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| REQUEST FOR RECORDS DISPOSITION AUTHORITY | | JOB NUMBER NI-406-11- 1 | |
| To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001 | | Date received 3/14/11 | |
| 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Government Affairs | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER Steven Jessberger | 5. TELEPHONE NUMBER (202) 366-5052 | DATE 2/20/11 | 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>2</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 3/3/2011 | 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 GRS OR SUPERSEDED JOB CITATION | 10.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) |
| | This schedule covers the Traffic Monitoring and Analysis System (TMAS) in the Office of Highway Policy Information, Traffic Monitoring and Surveys Division, maintained in the Washington Headquarters Office of the Federal Highway Administration (FHWA). See attached. | New | |

1.

Traffic Monitoring and Analysis System (TMAS). The Office of Highway Policy Information, Traffic Monitoring and Surveys Division, provides up-to-date information on highways system performance of our nation's highways. The TMAS supports the Federal-aid highway program in terms of highways system performance; it assists in the collection and analysis of data on traffic volume, vehicle classification, and truck weight, supporting many highway and transportation functions, including development of policies and regulations.

New

a. **Inputs.** Electronic traffic data is collected by various agencies (State, locals and other Federal agencies) and loaded into the system on a monthly basis using this online based software.

GRS 20, item 2c

DISPOSITION: **Temporary.** Destroy/delete 6 months after input and verification of data into master file or when no longer needed to support the reconstruction of master file, whichever is later.

(1)

b. **Master files.** Includes recorder station data (physical location of the recorders - latitude and longitude), traffic volume (number of vehicles passed through the recorder on an hourly basis), classification (type of vehicles in the traffic stream on an hourly basis), and weight data (on a per vehicle basis).

DISPOSITION: **Temporary.** Destroy/Delete when no longer needed for business, legal, or administrative needs.

(2)

c. **Outputs.** Includes Monthly Traffic Volume Trend report - a summary of all travel on public roads in the U.S. These summary data are arranged by highway types. The parameter used is the vehicle miles traveled. Published on FHWA website; see <http://www.fhwa.dot.gov/ohim/tvtw/tvtpage.cfm>; <http://www.fhwa.dot.gov/policy/ohpi/hss/hsspubsarc.cfm>; <http://www.fhwa.dot.gov/ohim/tvtw/tvtpage.cfm>

DISPOSITION: **PERMANENT.** Cut off at the end of the calendar year. Transfer a copy to NARA at the close of each calendar year, in accordance with 36 CFR 1235, Subpart C.

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| d. | <p>Master File System documentation. Includes user manuals, flow charts, functional requirements, and other system documentation.</p> <p>DISPOSITION: Temporary. Destroy or delete 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 later. (N1-GRS-07-4 item 11a1)</p> | GRS 20, item 11a(1) | |
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