

## Request for Records Disposition Authority

Records Schedule Number           DAA-0406-2020-0001

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                 Intelligent Transportation Systems Joint Program Office (ITS JPO)

Schedule Subject                   ITS CodeHub

Internal agency concurrences will be provided   No

Background Information            The ITS CodeHub, which replaced the Open Source Application Development Portal (OSADP) in 2019, is a core element of the United States Department of Transportation's (U.S. DOT's) Intelligent Transportation Systems Joint Program Office (ITS JPO) that supports research, analysis, application development, code development, and testing of operational systems exploiting the concepts of mobile communications and connected vehicles. The ITS CodeHub is a publicly accessible web page through which users can find ITS-related source code. It uses various open software development platforms, such as GitHub, to store ITS-related source code. Unregistered users may browse through available code on ITS CodeHub and/or use an advanced search capability on ITS CodeHub to find code that contain specific types of information. Users can copy code repositories for independent work, submit updates to existing code and/or submit new repositories to add to the ITS CodeHub's search. Users may register with GitHub to comment on files and code repositories hosted there. Research project owners voluntarily submit information such as name, business organization, and research project information to be published for view by all users.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>3</b>	<b>0</b>	<b>3</b>	<b>0</b>

### GAO Approval

## Outline of Records Schedule Items for DAA-0406-2020-0001

Sequence Number	Code
1	Disposition Authority Number: DAA-0406-2020-0001-0001
2	Website Management and Operations Records Disposition Authority Number: DAA-0406-2020-0001-0002
3	Research Project Pages Disposition Authority Number: DAA-0406-2020-0001-0003

## Records Schedule Items

Sequence Number	
1	<p><b>Code</b></p> <p>Disposition Authority Number      <b>DAA-0406-2020-0001-0001</b></p> <p>This item includes the source code hosted on components of the ITS CodeHub and all metadata and user documentation associated with that code. The code includes a variety of topics related to intelligent transportation systems, such as roadway traffic-related code, travel times on road segments, traffic signal timing plans, rail transit schedules, and weather. Code providers include the U.S. DOT's Office of the Assistant Secretary for Research and Technology.</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?          <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                      <b>Yes</b></p> <p><b>Disposition Instruction</b></p> <p>Retention Period                      <b>Destroy/delete when 5 years old or when no longer needed for business purposes, whichever is later.</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                          <b>Not Required</b></p>
2	<p><b>Website Management and Operations Records</b></p> <p>Disposition Authority Number      <b>DAA-0406-2020-0001-0002</b></p> <p><b>Policies, as stated on the websites and/or captured in the internal governance documents, governing the behavior of website users and/or the websites' operators.</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?          <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in</p>

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electronic format(s) other than e-mail and word processing?

Do any of the records covered by this item exist as structured electronic data? **No**

**Disposition Instruction**

Retention Period **Destroy/delete when 5 years old or when related web content records are deleted, whichever is later.**

**Additional Information**

GAO Approval **Not Required**

**Research Project Pages**

Disposition Authority Number **DAA-0406-2020-0001-0003**

**Research project descriptions and electronic threaded discussions involving individual employees, ITS JPO contractors, and other website users.**

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

**Disposition Instruction**

Cutoff Instruction **Cut off threaded (take snapshot of) electronic files at the end of the fiscal year.**

Retention Period **Destroy/delete 5 years after cutoff.**

**Additional Information**

GAO Approval **Not Required**

## 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
02/26/2020	Certify	Victor Wagher	Records Officer	Dept Of Transportation - Federal Highway Administration
08/14/2020	Submit for Concurrency	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
09/01/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/02/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
09/02/2020	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist