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| REQUEST FOR RECORDS DISPOSITION AUTHORITY | | JOB NUMBER N1-406-11- 2 | |
| 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Ralph Erickson | 5. TELEPHONE NUMBER (202) 366-9235 | DATE 6 June 14 | 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 3/1/2011 | 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 GRS OR SUPERSEDED JOB CITATION | 10.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 Motor Fuels and Finance Analysis System (Fuels & FASH) in the Office of Highway Policy Information, Highway Funding and Motor Fuels Division, maintained in the Washington Headquarters Office of the Federal Highway Administration (FHWA). See attached. | New | |

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Motor Fuels and Finance Analysis System (Fuels & FASH). The Office of Highway Policy Information, Highway Funding and Motor Fuels Division, provides motor fuel data monthly and highway finance information annually for the *Highway Statistics* publication (see item 2a above). The Fuels System receives, processes, and produces tables monthly and annually that are used for the *Highway Statistics* publication. In addition, the motor fuels data is used in the attribution and apportionment of funds to the States. The FASH System receives, processes, and produces receipt and expenditure tables for *Highway Statistics*. The office produces a variety of trend tables, motor fuel tax tables, pertinent tables for use by Congress, other Federal agencies, State and county governments, and individuals.

The Fuels & FASH application consists of software, documentation, help files, reports, and data. This application was originally two separate software packages, both implemented in mid-2002. The data ranges from 2002 to the present. 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 HPPI analysts to allow adjustments to balance the State-submitted data.

- a. **Inputs.** ~~Electronic data submissions by all State Departments of Transportation and State Departments of Revenue, including those in the District of Columbia and Puerto Rico, which are loaded into the system monthly and annually. Users enter the data into the application via direct user input (data entry) and file import (upload). Headquarters analysts in HPPI enter most of their data via data entry, although some file importing is required.~~

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

GRS 20, item 2c

(1)

- b. **Master files.** Includes designed forms for motor fuel and highway finance data (see Inputs).

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

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| <p>(2)</p> <p>(3)</p> | <p>c. Outputs. Includes Monthly Motor Fuel Reports by States which includes monthly collection of gasoline, gasohol, highway diesel, highway liquefied national gas, and alternative fuels. Annual tables are prepared from highway finance and motor fuel data for inclusion in the annual <i>Highway Statistics</i> report. Data output consists of exported Microsoft Excel forms (download) and reports in HTML and PDF formats on the HPPI Web site.</p> <p>(1) Data for annual tables in <i>Highway Statistics</i>.</p> <p>DISPOSITION: Retain until data is included in the <i>Highway Statistics</i> report or published on the Web site, and then destroy/delete when no longer needed for the conduct of agency business. Published <i>Highway Statistics</i> report will be retained as permanent according to N1-406-08-8, item 2a.</p> <p>(2) Monthly reports, Agency web site content and other web management and operations records used for internal reference purposes.</p> <p>DISPOSITION: Destroy/delete when 10 years old or when superseded, obsolete, or no longer needed for the conduct of agency business, whichever is later.</p> <p>d. System documentation. Includes functional requirements, system design, test plans, system and database architecture, flow charts, trend tables, 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.</p> | <p>GRS 20, item 11a(1)</p> | |
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