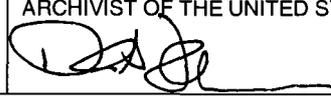


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-406-10-1	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 10/8/09	
1 FROM (Agency or establishment) U.S. Department of Transportation (DOT)		NOTIFICATION TO AGENCY  In accordance 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Policy and Governmental Affairs (HPL), Office of Highway Policy Information (HPPI)			
4. NAME OF PERSON WITH WHOM TO CONFER Heather Contrino	5 TELEPHONE NUMBER (202) 366-5060	DATE 5/11/10	ARCHIVIST OF THE UNITED STATES 
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 ___4___ 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 Accountability 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 October 5, 2009	SIGNATURE OF AGENCY REPRESENTATIVE Victor S. Wagher <i>Victor S. Wagher</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	This schedule covers the National Highway Travel Survey (NHTS) in the Office of Policy and Governmental Affairs (HPL), Office of Highway Policy Information (HPPI), maintained in the Washington Headquarters Office of the Federal Highway Administration (FHWA). This schedule supersedes SF 115 job number N1-406-04-2.  See attached.	N1-406-04-2	

The FHWA's Office of Highway Policy Information (HPPI) conducts the National Household Travel Survey (NHTS) (formerly named the Nationwide Personal Transportation Survey (NPTS)) to obtain information on the travel demand and behavior of the American public. The NHTS is the authoritative source of national data on the travel behavior of the American public See <http://nhts.ornl.gov/>

Conducted since 1969, the NHTS is the nation's inventory of daily and long-distance travel. The NHTS is the nation's flagship survey to quantify the travel behavior of the American public. The survey has provided the nation with authoritative data on travel by all modes of transportation, for all travel purposes, and all travel distances. The NHTS provides vital data on American passenger travel and can be used to examine the relationship among social and demographic change, land development patterns, and transportation. The NHTS is an essential tool for those seriously interested in understanding travel behavior and transportation planning issues.

The NHTS data is intended to address a number of issues in transportation, ranging in scope from the impacts of gas tax changes to trip generation rates needed to calibrate travel demand models. Along the way there are a number of issues that relate to how we, as a nation, are evolving - the changing roles of women and men within the family structure, the growth and increased mobility of the older driver population, the continued increase in vehicle ownership, and the continued decentralization of our metropolitan areas.

The dataset allows analysis of daily travel by all modes, including characteristics of the people traveling, their household, and their vehicles. The NHTS has been conducted in 1969, 1977, 1983, 1990, 1995, 2001, and 2008. The 2008 NHTS collected annual information on travel by all modes of transportation for approximately 150,000 households.

1 ~~Inputs~~ Survey data collected via Computer Assisted Telephone Interviewing (CATI) and entered into the system directly by the interviewer. Each household in the sample was assigned a specific 24-hour "Travel Day" and kept diaries to record all travel by all household members for the assigned day. A 28-day "Travel Period" was assigned to collect longer distance travel (over 50 miles from home) for each household member, and includes information on long commutes, airport access, and overnight stays. The assigned travel

GRS 20, Item 2c

day was the last day of the assigned travel period.  
See 2008 CATI Questionnaire at  
[http://nhts.ornl.gov/2008/doc/NHTS\\_2008\\_Questionnaire.pdf](http://nhts.ornl.gov/2008/doc/NHTS_2008_Questionnaire.pdf)

**DISPOSITION:** ~~Temporary. Destroy/delete when data have been entered into master file or database and verified, or when no longer needed to support reconstruction of, or serve as backup to, the master file or database, whichever is later~~

**Master Files.** Consist of four major data files: household, person, daily trip, and vehicle files

Household files include data on number of people, number of drivers, number of workers, number of vehicles, income, housing type/tenure, lifecycle, expenditure and use of transportation fuel.

Person files include data on age, sex, driver status, usual commute, flexibility/work at home, race/ethnicity, born in U.S.

Daily trip files include data on origin and destination address, time trip started and ended, dwell time (at location), travel time and distance, means of transportation, detailed purpose, travel party size, and whether trip included Interstate/toll

Vehicle files include data on make/model/year, hybrid/alternative fuel, how long owned, annual mileage, accrued mileage, main driver, and fuel efficiency.

**DISPOSITION: PERMANENT.** Cut off at the end of the calendar year. Transfer copies of completed electronic data files to the National Archives and Records Administration (NARA) at the close of each calendar year, in accordance with 36 CFR 1228.270.

**Outputs.**

**Final Reports** Summaries of Travel Trends and Our Nations Travel which are standard summary reports for the NHTS program. Include also new NHTS data reports as they are developed. Final reports are available in hard copy and also published on the website. See <http://nhts.ornl.gov/publications.shtml>.

**DISPOSITION. PERMANENT.** Cut off at the end of

2  
NARA  
Item 1

3  
Item 2

<p>b</p> <p>4.</p>	<p>the calendar year. Transfer electronic copies of final NHTS Reports to NARA annually</p> <p><del>Other ad-hoc reports.</del></p> <p><del>DISPOSITION: Temporary</del> Delete when the Agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.</p> <p><del>System Documentation.</del> File specifications, codebooks, record layouts, data dictionaries, output specifications, documentation of sample and survey design including survey instrument (regardless of medium) relating to the National Household Travel Survey.</p> <p><del>DISPOSITION: PERMANENT.</del> Transfer to the National Archives with the permanent electronic records to which the documentation relates.</p>	<p>GRS 20, Item 5</p> <p>GRS 20, Item 11a(2)</p>	
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