

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

Rec'd NCD 15 Aug 80

LEAVE BLANK

TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

NCI-406-80-10

1. FROM (AGENCY OR ESTABLISHMENT)

DATE RECEIVED
August 15, 1980

Department of Transportation

2. MAJOR SUBDIVISION

Federal Highway Administration

3. MINOR SUBDIVISION

Highway Safety

NOTIFICATION TO AGENCY
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL EXT

7-2-81
Date

Frank Rubis

426-0534

[Signature]
Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 9 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 2/26/81	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> John H. Schnackenberg	E. TITLE Chief, Organization and Management Programs Division
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
✓ 1.	<p>Accident Report Files. Contain completed forms (MCS-501 and B, Motor Carrier Accident) concerning accidents of buses and trucks. Examples of information on the form are: type of carrier, type of collision and type of spillage. The information on the individual forms are used for comparisons and preparation of various traffic and motor carrier reports for internal and public use.</p> <p>Disposition: Destroy when 6 years old.</p>	NC 406-76-1, Item 1 (same)	
✓ 2.	<p>Activity Files. Contain copies of cooperative agreements with the State highway agencies relating to motor carrier safety, information related to civil forfeitures, and information of a general and current interest to the Compliance Division.</p> <p>Disposition: Destroy when 1 year old.</p>		
✓ 3.	<p>Administrative Files. Contain the day-to-day internal working files of the office such as current training, interoffice memorandums,</p>		36 items

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to agency, WNRG, NNB, NNF, NNH, NNR - 7/8/81
Closed Out: 7-13-81: *[Signature]*

Agency concurs with all pen-and-ink changes. *[Signature]* 5/11/81

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>campaigns such as the annual bond drive, travel of employees in the office and position descriptions.</p> <p style="text-align: center;">use GRS 5/4</p> <p>Disposition: Destroy when 2 years old. Destroy when 2 yrs old.</p>	<p>GRS 5/4</p>	-
4.	<p><u>Annual Work Program.</u> Contains correspondence from the field offices and the working papers used in preparation of the program which establishes the priorities for development of the safety program for the year.</p> <p>Disposition: Transfer hardcopy data to ^{OST for conversion to} computer tape and destroy hardcopy.</p>		-
✓5.	<p><u>Budget Files.</u> Relate to the cost of implementing the highway safety program and cost background material for research of transportation safety.</p> <p style="text-align: center;">use GRS 5/4</p> <p>Disposition: Destroy when 2 years old.</p>		
✓6.	<p><u>Cargo Tank Reports.</u> Contain reports on inspection and test of cargo tanks and inventory of tanks. These reports are used in the development and amendment to regulations of cargo security which is the protection of cargo from theft.</p> <p>Disposition: Destroy reports when <u>3</u> years old.</p>		
✓7.	<p><u>Compliance Case Files.</u> Consist of completed forms related to noise compliance level checks, oral interviews, driver equipment compliance and other compliance reports, case reports relating to temporary authority checks and initial notification of major highway accidents, public letter of complaints pertaining to unsafe vehicles and drivers of carriers.</p> <p>Disposition: Destroy when 6 years old.</p>		
✓8.	<p><u>Cooperative Agreement Files.</u> Contain communications, background and agreements with States enforcing motor carrier safety and hazardous material laws and regulations affecting highway transportation.</p> <p>Disposition: Transfer to records center 10 years after completion of agreement. Destroy 2 years later.</p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
✓ 9.	<p>Docket Clerks Working Files. Working papers used in the development of the advanced and proposed notice of rulemaking. Files also contain coordination comments used in the development of the advance and proposed rule.</p> <p>Disposition: After publication of rule, transfer to the "Internal File to Dockets" and file under designated docket number. <i>Dispose of in accordance with disposition for "Internal File to Dockets" Item 18.</i></p>		- -1 Withdrawn, 9/19/80
✓ 10.	<p>Evaluation Reports from States. Evaluation reports received from States on the progress of the state highway safety program. Included also are correspondence and annual and special reports pertaining to the highway safety program in individual States which assist FHWA in making their annual report to Congress.</p> <p>Disposition: Destroy when 5 years old.</p>		
11.	<p>Ex-Parte 40 (ICC Docket Files). Dockets dealing with the number of hours a truck driver is permitted to drive per day. Earlier files were transferred from ICC to FHWA along with the control of this function. These dockets essentially trace the changes in this area since 1940.</p> <p>ICC Docket Files: Disposal not authorized at this time.</p>		Disposition Not Approved, 9/22/80
✓ 12.	<p>Fatal Accident Comparative Files. Data used to make comparisons of motor vehicles involved in fatal accidents over a period of 3 years. Resulting data is issued in agency reports and is available to the public.</p> <p>Disposition: Destroy when 3 years old.</p>		Withdrawn, -7/16/81 K.B. AT

