

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-416-95-3	DATE RECEIVED 10-22-94
1. FROM (Agency or establishment) National Highway Traffic Safety Administration		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Research and Development		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION National Center for Statistics and Analysis			
4. NAME OF PERSON WITH WHOM TO CONFER Christina Morgan	5. TELEPHONE 202 366-0183	DATE 11-18-94	ARCHIVIST OF THE UNITED STATES Cindy Harkamp Peterson

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 ___ 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.

DATE 10-3-94	SIGNATURE OF AGENCY REPRESENTATIVE <i>Edward R. Koub</i>	TITLE Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached description of Minnesota's State Data files and documentation.		

REQUEST FOR RECORDS DISPOSITION AUTHORITY--CONTINUATION

Page 1 of 1

Job Number _____

ITEM DESCRIPTION OF ITEM & PROPOSED DISPOSITION
NO.

1. MINNESOTA STATE DATA. One of a collection of 27 states police reported accident data. Each state provides a census of all police accident reports, annually. The State Data are used to support National Highway Traffic Safety Administration's (NHTSA) identification of traffic safety problems, development and implementation of vehicle and driver countermeasures, and evaluation of motor vehicle safety standards.

State police, local police, sheriffs and other enforcement officers in Minnesota fill out a Police Accident Report (PAR) for each motor vehicle accident resulting in \$500.00 worth of property damage, a personal injury, or a fatality. They record environmental and road conditions and accident, vehicle, and occupant characteristics. NHTSA obtains the data from the Minnesota Department of Public Safety, Office of Traffic Safety. Presently, NHTSA no longer obtains the state of Minnesota's data.

YEARS AVAILABLE: 1982-1989 & thereafter, if any subsequent years available.

ARRANGEMENT STATEMENT: No special arrangement.

STATEMENT OF RESTRICTIONS: There are no restrictions.

CURRENT VOLUME: 8 cartridges.

ESTIMATE OF ANNUAL ACCUMULATION: 1 cartridge.

DISPOSITION: Permanent. Cutoff annually. Transfer to the National Archives 12 months after the cutoff.

2. MINNESOTA STATE DATA DOCUMENTATION. File specification, user's manual, codebooks, record layouts, Police Accident Report (PAR), and coding instructions submitted by the state with its data.

YEARS AVAILABLE: Three manuals and file layouts exist. One can be used with 1982-1987, one with 1988, and one with 1989.

ARRANGEMENT STATEMENT: No special arrangement.

STATEMENT OF RESTRICTIONS: There are no restrictions.

CURRENT VOLUME: One inch.

ESTIMATE OF ANNUAL ACCUMULATION: One eighth of an inch.

DISPOSITION: Permanent. Transfer copy of documentation with the data. Transfer updates and changes annually with subsequent transfer of the data