

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-416-09-2</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>6/15/09</i>	
1 FROM (Agency or establishment) U S Department of Transportation		<b>NOTIFICATION TO AGENCY</b>  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 The Office of Defects Investigation			
4 NAME OF PERSON WITH WHOM TO CONFER Terry Anderson	5 TELEPHONE NUMBER (202) 366-6030	DATE <i>03/19/09</i> <i>153</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
<b>6 AGENCY CERTIFICATION</b> 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 needed now for the business for 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,			
<input type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 05/20/09	SIGNATURE OF AGENCY REPRESENTATIVE Carolyn Green <i>Carolyn Green</i>		TITLE Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	This schedule covers and provides disposition authority for NHTSA electronic records in the Motor Vehicle Importation Information System (MVII), located in the Office of Defects and Investigation, in the National Highway Traffic Safety Administration (NHTSA), Headquarters in Washington, D C		

**US Department of Transportation (DOT)  
National Highway Traffic Safety Administration (NHTSA)  
Office of Vehicle Safety Compliance (OVSC)**

**Name of Electronic System:** Motor Vehicle Importation Information System (MVII)

**Purpose of the System:**

The Motor Vehicle Importation Information System is a tracking system that enables the Office of Vehicle Safety Compliance (OVSC) to record and report basic identifying information on vehicles imported into the United States. It also stores and provides information to NHTSA staff (and other authorized parties) to support NHTSA actions associated with motor vehicle definition, interpretation of NHTSA regulations, certification, Vehicle Identification Number (VIN) tracking, and vehicle titling and registration. NHTSA uses the database to search, identify, analyze and review vehicle importation data and enforce motor vehicle importation regulations. The MVII thereby supports assurance that all vehicles imported into the U.S. conform to all applicable Federal Motor Vehicle Safety Standards (FMVSS). NHTSA also uses the MVII to maintain vehicle importation and compliance process information, Registered Importer (RI) identification, and vehicle import eligibility petition information.

**Note:** Related records are disposed of in accordance with NHTSA Order 132-8B and/or the appropriate NARA General Records Schedules.

~~1 **Inputs:** Inputs consist of data received from the United States Customs and Border Protection, and Registered Importers (RI).~~

~~**Disposition:** Temporary — Delete/destroy when no longer needed for administrative, legal, audit, or other operational purposes as indicated in NHTSA Order 132-8B, Appendix 1, VIII and GRS 20, Item 2.~~

2 **Master File:** Personally Identifiable Information (PII) and non-personally identifiable information pertaining to motor vehicle importation, such as name and address of individuals or organizations/companies that are importing one or more vehicles, as well as the Vehicle Identification Number (VIN) of the vehicle(s) in question. MVII also contains the names and contact information of registered importers, information on the stages and outcomes of the import process, and PII for Federal contractors and employees who require access to the system, such as name and login information.

**Disposition:** Temporary — Delete/destroy after subject vehicles are 25 years old, if data is no longer needed.

~~3— **Outputs:** Reports (ad hoc, weekly and monthly status), including outputs from other systems~~

~~———— **Disposition:** Temporary Delete/destroy when no longer needed for  
———— Administrative, legal, audit, or other operational purposes (GRS-20, Items  
———— 5 & 6)~~

~~4— **System Documentation:** System documentation consists of description/operating manuals for the software application, user manuals, description of the operating environment, software and hardware operating requirements, administrative procedures, system administrator operating instructions/procedures, business rules and office operating procedures~~

~~———— **Disposition:** Temporary Delete/destroy when the MVII system is  
———— superseded or becomes obsolete (GRS-20, Item 11)~~