

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER 557 NI-400-01-1	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 02/9/01	
1. FROM (Agency or establishment) 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Federal Highway Administration			
3. MINOR SUBDIVISION Federal Motor Carrier Safety Admin (Information Systems)			
4. NAME OF PERSON WITH WHOM TO CONFER Arthur McCune	5. TELEPHONE 202-366-9090	DATE 8-5-02	ARCHIVIST OF THE UNITED STATES 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,  <input type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 2/5/01	SIGNATURE OF AGENCY REPRESENTATIVE Arthur L. McCune, Jr.		TITLE FHWA 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 GRS OR SUPERSEDED JOB CITATION	10.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		

*cc Agency, DOWME*

1. Licensing and Insurance (L&I) System. This is a computerized information system that supports the issuance of operating authority for for-hire motor carriers, freight forwarders and property brokers. The data are maintained by the Volpe National Transportation Systems Center located in Cambridge, Massachusetts for use by the Federal Motor Carrier Safety Administration.

1. Input.

1. Applications of Authority. Contains applications for motor carriers, freight forwarders, and brokers along with all related documents for obtaining authority. This information comes from motor carriers applying for interstate authority.

**Disposition: Cutoff application files at end of calendar year. Destroy 3 years after cutoff.**

2. Certificates, Permits and Licenses (CPLs). Operating authority and decision letters issued to various carriers.

**Disposition: Store CPLs in an electronic file. Destroy/Delete when no longer needed by agency.**

3. Insurance and Surety Bond Files. Contains certificates of insurance, surety bonds and cancellation notices for motor carriers, freight forwarders and brokers.

**Disposition: Active Files – Cut off closed files at the end of calendar year. Destroy 5 years after cutoff.**

**Current Inactive Files - Destroy paper copy when 5 years old.**

4. Designation of Process Agents (BOC-3): Contains the designation of the process agent for service of legal process.

**Disposition: Close files when superceded. Cutoff closed files after one year. Destroy 1 year after cutoff.**

2. Master Files. Information maintained in the database includes that described above relating to applications of authority, CPLs, insurance and surety bonds, and BOC-3s.

**Disposition: Destroy/Delete when 5 years old, or when no longer needed for business purposes, whichever is longer.**

3. Output.

1. Records consist of extracted information from the database. Certificates, Permits, Licenses, Grant Letters, Decision Letters, Name Changes Revocation Decisions, Reinstatements of Authorities, and Blanket Company Listings.

**Disposition: Destroy after 30 days or when no longer needed for business purposes, whichever is longer.**

4. System documentation. Data system specification, file specifications, codebooks, record layouts, user guides, output specifications and final reports (regardless of media) relating to the master file or database.

**Disposition: Destroy 5 years after system is terminated, or when no longer needed, whichever is longer.**

5. Word Processing and Electronic Records.

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record keeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

1. Copies that have no further administrative value after the record keeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other directories on hard disk or network drives, and copies on shared network drives that are used only to produce the record keeping copy.

**Disposition: Destroy/delete within 180 days after the record keeping copy has been produced.**

2. Copies used for dissemination, revision, or updating that are maintained in addition to the record keeping copy.

**Disposition: Destroy/delete when dissemination, revision, or updating is completed.**