

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-406-09-5	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 12/30/08	
1. FROM (Agency or establishment) U.S. Department of Transportation (DOT)		<b>NOTIFICATION TO AGENCY</b>  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Policy and Governmental Affairs, Office of Highway Policy Information (HPPI)			
4. NAME OF PERSON WITH WHOM TO CONFER Gloria Williams	5. TELEPHONE NUMBER 202-366-5032	DATE 6/15/09	ARCHIVIST OF THE UNITED STATES <i>Debbie Thomas</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>3</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 12/4/08	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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<b>Motor Vehicle Smart System and Drivers License Smart System</b>  The Office of Highway Policy Information (HPPI), Highway Funding and Motor Fuel Division, provides motor vehicle registration data and motor vehicle receipts information annually for the <i>Highway Statistics</i> publication. The Motor Vehicle Smart System receives, processes, and produces tables annually that are used for the <i>Highway Statistics</i> publication. In addition, the motor vehicle registration data provides basic measures of highway use both annually and historically. For example, the registration tables include data by State on the following: number of automobiles (private/commercial and publicly owned), number of buses (private/commercial and publicly owned), number of trucks (private/commercial and publicly owned), private and commercial automobiles per capita, and motorcycles (private/commercial and publicly owned). The office produces a variety of trend tables, motor vehicle registration tables, pertinent tables for use by Congress, other Federal	New	

	<p>agencies, State and county governments, and individuals.</p> <p>The Drivers License Smart System provides driver license data and driver license receipts information annually for the <i>Highway Statistics</i> publication. The Drivers License Smart System receives, processes, and produces tables annually that are used for the <i>Highway Statistics</i> publication. In addition, the drivers license data provides basic measures of highway use by gender and age both annually and historically. For example, a table includes the numbers of licensed drivers by sex and ratio to population for each State. The office produces a variety of trend tables, drivers license tables, pertinent tables for use by Congress, other Federal agencies, State and county governments and individuals.</p> <p>The application does not directly support other applications. Data entry and validation functions allow State users to enter and verify their data. Analytical tools are provided to a HPPI analyst to allow adjustments to balance the State-submitted data.</p> <p>Data associated with the system does not include personally identifiable information (PII) or other sensitive information.</p>		
1.	<p><del><b>Inputs.</b> Electronic data submissions by all State Department of Transportation and State Departments of Revenue, including those in the District of Columbia and Puerto Rico, which are entered into the system annually. Users enter the data in the application via direct user input (data entry). Headquarters analyst in HPPI enters most of their data via data entry.</del></p> <p><del><b>DISPOSITION:</b> Destroy/delete after input and verification of data into master file or when no longer need to support the reconstruction of master file, whichever is later.</del></p>	GRS 20, Item 2c.	
2.	<p><b>Master files.</b> Includes designed forms for motor vehicle registration and drivers license data (see Inputs).</p> <p><b>DISPOSITION: PERMANENT.</b> Cut off at the end of the calendar year. Transfer a copy of the master data file to the National Archives and Records</p>		

3.	<p>Administration (NARA) at the close of each calendar year, in accordance with 36 CFR 1228.270.</p> <p><b>Outputs.</b> Annual tables are prepared from motor vehicle registration and drivers license data for inclusion in the annual <i>Highway Statistics</i> report. Data output consists of Microsoft Excel forms (download) and reports in HTML and PDF formats on the HPPI Web site. Data for annual tables in <i>Highway Statistics</i>.</p> <p>a. <b>Record copy of reports included in <i>Highway Statistics</i>.</b></p> <p>DISPOSITION: Retain until published in <i>Highway Statistics</i> report which is scheduled as permanent (see SF 115 job NC1-406-80-6, item 3a, to be superseded by pending job N1-406-08-8, item 2a). Destroy/Delete when no longer needed for agency business.</p> <p>b. <b>Record copy of reports not included in <i>Highway Statistics</i>.</b> Published reports, including those published on the FHWA Web Site, but not included in <i>Highway Statistics</i>.</p> <p>DISPOSITION: <b>PERMANENT.</b> Cut off at the end of the calendar year. Transfer to the National Archives and Records Administration (NARA) at the close of each calendar year, in accordance with 36 CFR 1228.270.</p> <p>c. <b>FHWA Web Copies and Other Copies.</b></p> <p>DISPOSITION: Retain until record copy is transferred to NARA. Destroy/Delete when no longer needed for agency business.</p>		
4.	<p><del>System documentation. Includes functional requirements, system design, test plans, system and database architecture, flow charts, trend tables, and other system documentation.</del></p> <p><del>DISPOSITION: Permanent. Transfer to the National Archives with the permanent electronic records to which the documentation relates.</del></p>	GRS 20, Item 11a(2)	

## Revision to NARA Disposition Schedule [N1-406-09-5](#)

([PLCY 22](#) in the FHWA Records Disposition Manual)

### Motor Vehicle Registration and Driver Licensing Program

The Office of Highway Policy Information (HPPI), Motor Fuel and Highway Finance Division, administers the collection, analysis, and dissemination of data relating to driver licensing and vehicle registration annually for the *Highway Statistics* publication (see [N1-406-08-8, item 2](#)). The FHWA Fuels and FASH (Financial Analysis System for Highways) web-based application (see [N1-406-11-2](#)) receives aggregate driver license and vehicle registration data (i.e., MS Excel files) uploaded by State partners through a series of forms that aim to capture a summary of active registrations and licenses, and related information on taxation and fees. It is important to note that the subject data is not stored in the Fuels & FASH database. Analytical tools are provided to HPPI analysts to review, adjust/factor and aggregate the State-submitted data for the production and dissemination of various data deliverables pertaining to highway program funding, motor fuel distribution and usage, and system usage. Many of these deliverables are included in the annual *Highway Statistics* publication, and they are primarily used by Congress to support Federal-aid program authorization activities.

Vehicle registration tables include State data on: (1) the number of automobiles, motorcycles, buses, and trucks (private/commercial and publicly owned), (2) State motor-vehicle registrations and fees associated with vehicles and their operation, and (3) taxes and fees connected with special taxes on motor carriers.

Driver licensing tables include State data on: (1) total number of licensed drivers in each State by sex and age group (current and historic trends), (2) the relationship of licensed drivers to total resident population and to driving-age population, (3) the ratio of licensed drivers to registered private and commercial vehicles, and (4) revenue yield associated with driver's license transactions.

The application does not directly support other applications.

DISPOSITION: **PERMANENT**. Cut off at the end of the calendar year. Transfer files to NARA at the close of each calendar year.