

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0416-2017-0001**

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      **Office of Vehicle Safety Compliance (OVSC)**

Schedule Subject      **This schedule supplements and alters National Highway Traffic Safety Administration (NHTSA) schedule N1-416-11-3 for OVSC by adding two items, and reducing the retention period for N1-416-11-3, Item 10, Vehicle Statements of conformity from 25 years to 5 years.**

Internal agency concurrences will be provided      **No**

### Background Information

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>3</b>	<b>0</b>	<b>3</b>	<b>0</b>

### GAO Approval

## Outline of Records Schedule Items for DAA-0416-2017-0001

Sequence Number	
1	Vehicle statements of conformity (49 CFR, Part 592) for vehicles NOT certified as conforming to the Canadian Motor Vehicle Safety Standards (CMVSS). Disposition Authority Number: DAA-0416-2017-0001-0001
2	Inconsequential Noncompliance Petition (49 CFR Part 556) records Disposition Authority Number: DAA-0416-2017-0001-0002
3	Vehicle statements of conformity (49 CFR Part 592). Disposition Authority Number: DAA-0416-2017-0001-0003

## Records Schedule Items

Sequence Number	
1	<p>Vehicle statements of conformity (49 CFR, Part 592) for vehicles NOT certified as conforming to the Canadian Motor Vehicle Safety Standards (CMVSS).</p> <p>Disposition Authority Number      DAA-0416-2017-0001-0001</p> <p>Files contain correspondence with registered importers, manufacturers, test and/or inspection results, and internal documentation. The files may also contain research studies, meeting notes, images, and other related investigative material.</p> <p>Final Disposition                      Temporary</p> <p>Item Status                              Active</p> <p>Is this item media neutral?          Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction                      Cutoff files at the end of the FY.</p> <p>Retention Period                      Destroy 10 year(s) after cut-off, or when no longer needed for business needs.</p> <p>Additional Information</p> <p>GAO Approval                          Not Required</p>
2	<p>Inconsequential Noncompliance Petition (49 CFR Part 556) records</p> <p>Disposition Authority Number      DAA-0416-2017-0001-0002</p> <p>Files contain correspondence with manufacturers, test and/or inspection results, and internal documentation. The files may also contain research studies, meeting notes, images, and other related investigative material.</p> <p>Final Disposition                      Temporary</p> <p>Item Status                              Active</p> <p>Is this item media neutral?          Yes</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>

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Do any of the records covered  
by this item exist as structured  
electronic data?

No

**Disposition Instruction**

Cutoff Instruction

Cutoff at the end of the FY.

Retention Period

Destroy 15 year(s) after cut-off.

**Additional Information**

GAO Approval

Not Required

Vehicle statements of conformity (49 CFR Part 592).

Disposition Authority Number DAA-0416-2017-0001-0003

Files contain correspondence with registered Importers, manufacturers, test and/or inspection results, and internal documentation.

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?

No

GRS or Superseded Authority  
Citation

N1-416-11-3 Item 10.

**Disposition Instruction**

Cutoff Instruction

Cut-off at the end of FY.

Retention Period

Destroy 5 year(s) after cut-off, or when no longer  
needed for business operations.

**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
11/03/2016	Certify	Carolyn Green	Records Officer Manager	NHTSA - OCIO
06/12/2017	Submit for Concurrence	Jim Cassedy	Appraiser	National Archives and Records Administration - Records Management Services
06/22/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/22/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/23/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist