

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-416-10-1</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>8/1/09</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Communication and Information Services			
4. NAME OF PERSON WITH WHOM TO CONFER Barbara Sauers	5 TELEPHONE NUMBER (202) 366-0144	DATE <i>13th 10</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>  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>[Signature]</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 Material Control System, located in the Office of Communication and Consumer Information Services, in the National Highway Traffic Safety Administration (NHTSA), Headquarters in Washington, D. C.		

U S Department of Transportation  
National Highway Traffic Safety Administration  
The Office of Communication and Information Services  
Material Control System

This schedule covers and provides disposition for National Highway and Traffic Safety Administration (NHTSA) electronic records in the Material Control System, maintained in the Office of Communication and Consumer Information Services, at the Washington Headquarters of the NHTSA

Implemented in 1996, NHTSA Office of Communication and Consumer Information's Materials Control System allows public access to NHTSA various publications related to public safety, through its Traffic Safety Materials Catalog. The web-based catalog, available through the NHTSA Resource Center, also acts as inventory-management tool for NHTSA to use in filling publication orders and for tracking publication inventory.

**1. Input/Source Records (GRS 20, 2(b))**

Data collected by the NHTSA/Office of Communication and Consumer Information Services for the development of reports leading to the publication of resource materials

DISPOSITION TEMPORARY

Destroy after input and verification of data into master file or when no longer need to support the reconstruction of master file, whichever is later

**2. Master Files**

Consist of resource documents in various formats, including brochures, manuals, pamphlets, flyers, posters, reports, stickers, audiovisual materials, and CD-ROMS. Item descriptions include publication titles and thumbnails and are searchable based on topic, audience, title, and item number

DISPOSITION TEMPORARY

Delete when the agency determines that they are no longer needed for administrative, legal, audit, or operational purposes

**3. Outputs (GRS 14, 1 and GRS 20, 16)**

Consist of inventory reports and public requests/orders for publications

DISPOSITION TEMPORARY

Delete when the agency determines that they are no longer needed for administrative, legal, audit, or operational purposes

4. **System Documentation (GRS 20-11a (1))**

Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and other systems documentation

DISPOSITION TEMPORARY Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later