

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>N1416-09-5</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>8/3/09</i>	
1 FROM (Agency or establishment) U S 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 The Office of Rulemaking			
4 NAME OF PERSON WITH WHOM TO CONFER Lori Summers/Harriet Fitzgerald	5 TELEPHONE NUMBER (202) 366-3269	DATE <i>05/20/09</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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> 2 </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 checked="" 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>This schedule covers and provides disposition for NHTSA electronic records in Regulation.gov, in the Federal Docket Management System (FDMS), maintained by the Office of Rulemaking in the National Highway Traffic Safety Administration (NHTSA), Headquarters in Washington, D C The electronic files include the Rulemaking/Non-Rulemaking Dockets and Regulations files.</p> <p>This schedule is submitted to NARA in accordance with NARA Memorandum NWM 17 2008, Memorandum to Federal Agency Contacts NARA issues Electronic Recordkeeping FAQ for agencies using the Federal Docket Management System (FDMS), issued May 16, 2008 See http://www.archives.gov/records-mgmt/memos/nwm17-2008.html</p>		

U.S. Department of Transportation
National Highway Traffic Safety Administration
Office of Rulemaking
Federal Docket Management System

This schedule covers and provides disposition for National Highway and Traffic Safety Administration (NHTSA) electronic and related records in the Federal Docket Management System (FDMS)(Regulations.gov) maintained by the Office of Rulemaking in the NHTSA. The electronic files include the Rulemaking, Non-rulemaking dockets and Regulations files.

Prior to September 30, 2007, DOT/NHTSA dockets were maintained within DOT's Docket Management System which provided a central repository for dockets, an inventory and management system for regulations, and ensured public access to regulations related to the NHTSA. Currently, NHTSA electronic dockets are maintained in the Federal Docket Management System (FDMS) and are available on the Regulations.gov website.

1. Federal Docket Management System (FDMS), Rulemaking, Non-Rulemaking, and Working Files

This item consists of Non-Rulemaking Files, Regulations Working Files, and Docket Files, including those electronic files in the FDMS.

a. Public Docket Files

Contain notices related to rulemaking, advance notices of proposed rulemaking; comments received in response to notices related to rulemaking; petitions for rulemaking and consideration; denials of petitions and reconsideration; records of additional rulemaking proceedings; and final rules as published. The dockets also contain research studies, transcripts or notes of public meetings, slides, photographs, or other related material. Audiovisual materials are located in the supplemental information files which are maintained with the docket.

DISPOSITION: PERMANENT

- (1) Hard copy not transferred to FDMS: Transfer to Federal Records Center (FRC) 3 years after close of file. Transfer to National Archives and Records Administration (NARA) 10 years after close of file.

DISPOSITION: TEMPORARY

- (2) Original docket files or records optically scanned by FDMS: Retain paper records for at least 30 days after scanning and verification of imaging. Destroy case files when no longer needed for business records.

DISPOSITION: PERMANENT

- (3) FDMS copy of docket files or records: Transfer directly to NARA 5 years after cut-off. Transfer legal custody to NARA 10 years after cutoff.

b. Non-rulemaking Notices.

Contain notices related to NHTSA programs and activities; comments received in response to notices; and research studies, slides, or other related materials.

DISPOSITION: TEMPORARY

- (1) Non-FDMS records: Review files at end of fiscal year. Destroy in agency when 7 years old.
- (2) FDMS copy of docket files or records: Destroy when 7 years old.

c. Regulations Working Files.

Contain notes, background material, public information, drafts, memorandums of law, and internal comments on proposed documents. Contain materials both in hard copy and electronic format, whether by electronic mail or word processing systems, and used solely to generate a record keeping copy of records covered by other items in this schedule. Also includes paper and electronic copies of records related on electronic mail and word processing systems that are maintained for updating, revision, or dissemination. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other directories on hard disk or network drives, and copies on shared network drives that are used only to produce the record-keeping copy.

DISPOSITION: TEMPORARY

Close file after completion of related regulation or rule. Destroy 7 years after closure, or when no longer needed for agency business.