

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-416-11-9</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>2/15/11</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Office For Planning, Administrative and Financial Mgmt.			
4. NAME OF PERSON WITH WHOM TO CONFER Jan Pugh	5. TELEPHONE NUMBER (202) 493-0077	DATE <i>9 JUL 14 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>  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 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	This schedule covers and provides disposition authority for NHTSA electronic record, Management Activity and Planning System (MAPS), in the Office for Planning, Administrative, and Financial Management, in the Washington Headquarters Office of the National Highway Traffic Safety Administration (NHTSA).		

## **The Management Activity and Planning System (MAPS)**

The National Highway Transportation and Safety Administration (NHTSA) initiated the Management Activity and Planning System (MAPS) in September 2007. MAPS is a centralized project portfolio management system intended to increase the overall efficiency and effectiveness of NHTSA's business operation by providing insight into project objectives, schedules, milestones, spending history and budget requirements. All organizations in NHTSA use this system for to support NHTSA programs and/or projects.

MAPS integrates document management and project management toolsets, and is supplemented by Department of Transportation (DOT) procurement and financial data. Two customized COTS tools support MAPS: (1) Ecosys, which supports project cost management, capital planning, budgeting and forecasting, and other financial planning aspects of MAPS; and (2) Primavera, a project portfolio management system centralizing management of processes, methods, and technologies used by project managers to analyze and collectively manage a group of current or proposed projects based on numerous key characteristics.

System Inputs are covered by General Record Schedule 20, Item 2

System Outputs are covered by General Records Schedule 20, Items 4, 5, 6, and 12

Documentation is covered by General Records Schedule 20, Item 11.

### **Item 1. Management Activity and Planning System (MAPS) Master Data File(s)**

MAPS contains information germane to the management of NHTSA projects, such as schedules, milestones, and status; capital and financial planning and tracking; and names of business units and employees within NHTSA associated with various projects.

Records created by MAPS are filed in appropriate NHTSA recordkeeping systems.

**Disposition: TEMPORARY.** Destroy/Delete when the agency no longer needs electronic information for business/reference.