

		NI-416-05-1	
<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED July 13, 2005	
1. FROM (Agency or establishment) Department of Transportation		NOTIFICATION TO AGENCY  In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked disposition not approved or withdrawn in column 10.	
2. MAJOR SUBDIVISION National Highway Traffic Safety Administration			
3. MINOR SUBDIVISION Technical Information Services			
4. NAME OF PERSON WITH WHOM TO CONFER Carolyn Green	5. TELEPHONE (202)-366-4939	DATE 7/13/05	ARCHIVIST OF THE UNITED STATES A. L. Winstanley
6. 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 on the attached <u>1</u> page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies, is not required; is attached; or has been requested.			
DATE 07/11/05	SIGNATURE OF AGENCY REPRESENTATIVE <i>Carolyn Green</i>		TITLE Acting Records Officer
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

Americans With Disabilities Act and Equal Employment Opportunity Complaint Files

See Attachment

*1 cc Agency NR NWMW*

## OFFICE OF CIVIL RIGHTS

### 1. AMERICANS WITH DISABILITIES ACT COMPLAINT FILES

Copies of complaint letters, respondent's reply, correspondence, and reports of investigations undertaken when persons with disabilities allege that they have been discriminated against by state facilities that received funding from NHTSA. The Department of Transportation (DOT) is responsible for investigating such complaints when they pertain to services, programs, or regulatory activities relating to transportation, such as highways, public transportation, traffic management (non-law enforcement), automobile licensing and inspection, and driver licensing. Investigations are conducted in accordance with the regulations that implement Section 504 (49 CFR Part 27) and Title II (28 CFR Part 35). Files are arranged in alphabetical order.

**Disposition: Temporary. Close file when case is resolved, and place in closed case file series. Cut off closed case files at the end of the fiscal year. Transfer to WNRC 5 years after cutoff. Destroy 10 years after cutoff.**

### 2. EQUAL EMPLOYMENT OPPORTUNITY COMPLAINT FILES

Copies of Equal Employment Opportunity Counselor's reports, pleadings, briefs, depositions, and general correspondence relating to both formal and informal complaints filed by employees that allege discrimination on the basis of race, color, religion, sex, national origin, age or disability. The files are arranged in alphabetical order.

**Disposition: Temporary. Close file when case is resolved, and place in closed case file series. Cut off closed case files at the end of the fiscal year. Transfer to WNRC 5 years after cutoff. Destroy 10 years after cutoff.**

### 3. ELECTRONIC MAIL AND WORD PROCESSING RECORDS

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the items above. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revising, and disseminating. (GRS 23, Item 10)

- a. Copies of records that have no further administrative value after the recordkeeping copy is made. This includes copies maintained by individuals in personnel files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copies.

**Disposition: Temporary. Destroy/delete within 180 days after the recordkeeping copy has been produced.**

- b. Copies used for disseminating, revising, or updating that are maintained in addition to recordkeeping copy.

**Disposition: Temporary. Destroy/delete when disseminating, revising, or updating is completed.**

## OFFICE OF CIVIL RIGHTS

### AMERICANS WITH DISABILITIES ACT COMPLAINT FILES

Chronologically arranged copies of complaint letters, respondent's reply, reports of investigations of persons with disabilities that alleged discriminations against state facilities that received funding from NHTSA. The Department of Transportation (DOT) is responsible for investigating such complaints, when they pertain to services, programs or regulatory activities relating to transportation, including driver licensing. Investigations are conducted in accordance with the regulations that implement section 504 (49 CFR Part 27) and Title II (28 CFR Part 35).

**Disposition: Temporary. Close case file, place in closed case file series. Closed case files at the end of (calendar/fiscal) year. Transfer to WNRC 5 years after cutoff. Destroy ten (10) years after cut-off.**

### EQUAL EMPLOYMENT OPPORTUNITY COMPLAINT FILES

Chronologically arranged copies of Equal Employment Opportunity Counselor's reports, pleadings, briefs, depositions, and general correspondence of employees that allege discrimination on the basis of race, color, religion, sex, national origin, age or disability.

**Disposition: Temporary. Close case file, place in closed case file series. Closed case files at the end of (calendar/fiscal) year. Transfer to WNRC 5 years after cutoff. Destroy ten (10) years after cut-off.**