

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIRA)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
National Highway Traffic Safety Administration

2. MAJOR SUBDIVISION  
Research and Development

3. MINOR SUBDIVISION  
National Center for Statistics and Analysis

4. NAME OF PERSON WITH WHOM TO CONFER  
Christina Morgan

5. TELEPHONE  
202 366-0183

DO NOT WRITE IN THESE SPACES (NARA use only)

JOB NUMBER  
NI-416-97-1

DATE RECEIVED  
11/22/96

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE ARCHIVIST OF THE UNITED STATES

12-16-96 John W. Paul

**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 SIGNATURE OF AGENCY REPRESENTATIVE TITLE

11-16-96 Edward R. Kosch Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
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See attached description and proposed disposition of the Kansas State Accident Data Files and Documentation.

JAN 16 1997 m/r

copy to: Agency, NWRE, BWDDB

Sent follow up 2/28/97 JSW

REQUEST FOR RECORDS DISPOSITION AUTHORITY--CONTINUATION

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Job Number 11-416-97-1

ITEM NO. DESCRIPTION OF ITEM & PROPOSED DISPOSITION

1. **KANSAS STATE ACCIDENT 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 Kansas 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 Kansas Department of Transportation.

**YEARS AVAILABLE:** 1976 & thereafter.

**ARRANGEMENT STATEMENT:** No special arrangement.

**STATEMENT OF RESTRICTIONS:** There are no restrictions.

**CURRENT VOLUME:** 14 cartridges and 5 tapes.

**ESTIMATE OF ANNUAL ACCUMULATION:** 1 tapes.

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

2. **KANSAS STATE ACCIDENT 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:** There is one record layout, three coding manuals and two change notifications. The record layout dated 7/1/87 is for years 1976-1994. The coding manual attached to the letter dated 11/21/85 is for 1976-1986. The coding manual dated 3/8/88 is for 1987-1899 and the one dated 1/90 is for 1990-1994. There were some minor modifications made to the 1991 and 1992 data, the letter and attachment dated 4/11/91 is for 1991 and the letter and attachment dated 2/19/92 is for 1992.

**ARRANGEMENT STATEMENT:** No special arrangement.

**STATEMENT OF RESTRICTIONS:** There are no restrictions.

**CURRENT VOLUME:** Two inches.

**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.