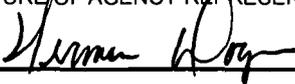


REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER NI-557-05-12	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 10-25-2004	
1. FROM (Agency or establishment) U.S. Department of Transportation		NOTIFICATION TO AGENCY In accordance with the 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Federal Motor Carrier Safety Administration (FMCSA)			
3. MINOR SUBDIVISION Office of Communications			
4. NAME OF PERSON WITH WHOM TO CONFER Theresa Rowlett	5. TELEPHONE NUMBER (202) 385-2316	DATE 7/13/04	ARCHIVIST OF THE UNITED STATES Allen Weinstein
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 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 10/19/04	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE FMCSA Records Management 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 GRS OR SUPERSEDED JOB CITATION	10.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 PAGES.		
Agency DWMD TWMD			

**SF 115, Request for Records Disposition Authority
for
Office of Communications**

<u>Item No.</u>	<u>Description of Item.</u>	<u>Disposition Authority</u>
1	<u>Administrative Subject Files.</u> <p>Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the program functions for which the office exists. In general, these records relate to office organization, staffing, and procedures, including communications; the expenditure of funds, including budget records; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; and the use of office space and utilities. They may also include copies of internal activity and workload reports (including work progress, statistical, and narrative reports prepared in the office and forwarded to higher levels) and other materials that do not serve as unique documentation of the programs of the office.</p> <p>Disposition: Temporary. Cutoff at the end of each fiscal year. Determine medium of recordkeeping copy.</p> <p>If electronic: Destroy paper documents after the information has been converted into an electronic medium, backed up, and verified. Delete electronic files 2 years after cutoff.</p> <p>If paper: Destroy paper documents 2 years after cutoff.</p>	GRS 23/1
2	<u>Briefing Material Files.</u> <p>Contain material prepared for the President, Vice-President and the Secretary of Transportation on FMCSA and DOT policies and procedures and used by these officials when States are being visited or when solving various problems existing in a particular State.</p> <p>Disposition: Temporary. Cutoff at the end of each fiscal year. Determine medium of recordkeeping copy.</p> <p>If electronic: Destroy paper documents after the information has been converted into an electronic medium, backed up, and verified. Delete electronic files 3 years after cutoff.</p> <p>If paper: Destroy paper documents 3 years after cutoff.</p>	NC1-406-80-2/2

3 Budget Background Records Agency-Wide N1-557-04-1/1

Working papers, cost statements, and data accumulated in the preparation of annual budget estimates, and originating offices' copies of reports submitted to budget offices.

Disposition: **Temporary.** Cutoff at end of each fiscal year. Determine medium of recordkeeping copy.

If electronic: Destroy paper documents after the information has been converted into an electronic medium, backed up, and verified. Delete electronic files 2 years after cutoff.

If paper: Destroy paper documents 2 years after cutoff.

4 Chronological File Agency-Wide. NC1-406-85-1/17

Contains extra, non-record copies of outgoing correspondence. These files contain no record copies of incoming correspondence or yellow copies of outgoing correspondence.

Disposition: **Temporary.** Cutoff at end of each fiscal year. Determine medium of recordkeeping copy.

If electronic: Destroy paper documents after the information has been converted into an electronic medium, backed up, and verified. Delete electronic files 2 years after cutoff.

If paper: Destroy paper documents 2 years after cutoff.

5 Leave Application Files. GRS 2/6b

Disposition: **Temporary.** Determine medium of recordkeeping copy.

If electronic: Destroy paper documents after the information has been converted into an electronic medium, backed up, and verified. Delete electronic files after GAO audit or when 3 years old, which ever is sooner.

If paper: Destroy paper documents after GAO audit, or when 3 years old, which ever is sooner.

6 Noncommercial, Reimbursable Travel Files. GRS 9/3a.

Copies of records relating to reimbursing individuals, such as travel orders, per diem vouchers, and all other supporting documents relating to official travel by officers, employees, dependents, or others authorized by law to travel.

A. Travel administrative office files.

Disposition: **Temporary.** Cut off at the end of each fiscal year. Determine medium of recordkeeping copy.

If electronic: Destroy paper documents after the information has been converted into an electronic medium, backed up, and verified. Delete electronic files 6 years after cutoff.

If paper: Destroy paper documents 6 years after cutoff.

B. Obligation copies.

Disposition: **Temporary.** Destroy when funds are obligated.

7 Press Releases

NC1-406-80-2/4

Contains final copies of press releases. Annual accumulation: 1 inch. Arranged chronologically.

A. Record copy of press releases.

Disposition: **PERMANENT.** Cutoff files at end of each fiscal year. Determine medium of recordkeeping copy.

If electronic: Destroy paper documents after the information has been converted into an electronic medium, backed up, and verified. Transfer to National Archives 10 years after cutoff. At the time of transfer, NARA and FMCSA will determine medium and format in which records will be transferred.

If paper: Transfer to the FRC in 5-year blocks after cutoff. Transfer to National Archives in 5-year blocks when oldest record in block is 10 years after cutoff.

B. All other copies and related records.

Disposition: **Temporary.** Cut off at end of fiscal year. Determine medium of recordkeeping copy.

If electronic: Destroy paper documents after the information has been converted into an electronic medium, backed up, and verified. Delete electronic files 5 years after cutoff.

If paper: Destroy paper documents 5 years after cutoff.

8 Printing Requisition Files.

GRS 13/2a

Contain DOT Form 1700.8, Duplication Request, and DOT Form 1700.3, Printing, Binding, Distribution and Editorial Service Requests, related memoranda, and documents used in requesting printing and distribution services for FMCSA. DOT Form 1700.8 is used in the initial request for ordering all printing and duplicating services and provides information as to the quantity, kind, color and size of the material to be printed. DOT

Form 1700-3 is submitted to OST to provide printing and distribution instructions, the requisition number, delivery instructions, appropriation number for billing purposes and is approved by the Finance Division.

Disposition: **Temporary.** Cutoff after completion of job. Determine medium of recordkeeping copy.

If electronic: Destroy paper documents after the information has been converted into an electronic medium, backed up, and verified. Delete electronic files 1 year after cutoff.

If paper: Destroy paper documents 1 year after cutoff.

9 Publications Agency-Wide.

N1-406-89-3/49

Files contain internal and contractual publications including reports such as annual reports, studies, conference summaries, staff analysis, briefing documents, booklets, pamphlets, brochures, newsletters, handbooks, manuals, Standard Operating Procedures, Frequently Asked Questions, and other distributed information either in print or electronic form detailing FMCSA policies, procedures, activities and other related topics. Does not include Federal Register, Code of Federal Regulations, or slip laws.

Disposition: **PERMANENT.** Determine medium of recordkeeping copy.

If electronic: Destroy paper documents after the information has been converted into an electronic medium, backed up, and verified. Transfer 5-year block to National Archives 5 years after cutoff. At the time of transfer, NARA and FMCSA will determine medium and format in which records will be transferred.

If paper: Transfer to the FRC in 5-year blocks after cutoff. Transfer to National Archives in 5-year blocks when oldest record in block is 5 years after cutoff.

10 Report Files.

NC1-406-80-2/6

Contain monthly narrative and general correspondence from Headquarters, region and field division offices. The Office of Public Affairs provides advice and assistance to regional and field offices with respect to techniques and approaches to providing information to the public with respect to motor carrier programs.

Disposition. **Temporary.** Cut off at end of fiscal year. Determine medium of recordkeeping copy.

If electronic: Destroy paper documents after the information has been converted into an electronic medium, backed up, and verified. Delete electronic files 2 years after cutoff.

If paper: Destroy paper 2 years after cutoff.

11 Speech Files.

NC1-406-80-2/7

Contains copies of speeches made by the present and former Administrators on various subjects related to motor carrier safety, background material, incoming requests and correspondence from the regions and private sector on particular safety related subjects, conferences and other data pertaining to professional speechwriting and other public affairs services. Annual accumulation: 1 inch. Arranged by name and thereunder chronologically.

A. Record Copy.

Disposition: **PERMANENT.** Cutoff files at end of each fiscal year. Determine medium of recordkeeping copy.

If electronic: Destroy paper documents after the information has been converted into an electronic medium, backed up, and verified. Transfer electronic files to the National Archives 15 years after cutoff. At the time of transfer, NARA and FMCSA will determine medium and format in which records will be transferred.

If paper: Transfer paper documents to the FRC in 5-year blocks after cutoff. Transfer to National Archives in 5-year blocks when oldest record in block is 15 years after cutoff.

B. All other copies and all other related records.

Disposition. **Temporary.** Determine medium of recordkeeping copy.

If electronic: Destroy paper documents after the information has been converted into an electronic medium, backed up, and verified. Delete electronic files when no longer needed.

If paper: Destroy paper documents when no longer needed.

12 Supervisor's Personnel Files.

GRS 1/18a

Correspondence, forms, and other records relating to positions, authorizations, pending actions, position descriptions, requests for personnel action, and records on individual employees duplicated in or not appropriate for the OPF.

Disposition: **Temporary.** Determine medium of recordkeeping copy.

If electronic: Destroy paper documents after the information has been converted into an electronic medium, backed up, and verified. Review annually and delete superseded or obsolete electronic files, or files relating to an employee within 1 year after separation or transfer.

If paper: Review annually and delete superseded or obsolete electronic files, or files relating to an employee within 1 year after separation or transfer.

13 Time and Attendance Source Records.

GRS 2/7

All time and attendance records upon which leave input data is based, such as time or sign-in sheets; time cards (such as Optional Form (OF) 1130); flex-time records; leave applications for jury and military duty; and authorized premium pay or overtime, maintained at duty post, upon which leave input data is based. Records may be in either machine-readable or paper form.

Disposition: **Temporary.** Cut off at end of fiscal year. Determine medium of recordkeeping copy.

If electronic: Destroy paper documents after the information has been converted into an electronic medium, backed up, and verified. Delete electronic files after GAO audit or when 6 years old, whichever is sooner.

If paper: Destroy paper documents after GAO audit or when 6 years old, whichever is sooner.

14 Training Records (Employee).

GRS 1/29b

Correspondence, memoranda, reports, and other records relating to the availability of training and employee participation in training programs sponsored by other government agencies or non-Government institutions.

Disposition: **Temporary.** Cutoff at the end of fiscal year. Determine medium of recordkeeping copy.

If electronic: Destroy paper documents after the information has been converted into an electronic medium, backed up, and verified. Delete electronic files 5 years after cutoff.

If paper: Destroy paper documents 5 years after cutoff.

15 Working Papers.

NC1-406-80-2/8

Files contain notes, drafts, news clippings, general correspondence, memorandums, background material and other related documents used in conducting public affairs programs including congressional liaison, business and intergovernmental relation.

Disposition: **Temporary.** Cutoff at the end of final action on project or after completion of report if no final action is taken. Determine medium of recordkeeping copy.

If electronic: Destroy paper documents after the information has been converted into an electronic medium, backed up, and verified. Delete electronic files 6 months after final action on project report or 3 years after completion of report if no final action is taken.

If paper: Destroy paper documents 6 months after final action on project report or 3 years after completion of report if no final action is taken.

16 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.

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

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

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