
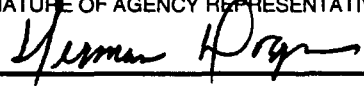


REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-557-05-6 N1-557-11-1	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 9/30/09	
1 FROM (Agency or establishment) U.S Department of Transportation		NOTIFICATION TO AGENCY In accordance with 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Enforcement and Program Delivery			
4 NAME OF PERSON WITH WHOM TO CONFER William Bannister	5 TELEPHONE NUMBER (202) 385-2388	DATE	ARCHIVIST OF THE UNITED STATES 
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 09/24/09	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Request for revision of N1-557-05-6 schedule to add DocStar, Hazardous Materials Package Inspection Program (HMP/IP) and The National Hazardous Materials Route Registry (NHMRR) Electronic Information Systems SEE ATTACHED PAGES.		

**Federal Motor Carrier Safety Administration (FMCSA)
Enforcement and Program Delivery
N1-557-11-1**

DOCSTAR

DocStar is a third-party software system for scanning insurance-related documents and storing them as electronic images. DocStar assisted the Commercial Enforcement Division Insurance Team in monitoring the financial responsibility of commercial motor carriers, brokers, and freight forwarders engaged in interstate operations.

The system, which contains records, is no longer operational. Information is no longer input into this system. Records are being transferred from DocStar to other record keeping systems. When this transfer is complete, copies of records maintained in DocStar hardware/software will be deleted.

Item

No Description of Item **Disposition Authority**

1. DocStar Master Files (obsolete).

Information maintained in the database includes records described in items 4 - 8 below relating to self-insurance, voluntary revocations, reinstatements, insurance, surety bond and trust fund files, and BOC-3s.

(1)

Disposition **Temporary**. Destroy/Delete when records are transferred to successive recordkeeping system, and no longer needed for reference, administrative, business, or legal operations.

2. Output.

~~Records consist of extracted information from the database. This information does not consist of records being formally transferred to another record keeping system.~~

~~Disposition **Temporary**. Delete when the agency determines that they are no longer needed for reference, administrative, legal, audit, or other operational purposes. (GRS-20, Items 5, 6, 12)~~

3. System documentation.

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

~~Disposition: Temporary. Destroy or delete when superseded or obsolete (GRS 20, Item 11)~~

Types of Records found in DOCSTAR and scheduled disposition.

4 Self-Insurance

New Item

Contains applications, decisions, and authorization documents relating to the self-insurance of motor carriers

(2)

Disposition Temporary. Cutoff application files at the end of calendar year
Destroy 3 years after cutoff

5 Voluntary Revocations and Reinstatements

New Item

Requests for voluntary revocations and reinstatements of operating authority of motor carriers, brokers, and freight forwarders

(3)

Disposition Temporary. Cut-off files at the end of calendar year
Destroy/Delete when no longer needed by agency

6 Insurance, Surety Bond, and Trust Fund Files

New Item

Contains certificates of insurance, surety bonds, trust funds, and cancellation notices for motor carriers, freight forwarders and brokers

Disposition Temporary.

(4)

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

(5)

Current Inactive Files – Cut off closed files at the end of calendar year Destroy when 5 years old

~~7 Designation of Process Agents (BOC 3) NI-557-01-1~~

~~Contains the designation of the process agent for service of legal process~~

~~**Disposition Temporary.** Close files when superseded Cutoff closed files after one year Destroy 1 year after cutoff~~

Previously scheduled by N1-557-01-1/4

**Federal Motor Carrier Safety Administration (FMCSA)
Enforcement and Program Delivery**

II. Hazardous Material Package Inspection Program (HMPIP) New Item

HMPIP is a browser-based website application used during dock and vehicle inspections to record compliance problems with hazardous material packages. It can operate as a stand alone client or via a central site. Data collected while offline is moved to the central site when a network connection is available. Data collected using HMPIP will be used to establish shipper inspection prioritization lists. The purpose of the HMPIP application is to collect hazardous material package details and record violations discovered during dock checks and vehicle inspections.

~~1. **Inputs**—An inspector enters data into HMPIP via a HMPIP client module. Information collected on the module includes inspection details (inspection date, inspector agency, inspector office, inspection ID, inspection location), Shipper/carrier information (USDOT ID, address, name, enforcement case number), Shipment information (Ship date, source, shipping paper number, origin and destination of shipment, hazard class of the shipment, package type, number of packages), Violation data, Inspector notes—~~

~~—— Disposition — **Temporary** — Delete when data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as backup to, a master file or database, whichever is later (GRS 20, Item 2)~~

2. **Master Data Files-Record Copy.** Information maintained in the database includes that described above relating to the Hazardous Material Package Inspection Program

(6)

Disposition **Temporary.** Destroy or delete two years (24 months) after entry into master data file

3. ~~**System Documentation.**~~

~~—— Disposition — **Temporary.** Destroy or delete when superseded or obsolete (GRS 20, Item 11)~~

4. ~~**Outputs.** Output relating to ad hoc database inquires designed to elicit information from the HMPIP system—~~

~~Disposition — **Temporary** — Delete when the agency determines that they are no longer needed for reference, administrative, legal, audit, or other operational purposes (GRS 20, Items 5, 6, 12)~~

**Federal Motor Carrier Safety Administration (FMCSA)
Enforcement and Program Delivery**

1. National Hazardous Materials Route Registry (NHMRR) Website **New Item**

The NHMRR is the national repository of both Non-Radioactive Hazardous Materials (NRHM) and Radioactive (RAM) routes which are either designated for the hazmat transportation or restricted from use by hazmat carriers. The primary means of identifying and storing a particular route in the registry is through a textual description of the route which is stored in a database. The database also offers directions and maps by use of the MapQuest Platform. This function is to be removed from the website in the very near future.

~~**a. Inputs**—A textual description of the route is collected from each State, Territory, and Indian Tribe that has assigned a routing agency. A routing agency is designated by the Governor or Indian Tribe official and is responsible to supervise, coordinate, and approve all NRHM routing designations and restrictions prescribed by state, county, local or other governing body within the State, Territory, or Indian Tribe lands. Presently, there are still a few States, Territories, and Indian Tribes that have not yet assigned a routing agency, therefore, reporting for these entities is not complete.~~

~~— Disposition — **Temporary** — Delete when data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as backup to, a master file or database, whichever is later. (GRS 20, Item 2)~~

(7)

b. Master Data Files-Record Copy. Information maintained in the database includes that described above relating to the National Hazardous Materials Route Registry.

Disposition **Temporary.** Destroy or delete when obsolete, superseded, or no longer needed for reference, administrative, legal or other business purposes.

~~**e. System Documentation.**~~

~~— Disposition — **Temporary.** Destroy or delete when superseded or obsolete. (GRS 20, Item 11)~~

~~**d. Outputs.** Output relating to ad hoc database inquiries designed to elicit information from the HMPIP system.~~

~~Disposition — **Temporary** — Delete when the agency determines that they are no longer needed for reference, administrative, legal, audit, or other operational purposes. (GRS 20, Items 5, 6, 12)~~