

Request for Records Disposition Authority

Records Schedule Number DAA-0416-2012-0007

Schedule Status Approved

Agency or Establishment National Highway Traffic Safety Administration

Record Group / Scheduling Group Records of the National Highway Traffic Safety Administration

Records Schedule applies to Major Subdivision

Major Subdivision Office of The National Center for Statistics and Analysis

Minor Subdivision National Driver Register and Traffic Records Division

Schedule Subject Traffic Records Improvement Program Reporting System (TRIPRS)

Internal agency concurrences will be provided No

Background Information The National Center for Statistics and Analysis (NCSA), an office of the National Highway Traffic Safety Administration (NHTSA), is responsible for providing a wide range of analytical and statistical support to NHTSA and the highway safety community.

Item Count

| Number of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 1 | 0 | 1 | 0 |

GAO Approval

Outline of Records Schedule Items for DAA-0416-2012-0007

| Sequence Number | |
|-----------------|--|
| 1 | Master File |
| 11 | Traffic Records Improvement Program Reporting System (TRIPRS) Disposition Authority Number: DAA-0416-2012-0007-0001 |

Records Schedule Items

| Sequence Number | |
|-----------------|---|
| 1 | <p>Master File TRPRS is a web-based reporting system where States, Regional Offices and HQ's may review what States have entered with regards to the traffic records information system. TRPRS contains detailed information on all projects contained in the strategic plans submitted by the States and U. S. Territories. Users may view the project name, detailed project description, lead agency, milestones, performance measures, baselines, and planned budget information. This is a restricted access area; select State Personnel are granted access to their State's information only, NHTSA Regions are granted access to all states within their region, and select USDOT personnel have read access for all states.</p> |
| 1.1 | <p>Traffic Records Improvement Program Reporting System (TRIPRS) Disposition Authority Number DAA-0416-2012-0007-0001</p> <p>States manage and maintain projects, milestones, strategic planning, progress reports and 408 applications. Some support is provided by Traffic Safety Analysis Systems and Services Inc. TRIPRS contains detailed information on all projects contained in the strategic plans submitted by the States and U.S. Territories. Users may view the project name, detailed project description, lead agency, milestones, performance measures, baselines, and planned budget information. This is a restricted access area; select State personnel are granted access to their State's information only, NHTSA Regions are granted access to all states within their region, and selected US DOT personnel have read access for all states.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation Data exists in electronic format only.</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut-off at the end of year.</p> <p>Retention Period Destroy 7 year(s) after cut-off, or when no longer needed for business operations.</p> |

Additional Information

GAO Approval

Not Required

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified

Signatory Information

| Date | Action | By | Title | Organization |
|------------|------------------------|------------------|---|--|
| 10/01/2012 | Certify | Carolyn Green | Records Officer Manager | NHTSA - OCIO |
| 02/23/2016 | Submit for Concurrence | Jim Cassedy | Appraiser | National Archives and Records Administration - Records Management Services |
| 02/25/2016 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services |
| 02/29/2016 | Concur | Laurence Brewer | Director, National Records Management Program | National Archives and Records Administration - National Records Management Program |
| 03/02/2016 | Approve | David Ferriero | Archivist of the United States | Office of the Archivist - Office of the Archivist |