

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0416-2015-0008

Request for Records Disposition Authority

Records Schedule Number	DAA-0416-2015-0008
Schedule Status	Returned Without Action
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 Defects and Investigations
Schedule Subject	Advance Retrieval Tire, Equipment, Motorvehicle Information System (ARTEMIS)
Internal agency concurrences will be provided	No

Background Information

The Office of Defects Investigation (ODI) of the National Highway Traffic Safety Administration (NHTSA) conducts investigations of alleged safety related defects in motor vehicles, motor vehicle equipment, child safety seats, and tires. Its mission is to identify defects that relate to motor vehicle safety, and to ensure that defects are remedied effectively and promptly. Consumers file complaints through the website, the NHTSA phone hotline, and mail. ODI reviews all complaints, and, if they are numerous and serious enough, opens an investigation. An investigation may lead to a safety recall. ODI tracks and monitors recall campaigns initiated by manufacturers as well as those prompted by NHTSA investigation.

1. ARTEMIS

The Advanced Retrieval Tire, Equipment, Motor Vehicle Information System (ARTEMIS) was implemented in December 2002 to:

- Provide a central repository of data on motor vehicle and motor vehicle equipment defects by storing and organizing information on complaints, recalls, investigations, and early warning reporting (EWR)
- Track and manage motor vehicle and motor vehicle equipment recalls
- Track and provide access to information on current and past investigations
- Provide information to the public on safety defects that may exist in motor vehicles or motor vehicle equipment.

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Staff uses the database to identify and analyze trends in EWR data required from manufacturers and to review complaints about defects in motor vehicle and motor vehicle equipment in order to determine if further investigation and/or safety recalls are required. The EWR rule requires vehicle and equipment manufacturers to submit quarterly reports of the number of claims or notices of a fatality or injury, property-damage claims, consumer complaints, warranty claims, field reports, and production data. Manufacturers must also report information on foreign safety recalls and other safety campaigns in foreign countries that involve vehicles that are substantially similar to vehicles sold in the US.

Information is entered into the system directly from web-based forms completed by the public and from reports filed by manufacturers, through the NHTSA Hotline, via email, or by mail. Information is summarized into the appropriate database and related documents are scanned into the repository. These databases include:

- The recalls database containing all NHTSA safety-related and compliance campaigns since 1976
- The consumer complaints database containing all safety-related complaints received by NHTSA since 1995
- The defect investigations database containing all NHTSA safety-related defect investigations opened since 1972
- The petitions database 1972
Correspondence 1995

The foreign campaigns database containing information on recalls and safety campaigns of vehicles that are similar to domestic vehicles but sold only in foreign countries

- The technical service bulletins (TSB) database containing information on manufacturer notices received by NHTSA since 1995
- The EWR aggregate data database
- The EWR death and injury database
- The EWR substantial similar database
- The EWR field reports database.

Information protected from public disclosure under the Privacy Act and under the Freedom of Information Act is redacted from the public version of the system.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0416-2015-0008

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GAO Approval

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0416-2015-0008

Outline of Records Schedule Items for DAA-0416-2015-0008

Sequence Number	
1	Recall Files Disposition Authority Number: DAA-0416-2015-0008-0001
2	Investigation Files Disposition Authority Number: DAA-0416-2015-0008-0002
3	Investigation files where the investigation led to a court decision Disposition Authority Number: DAA-0416-2015-0008-0003
4	Issue Evaluation Files: Disposition Authority Number: DAA-0416-2015-0008-0004
5	Petition Files: Disposition Authority Number: DAA-0416-2015-0008-0005
6	Consumer Correspondence: Disposition Authority Number: DAA-0416-2015-0008-0006
7	Consumer Complaints: Disposition Authority Number: DAA-0416-2015-0008-0007
8	Early Warning Reporting (EWR) Aggregate Data Disposition Authority Number: DAA-0416-2015-0008-0008
9	EWR Death and Injury Data Disposition Authority Number: DAA-0416-2015-0008-0009
10	EWR copies of Field Reports Disposition Authority Number: DAA-0416-2015-0008-0010
11	EWR Historical Data Disposition Authority Number: DAA-0416-2015-0008-0011
12	EWR Foreign Recalls Disposition Authority Number: DAA-0416-2015-0008-0012
13	EWR Substantially similar Vehicles Disposition Authority Number: DAA-0416-2015-0008-0013
14	Service Bulletins Disposition Authority Number: DAA-0416-2015-0008-0014