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF
7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
✓ 13.	<p>GAO, OST Audit Reports. Audits made in the field division offices, and Headquarters comments made pertaining to these audits.</p> <p>Disposition: Destroy when 2 years old.</p>		-
✓ 14.	<p>General Correspondence Files. Requests received from the President, Congress, the general public, other government agencies and elements within the Department of Transportation seeking information relating to highway safety.</p> <p>Disposition: Destroy when 2 years old.</p>		-
15.	<p>Hazardous Material Docket Files. Although the hazardous material function is housed in the Materials Transportation Bureau, working case files are established and maintained in the Bureau of Motor Carrier Safety when the docket relates to highway transportation specifically.</p> <p>Disposition: Transfer to the records center 3 years after issuance of final rule. Destroy when 8 years old.</p>		Withdrawn 9/22/80
✓ 16.	<p>Hazardous Material Exemption Files. Contain applications and related material for exemptions to transport hazardous materials. Although this function is housed in the Materials Transportation Bureau, exemptions are coordinated with and may be initiated through the Bureau of Motor Carrier Safety.</p> <p>Disposition: Destroy files upon revised issuance or every 3 years, whichever comes first.</p>		
✓ 17.	<p>Hazardous Materials Reports. Contain the background material and final report of research contracts involving hazardous materials such as gasoline, tar and radioactive material for finding faults in bridges.</p> <p>Disposition: a. Destroy background material 5 years after issuance of final report. Transfer final report to records center for 5 more years and destroy. b. Final report -- Transfer to FRC when 5 yrs. old. Destroy when 10 years old. (Record copy of report is scheduled for permanent retention under NC1-406-79-1, Item 4)</p>		

Request for Records Disposition Authority—Continuation

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18.	<p>Internal File to Dockets. Internal working papers for each rule containing internal comments as well as external comments from the public and public interest groups. The rules relate to federal motor carrier safety regulations.</p> <p>Disposition: Files are not available to public. Establish opened and closed files. Destroy 5 years after docket is closed. See Item 27 for Public Docket File.</p>		-
19.	<p>Interpretation of Regulations. Contain correspondence, directives and related background material concerning FHWA's interpretation of Motor Carrier Safety regulations, on a specific Hazardous material. In most instances this material traces the steps involved in making the policy statement, on a hazardous material. Arr. chronologically. Produced irregularly - less than 1"/yr.</p> <p>Disposition: ^{Permanent} Transfer to records center 5 years after ^{year of} issuance of statement. Offer to NARS when 10 years old after year of issuance of statement. RTB 7/22/80 AT</p>	Motor Carrier Safety	-
20.	<p>Investigation Training Files. Contain critiques of training material developed for the field offices.</p> <p>Disposition: Destroy when 3 years old.</p>		
21.	<p>Joint Agency (NHTSA/FHWA) Fatal and Injury Accident Files. Contain data collected jointly by the Federal Highway Administration and the National Highway Traffic Safety Administration from motor vehicle traffic accidents. This material is classified by highway systems and is used in research and in the preparation of reports used both internally and by other agencies and the public, including the GPO publication "Fatal + Injury Accident Rates."</p> <p>Disposition: Transfer to records center when 3 years old. All records, including "Fatal + Injury Accident Rates" — Destroy when 6 years old.</p>		Fatal + Injury Accident
22.	<p>Legislative Files. Contain draft copies of various proposals for the Highway Safety Acts and drafts of proposals submitted to the Office of the Secretary. Also contain any notes taken during legislative hearings that could have an impact on a highway bill.</p> <p>Disposition: Destroy when 3 years old.</p>		

115-203

Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A
Revised July 1974
Prescribed by General Services
Administration
FPMR (41 CFR) 101-11.4

GPO 1975 O - 57-257

Request for Records Disposition Authority - Continuation

JOB NO

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✓ 23.	<p>National Emphasis Area Files Correspondence, memoranda and requests for information pertaining to those areas within the Office of Highway Safety to be considered for special emphasis during a fiscal year.</p> <p>Disposition: Destroy when 3 years old.</p>		-
✓ 24.	<p>National Transportation Safety Board (NTSB) Control Accident Investigation Report Files. These files contain information that is gathered in the course of investigating an accident. The material is provided to the NTSB and is used by them in reports that NTSB issues.</p> <p>Disposition: Destroy when 10 years old.</p>		
✓ 25.	<p>Occupational Health and Safety Research Files. Both in-house and contract medical research done in the development of regulations dealing with the physical qualifications required of truck drivers. Contain both background research and copies of final reports and regulations.</p> <p>Disposition: Transfer to records center when 5 years old. Destroy when 10 years old.</p>		
✓ 26.	<p>On Guard Safety Bulletins. Contain background material used in the preparation of and copies of the bulletins alerting industry of specific problem areas involved in the use of hazardous materials. <i>Issued irregularly, less than 1"/yr. Arranged chronologically.</i></p> <p>Disposition: <i>a. Master copy--PERMANENT, offer to NARS when 10 yrs old, b. All other copies + all background material</i> Destroy when 3 years old.</p>		
27.	<p>Part 393, Federal Motor Carrier Safety Regulations Files. The background material for each amendment to Part 393. These files trace the development and history of this part from 1968 to the present time and are referred to on a daily basis. As indicated by the title, these files pertain to Federal Motor Carrier Safety Regulations.</p> <p>Disposition: Transfer to records center when 5 years old. Offer to Archives when 10 years old.</p> <p><i>See following page</i></p>	Dockets. <i>if [unclear] [unclear]</i>	

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GPO : 1975 O - 57-387

27.

