

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	0	3	0

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