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0416-2015-0008

Records Schedule Items

Sequence Number		
1	Recall Files	
	Disposition Authority Number	DAA-0416-2015-0008-0001
	Files containing a manufacturer's noncompliance notification (573) owner notification (577) manufacturer's notices to dealers, recall acknowledgement letters, and quarterly reports.	
	Final Disposition	Permanent
	Item Status	Withdrawn
	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
	GRS or Superseded Authority Citation	N1-416-05-003
	Disposition Instruction	
	Cutoff Instruction	.pre-accession records to NARA after 5 years from the date of submission of 573.
	Transfer Electronic Records to the National Archives for Pre-Accessioning	Transfer electronic records to the National Archives for pre-accessioning 5 year(s) after date of 573 submission.
	Transfer to the National Archives for Accessioning	Transfer to the National Archives 15 year(s) after the date of the 573 submissions.
	Additional Information	
	First year of records accumulation	1976
	What will be the date span of the initial transfer of records to the National Archives?	From 1976 To 2015
	How frequently will your agency transfer these records to the National Archives?	Every 2 Months
		Estimated Current Volume
		Annual Accumulation

WITHDRAWN RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0416-2015-0008

Electronic/Digital		
Paper	7139 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

2

Investigation Files

Disposition Authority Number DAA-0416-2015-0008-0002

(C, PE, EA, EQ, RQ, SQ, TQ, AQ) Files that contain documents and information gathered by ODI that are used to base decisions for investigations.

Final Disposition Temporary

Item Status Withdrawn

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

GRS or Superseded Authority Citation N1-416-05-003

Disposition Instruction

Retention Period Destroy no sooner than 15 year(s) after the date of an investigation's opening resume. but longer retention is authorized

Additional Information

GAO Approval Not Required

3

Investigation files where the investigation led to a court decision

Disposition Authority Number DAA-0416-2015-0008-0003

Files that contain documents and information gathered by ODI that were used to base decisions for investigations that led to court decisions.

Final Disposition Permanent

Item Status Withdrawn

WITHDRAWN - RETURNED WITHOUT ACTION

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0416-2015-0008

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

GRS or Superseded Authority Citation N1-416-05-003

Disposition Instruction

Transfer Electronic Records to the National Archives for Pre-Accessioning Transfer electronic records to the National Archives for pre-accessioning immediately after 6 months of investigation closing date.

Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after conclusion of court decision.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 1972 To 2015

How frequently will your agency transfer these records to the National Archives? Every 2 Months

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	36890 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

4

Issue Evaluation Files:

Disposition Authority Number DAA-0416-2015-0008-0004

(IE) Files containing documents pertaining to pre-investigative work ODI conducts to support opening an investigation on a motor vehicle or equipment.

Final Disposition Temporary

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0416-2015-0008

	Item Status	Withdrawn
	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
	GRS or Superseded Authority Citation	N1-416-05-003
	Disposition Instruction	
	Retention Period	Destroy no sooner than 10 year(s) after the opening date of the issue evaluation but longer retention is authorized
	Additional Information	
	GAO Approval	Not Required
5	Petition Files:	
	Disposition Authority Number	DAA-0416-2015-0008-0005
	(RP & DP) Files containing documents that pertain to a letter from the public petitioning ODI to consider opening an investigation on a motor vehicle or equipment	
	Final Disposition	Temporary
	Item Status	Withdrawn
	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
	GRS or Superseded Authority Citation	N1-416-05-003
	Disposition Instruction	
	Retention Period	Destroy no sooner than 15 year(s) after the date of the investigation's opening resume but longer retention is authorized

WITHDRAWN - RETURNED WITHOUT ACTION

WITHDRAWN RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0416-2015-0008

6	Additional Information	
	GAO Approval	Not Required
	Consumer Correspondence:	
	Disposition Authority Number	DAA-0416-2015-0008-0006
	Correspondence received from the public and other government representatives.	
	Final Disposition	Temporary
	Item Status	Withdrawn
	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
	GRS or Superseded Authority Citation	N1-416-05-003
	Disposition Instruction	
	Cutoff Instruction	.
	Retention Period	Destroy 10 year(s) after the date of receipt.
7	Additional Information	
	GAO Approval	Not Required
	Consumer Complaints:	
	Disposition Authority Number	DAA-0416-2015-0008-0007
	Electronic or hardcopy vehicle owner questionnaires (VOQs) submitted to NHTSA.	
	Final Disposition	Temporary
	Item Status	Withdrawn
	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
	GRS or Superseded Authority Citation	N1-416-05-003

WITHDRAWN - RETURNED WITHOUT ACTION

WITHDRAWN RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0416-2015-0008

8

Disposition Instruction

Retention Period Destroy 15 year(s) after the date of receipt.

