

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-406-08-1	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received	
1. FROM (Agency or establishment) U.S. Department of Transportation (DOT)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Highway Administration (FHWA)			
3. MINOR SUBDIVISION Office of Professional and Corporate Development (HPC)			
4. NAME OF PERSON WITH WHOM TO CONFER Deborah B. Gwaltney	5. TELEPHONE NUMBER 703-235-1199	DATE 5/21/08	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 <u>1</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 2/11/2008	SIGNATURE OF AGENCY REPRESENTATIVE <i>Victor S. Wagner</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 GRS OR SUPERSEDED JOB CITATION	10.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)
	Knowledge Management (KM) System The KM system is a knowledge sharing community that enables users to access peer knowledge, preserve institutional knowledge and accelerate learning. The Communities of Practice (CoPs) provide a Web-enabled environment where networks of people with common interest, goals or expertise can work together to discuss issues, and share experiences, knowledge, information and best practices. External communities are accessible by FHWA customers and partners; internal communities are restricted to those with DOT network access. The content of this system consists of threaded discussions on transportation topics, unofficial documents and voluntary participant profiles. Content is organized by topic area and subject line for user access. The dates covered depend on when the CoP was created. The first CoPs maintained by HPC's Knowledge Application Team (KAT) were created in 2000.	New	


Le 6/5/08 Copies sent to agency & NR

1.	<p>Input/Source Records.</p> <p>Disposition: Temporary. Destroy/Delete after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file, whichever is later.</p>	GRS 20, Item 2	
2.	<p>Electronic threaded discussions from individual employees and external partners on transportation topics, uploaded unofficial documents and individual employee profiles.</p> <p>Disposition: Temporary. Cut-off threaded (take a snapshot of) electronic files at the end of fiscal year. Destroy/Delete 5 years after cut-off.</p>	New	
3.	<p>Output Records.</p> <p>Disposition: Temporary. Destroy/Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes, provided the printouts do not contain substantive information, such as substantive annotations, that is not included in the electronic records.</p>	GRS 20, Item 3	
4.	<p>Documentation.</p> <p>Disposition: Temporary. Destroy/Delete when superseded or obsolete, or upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest.</p>	GRS 20, Item 11	



National Archives and Records Administration

8601 Adelphi Road
College Park, Maryland 20740-6001

 **Date:** May 9, 2008
Appraiser: Jim Cassedy, NWML
Agency: Federal Highway Administration (FHWA)
Subject: N1-406-08-01

INTRODUCTION

Schedule Overview
Knowledge Management System.

Administrative History

The Knowledge Management System (KM) is an electronic “list serve” system that enables users to access peer knowledge, preserve institutional knowledge and accelerate learning. A Web-enabled network environment is provided wherein networks of people with common interest, goals or expertise can work together to discuss issues, and share experiences, knowledge, information and best practices. The KM system supports several Communities of Practice (CoP), or “sub” list serves. The agency programs supported by the KM CoPs include Safety, Environmental Stewardship and Congestion Management. CoPs can be external or internal. External communities are accessible by FHWA customers and partners; internal communities are restricted to those with DOT network access.

KM is maintained by the FHWA Office of Professional and Corporate Development. It has been operational since 2000.

There are three items covered by GRS 20, items 2, 3, and 11. These items are not discussed in this appraisal report.

Overall Recommendation

I recommend approval of this schedule.

APPRAISAL

Item 1: Electronic threaded discussions from individual employees and external partners on transportation topics, uploaded unofficial documents and individual employee profiles.

These “threaded” discussions are based upon electronic inputs from individual employees and external partners to threaded discussions on transportation topics, uploading of unofficial documents and individual employee profiles.

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification:

*Has little or no research value.

*Does not document significant actions of Federal officials.

*Permanent records will be found elsewhere (final copies of publications, policy decision records, etc.)

Adequacy of Proposed Retention Period(s):

* Adequate.

Media Neutrality: Approved.



JAMES G. CASSEDY

Appraiser