

		71-416-05-3	
REQUEST FOR RECORDS DISPOSITION AUTHORITY To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 8-11-2005	
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disposition request, including amendments, is approved except for items that may be marked disposition not approved or withdrawn in column 10	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 Office of Defects Investigations (ODI) Technical Information Services			
4 NAME OF PERSON WITH WHOM TO CONFER Carolyn Green	5 TELEPHONE (202)-366-4939	DATE 135 Sep 12	ARCHIVIST OF THE UNITED STATES
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 <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested			
DATE 07/26/05	SIGNATURE OF AGENCY REPRESENTATIVE Carolyn Green	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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)

Investigations, Recalls, Petitions, Consumer Correspondence and EWR data

See Attachment

Pursuant to NHTSA Order 132-8A, the Office of Defects Investigation (ODI) will implement the following plan with respect to the retention of records generated, received, and maintained by ODI on December 31, 2011

Note: Paper, film, microfiche, CD-ROM, and electronic records are all covered by this disposition schedule

~~1~~ Recall Files Files containing a manufacturer's noncompliance notification (573)

1A

Disposition Permanent Cutoff at end of FY in which 573 is received Pre-accession 5 years after cutoff Transfer legal custody 15 years after cutoff

1B

Files containing manufacturer's owner notification (577), manufacturer's notice to dealers, recall acknowledgment letters, and quarterly reports

Disposition Temporary Cutoff at end of FY in which file is closed Destroy temporary files 15 years after cutoff

- 2 Petition Files (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

Disposition Temporary Cutoff at end of FY in which petition is resolved Destroy 10 years after cutoff

- 3 Investigation Files where the investigation led to Court Decisions Files that contain documents and information gathered by ODI that are used to base decisions for investigations

Disposition Permanent Pre-accession of permanent files to NARA within 6 months of investigation closing date Legal custody of investigation files transferred to NARA 15 years after conclusion of Court Decision

- 4 All other investigative Files (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

Disposition Temporary Destroy 15 years after the date of the investigation resolution

- 5 IR Non-investigation pursuit files (IQ, AL, DI) Information Request is a letter that is sent to a manufacturer upon opening an investigation requesting specific information

Disposition Temporary Destroy 5 years after the date of receipt of the IR response

6 Consumer Correspondence Correspondence received from the public and other government representatives

Disposition Temporary Cutoff at end of FY, Destroy 10 years after cutoff

7 Consumer Complaints Electronic or hardcopy vehicle owner questionnaires (VOQs) submitted to NHTSA

Disposition Temporary Cutoff at end of FY Destroy 15 years after the date of receipt

8 Early Warning Reporting (EWR) Aggregate Data Manufacturer's annual vehicle production numbers by Make, model, and model year

Disposition Temporary Cutoff at end of FY Destroy 10 Years after cutoff

9 EWR Death and Injury Data Manufacturers are required to report information they obtain regarding incidents that result in death and injury of consumers utilizing vehicles they produce

Disposition Temporary Cutoff at end of FY Destroy 10 Years after cutoff

10 EWR copies of Field Reports Manufacturers are required to submit field reports which contain information of a possible safety-related defect from a consumer, non-dealer or manufacturing facility

Disposition Temporary Cutoff at end of FY Destroy 10 Years after cutoff

11 EWR Historical Data Manufacturer's report of production data, field reports, and warranty data prior to the 3rd quarter of 2003 to be submitted quarterly

Disposition Temporary Cutoff at end of FY Destroy 10 Years after cutoff

12 EWR Foreign Recalls Foreign campaigns are reviewed to identify potential safety defects that may lead to domestic recall campaigns

Disposition Temporary Cutoff at end of FY Destroy 10 Years after cutoff

13 EWR Substantially similar Vehicles Manufacturer's annual report of similar vehicles that they produce and retail in foreign markets

Disposition Temporary Cutoff at end of FY Destroy 10 Years after cutoff

14 Service Bulletins A manufacturer's official communication to its dealers containing vehicle descriptions, possible defects and repair procedures

Disposition Temporary Destroy 10 Years after the date receipt