Additional Information

GAO Approval Not Required

Early Warning Reporting (EWR) Aggregate Data

Disposition Authority Number DAA-0416-2015-0008-0008

Manufacturer's annual vehicle production numbers by make, model, and model year

Final Disposition Temporary

Item Status Withdrawn

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

GRS or Superseded Authority Citation N1-416-05-003

Disposition Instruction

Retention Period Destroy 10 year(s) after the date of receipt.

Additional Information

GAO Approval Not Required

EWR Death and Injury Data

Disposition Authority Number DAA-0416-2015-0008-0009

Manufacturers are required to report information they obtain regarding incidents that result in death and injury of consumers utilizing vehicles they produce.

Final Disposition Temporary

Item Status Withdrawn

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

9

WITHDRAWN - RETURNED WITHOUT ACTION

WITHDRAWN • RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0416-2015-0008

10	Do any of the records covered by this item exist as structured electronic data?	Yes
	GRS or Superseded Authority Citation	N1-416-05-003
	Disposition Instruction	
	Retention Period	Destroy 10 year(s) after the receipt date
	Additional Information	
	GAO Approval	Not Required
	EWR copies of Field Reports	
	Disposition Authority Number	DAA-0416-2015-0008-0010
	Manufacturers are required to submit field reports which contain information of a possible safety-related defect from a consumer, non-dealer or manufacturing facility.	
	Final Disposition	Temporary
Item Status	Withdrawn	
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	
GRS or Superseded Authority Citation	N1-416-05-003	
Disposition Instruction		
Retention Period	Destroy 10 year(s) after the date of receipt	
Additional Information		
GAO Approval	Not Required	
11	EWR Historical Data	
	Disposition Authority Number	DAA-0416-2015-0008-0011
	Manufacturer's report of production data, field reports, and warranty data prior to the 3rd. quarter of 2003 to be submitted quarterly.	
	Final Disposition	Temporary
Item Status	Withdrawn	

WITHDRAWN - RETURNED WITHOUT ACTION

WITHDRAWN RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0416-2015-0008

12	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
	GRS or Superseded Authority Citation	N1-416-05-003
	Disposition Instruction	
	Cutoff Instruction	Destroy 10 years after the date of receipt.
	Retention Period	Destroy 10 years after the date of receipt.
	Additional Information	
	GAO Approval	Not Required
	EWR Foreign Recalls	
	Disposition Authority Number	DAA-0416-2015-0008-0012
	Foreign campaigns are reviewed to identify potential safety defects that may lead to domestic recall campaigns.	
Final Disposition	Temporary	
Item Status	Withdrawn	
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	
GRS or Superseded Authority Citation	N1-416-05-003	
Disposition Instruction		
Cutoff Instruction	Destroy 10 years after the date of receipt.	
Retention Period	Destroy 10 year(s) after the date of receipt	
Additional Information		
GAO Approval	Not Required	
13	EWR Substantially similar Vehicles	

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WITHDRAWN RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0416-2015-0008

14

Disposition Authority Number	DAA-0416-2015-0008-0013
Manufacturer's annual report of similar vehicles that they produce and retail in foreign markets.	
Final Disposition	Temporary
Item Status	Withdrawn
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
GRS or Superseded Authority Citation	N1-416-05-003
Disposition Instruction	
Retention Period	Destroy 10 year(s) after the date of receipt
Additional Information	
GAO Approval	Not Required
Service Bulletins	
Disposition Authority Number	DAA-0416-2015-0008-0014
.A manufacturer's official communication to its dealers containing vehicle descriptions, possible defects and repair procedures.	
Final Disposition	Temporary
Item Status	Withdrawn
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
GRS or Superseded Authority Citation	N1-416-05-003
Disposition Instruction	
Retention Period	Destroy 10 year(s) after the date of receipt

WITHDRAWN - RETURNED WITHOUT ACTION

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0416-2015-0008

Additional Information

GAO Approval

Not Required

WITHDRAWN - RETURNED WITHOUT ACTION

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0416-2015-0008

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
05/13/2015	Certify	Carolyn Green	Records Officer Manager	NHTSA - OCIO
09/05/2018	Return Without Action	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services

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