Federal Motor Carrier Safety Regulations Dockets.

Background for each amendment to Federal Motor Carrier Safety regulations. These files trace the development and history of these regulations from 1968 to the present, and are referred to on a daily basis. Contains research studies, transcripts of public hearings, public comments, Federal Register notices, related correspondence. This file is also known as the Public Docket File. Arr. by docket #.

Ca. 1 cu ft/yr.
for permanent records

- a. Dockets relating to substantive rules that attracted great public or industry attention and response, signified an advance in technology, had significant impact on motor carrier transportation, or signified a major development in the history of Federal Highway Administration, AS selected by the Bureau of Motor Carrier Safety.

PERMANENT. Transfer to FRC 5 years after close of file. Offer to NARS 25 years ~~later~~ after close of file.

- b. Unselected dockets.

Transfer to FRC 5 years after close of file. Destroy 25 years ~~later~~ after close of file.

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✓ 28.	<p><u>Petitions for Rulemaking.</u> Petitions from general public requesting changes in the Federal Motor Carrier Safety Regulations.</p> <p>Disposition: Destroy when 5 years old.</p>		-
✓ 29.	<p><u>Presidents Medal of Honor.</u> Files maintained for those individuals or persons that receive awards through the recommendations of other citizens or persons for risking their lives to save others.</p> <p>Disposition: Destroy when 1 year old.</p>	GRS 1/12e	-
✓ 30.	<p><u>Public Docket Files.</u> Records established for public review containing comments made by the public interest groups on rules related to Federal Motor Carrier Safety Regulations.</p> <p>Disposition: Establish opened and closed files. Destroy files 5 years after docket is closed.</p>		withdrawn, 9/22/80
✓ 31.	<p><u>Published Accident Report Files.</u> Background material related to the investigation of accidents involving commercial and noncommercial vehicles.</p> <p>Disposition: Transfer to records center when 3 years old. Destroy when 10 years old.</p>		
32.	<p><u>Program Evaluation Slides Files.</u> Used for training and in presentations concerning the highway safety program.</p> <p>Disposition: <u>Permanent.</u> Transfer to records center when determination is made that slides are no longer needed. Offer to Archives 5 years later.</p>		withdrawn, 9/16/80
✓ 33.	<p><u>Railroad Grade Crossing Files.</u> Contain correspondence and background material used in</p>		

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	<p>developing studies and reports dealing with accidents and grade crossings. Also files contain correspondence supporting rulemaking decisions on grade crossing controls and information related to state requirements on safety material for use in grade crossings.</p> <p>Disposition: Establish opened and closed cases. Destroy 6 years after case is closed.</p>		
✓ 34.	<p><u>Reference Files.</u> Contain copies of information used as ready reference on subjects of current or ongoing interest. These files may contain copies of publications, directives, pictures, correspondence and the like. Official file copies are not to be placed in these files nor are the files to be considered pending files where official file copies are kept on a tentative basis.</p> <p>Disposition: Destroy when no longer needed.</p>		
✓ 35.	<p><u>Special Project Safety Files.</u> Correspondence, background material and the special reports concerning vehicle accidents involving maintenance personnel in highway construction zones. Also included in this category are the correspondence background material and special reports requested by the President or Congress on highway safety and related matters.</p> <p>Disposition: Transfer to records center 1 year after issuance of final report. Destroy 5 years later.</p>		
✓ 36.	<p><u>Tire Studies.</u> Files containing correspondence, background material and related reports having to do with all facets of tires such as construction and marketing.</p> <p>Disposition: Destroy when 3 years old.</p>		
37.	<p><u>Transcripts of Hearings.</u> Testimony given in hearings conducted by the Bureau of Motor Carrier Safety on proposed rulemaking related to highway safety.</p> <p>Disposition: Transfer to the records center 5</p>		<p>Withdrawn 3/16/87 RTB AT</p>

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	years after publication of final rule.		-
✓ 38.	<p><u>Training Course Files.</u> Contain material used in the development of various training courses offered by the Office of Highway Safety. Included also are copies of contracts, training guides, manuals, and slides.</p> <p>Disposition: Destroy when course is discontinued.</p>		-
39.	<p><u>Waiver Files.</u> Contain personal files on handicapped drivers. A waiver must be issued for a physically handicapped person to operate a truck.</p> <p>Disposition: Destroy when 3 years old or after separation of employee.</p>		<p><i>withdrawn, 9/22/80</i></p>