte r	Laurence Brewer	Chief Records Office r	National Records and Archives Administration - National Records and Archives Administration
08/14/2019	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Services
08/14/2019	Concur	Laurence Brewer	Chief Records Office r	National Records and Archives Administration - National Records and Archives Administration
08/16/2019	Return to Submitte r	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist
08/19/2019	Concur	Laurence Brewer	Chief Records Office r	National Records and Archives Administration - National Records and Archives Administration
08/19/2019	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist