REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
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

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,

[X] is not required; [ ] is attached; or [ ] has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
11-72-96	*Edward R. Kosik*	Records Officer

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 GRS OR SUPERSEDED JOB CITATION	10.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 and proposed disposition of the Indiana State Accident Data Files and Documentation.		

115-109

NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228

Copy to: agency
NWDD
NWRE

Sent to NWP 2/28/97

REQUEST FOR RECORDS DISPOSITION AUTHORITY--CONTINUATION

Job Number _____

ITEM NO.	DESCRIPTION OF ITEM & PROPOSED DISPOSITION

1. INDIANA 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 Indiana fill out a Police Accident Report (PAR) for each motor vehicle accident resulting in $200.00 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 Indiana State Police.

YEARS AVAILABLE: 1974 & thereafter.

ARRANGEMENT STATEMENT: No special arrangement.

STATEMENT OF RESTRICTIONS: There are no restrictions.

CURRENT VOLUME: 10 cartridges and 12 tapes.

ESTIMATE OF ANNUAL ACCUMULATION: 1 tapes.

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

2. INDIANA 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 are five record layouts/coding manuals and three instructional manuals. The record layout/coding manual marked 1974-1980 is for years 1974-1980. The record layout/coding manual marked 1981-1983 is for years 1981-1983. The record layout/coding manual dated Sept. 20, 1985 is for 1984, the one dated Apr. 25, 1986 is for 1985, and the one dated Jan. 1, 1986 is for year 1986-present (1995). The instructional manuals are marked with the year they are effective.

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.