

Request for Records Disposition Authority

Records Schedule Number **DAA-0416-2014-0001**
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. **National Highway Traffic Safety Administration**
Minor Subdivision **Office of Behavioral Safety Research**
Schedule Subject **Motor Vehicle Occupant Safety Survey (MVOSS) Cognitive Testing.**
Internal agency concurrences will be provided **No**

Background Information **These records concern cognitive testing performed in preparation for the NHTSA Motor Vehicle Occupant Safety Survey (MVOSS).**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0416-2014-0001

Sequence Number	
1	Motor Vehicle Occupant Safety Survey (MVOSS) Cognitive Testing.
1.1	Motor Vehicle Occupant Safety Survey (MVOSS) Cognitive Testing. Disposition Authority Number: DAA-0416-2014-0001-0001

Records Schedule Items

Sequence Number																	
1	<p>Motor Vehicle Occupant Safety Survey (MVOSS) Cognitive Testing. As part of the preparation for the Motor Vehicle Occupant Safety Survey (MVOSS), a cognitive testing protocol is implemented. Nine adults are administered selected questions from the MVOSS and then interrogated about their thoughts concerning the questions. This process is known as cognitive testing. The records compiled during the cognitive tests are handwritten notes and audiotapes. These notes contain only first names of the individuals tested. As part of the cognitive testing, individuals sign consent forms and forms acknowledging receipt of payment. The record information collected during the cognitive tests consist of paper and audiotape formats. The subjects are recruited using a pre-existing database owned by the facility retained to provide the logistical resources for the cognitive tests. This system is external to the NHTSA and MVOSS project.</p>																
1.1	<p>Motor Vehicle Occupant Safety Survey (MVOSS) Cognitive Testing. Disposition Authority Number DAA-0416-2014-0001-0001</p> <p>Records consist of handwritten notes, audiotapes of interviews, consent forms and receipt of payments, completed during the process of cognitive testing of MVOSS questions.</p> <table data-bbox="350 1108 902 1491"> <tr> <td>Final Disposition</td> <td>Temporary</td> </tr> <tr> <td>Item Status</td> <td>Active</td> </tr> <tr> <td>Is this item media neutral?</td> <td>Yes</td> </tr> <tr> <td>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td> <td>Yes</td> </tr> <tr> <td>Do any of the records covered by this item exist as structured electronic data?</td> <td>Yes</td> </tr> </table> <p>Disposition Instruction</p> <table data-bbox="350 1587 1260 1672"> <tr> <td>Cutoff Instruction</td> <td>Destroy in three years.</td> </tr> <tr> <td>Retention Period</td> <td>Destroy immediately after three years</td> </tr> </table> <p>Additional Information</p> <table data-bbox="350 1768 935 1806"> <tr> <td>GAO Approval</td> <td>Not Required</td> </tr> </table>	Final Disposition	Temporary	Item Status	Active	Is this item media neutral?	Yes	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes	Do any of the records covered by this item exist as structured electronic data?	Yes	Cutoff Instruction	Destroy in three years.	Retention Period	Destroy immediately after three years	GAO Approval	Not Required
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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
04/11/2014	Certify	Carolyn Green	Records Officer Manager	NHTSA - OCIO
09/16/2016	Submit for Concurrency	Jim Cassedy	Appraiser	National Archives and Records Administration - Records Management Services
09/20/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/21/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
09/21/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist