

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-557-11-002

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 7/30/2021

## **ACTIVE ITEMS**

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Items 1-6, Gotham Web Site

Items 8, National Registry records for MEs granted National Registry Status

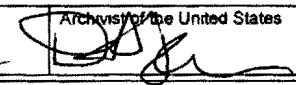
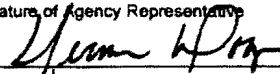
item 11, National Registry records for ME's requesting voluntary removal from National Registry

## **SUPERSEDED AND OBSOLETE ITEMS**

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

DAA-0557-2015-0001 supersedes all other items.

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

<b>Request for Records Disposition Authority</b> <small>(See Instructions on reverse)</small>		<b>Leave Blank (NARA Use Only)</b>	
To <b>National Archives and Records Administration (NIR)</b> <b>Washington, DC 20408</b>		Job Number <b>NI-557-11-2</b>	Date Received <b>9/30/11</b>
1 From (Agency or establishment) <b>U S Department of Transportation</b>		<b>Notification to Agency</b> 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <b>Federal Motor Carrier Safety Administration (FMCSA)</b>			
3 Minor Subdivision <b>Office of Information Technology</b>			
4 Name of Person with whom to confer <b>William Bannister</b>	5 Telephone (include area code) <b>(202) 385-2388</b>	Date <b>27 NOV 12</b>	Archivist of the United States 
<b>6 Agency Certification</b> 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 checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached <input type="checkbox"/> has been requested			
Signature of Agency Representative 		Title <b>FMCSA Records Management Officer</b>	Date (mm/dd/yyyy) <b>09/24/2009</b>
7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	<b>SEE ATTACHED PAGES</b>		

**Federal Motor Carrier Safety Administration (FMCSA)  
Office of Analysis, Research and Technology**

**1. Gotham Web Site**

**New Item**

Gotham is an internal FMCSA analysis system that utilizes selected extracts of MCMIS data and is only accessible through the DOT/FMCSA Intranet. Gotham imports census files, investigatory files, driver/vehicle safety violations and inspection data, and crash data from MCMIS for the purpose of delivering standard reports via the Intranet. Gotham supplies information and performance measures to field managers in all 52 Divisions, four Service Centers, and Headquarters. It is also used to develop custom analysis dealing with field and policy issues.

~~**a. Inputs**—Data snapshots are taken from two FMCSA databases, the Motor Carrier Safety Management System (MCMIS) and the Enforcement Management Information System (EMIS).~~

~~Disposition **Temporary**—Delete when data have been entered into the Gotham web master file 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 2c)~~

(1)

**b. (N1-557-11-2/item 1) Master Data Files-Record Copy.**

Disposition **Temporary**. Destroy or delete when no longer needed for reference

~~**c. System Documentation.**~~

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

~~**d. Outputs.** Ad Hoc Reports~~

~~Disposition. **Temporary**—Destroy or delete when data is no longer needed for reference (GRS 20, Items 12 and 16)~~

## **Federal Motor Carrier Safety Administration (FMCSA)**

### **Division of Medical Programs**

The mission of the FMCSA Division of Medical Programs is to improve the safety of U S roadways by disseminating and implementing the medical regulations, guidelines, and policies that ensure Commercial Motor Vehicle (CMV) drivers engaged in interstate commerce are physically qualified to do so.

Included within the Division of Medical Programs are the Federal Vision Exemption Program (FVEP), and the Federal Diabetes Exemption Program (FDEP)

Except as noted, these items are media neutral Items in this schedule supersede N1-557-05-8, item number 4

### **The Federal Vision Exemption Program**

#### Information Collected

- 1 The following PII or information containing PII from CMV drivers as part of the vision exemption application process This information is collected in paper and/or electronic format

#### **a. Applicant Information**

- Name
- Home address
- Home/mobile phone number
- Gender
- Date of birth
- Social Security Number (SSN)

#### **b. CMV Driver Information**

- Driver license number and issuing State
- Driver license classification code
- Driver license date of issuance and expiration date
- Restrictions and endorsements
- Copy of valid driver license
- List of all licenses held to operate CMVs in last three years
- Copy of motor vehicle record (MVR) covering last three years (Florida drivers must supply official copy of complete driving record from State of Florida due to State citation and accident reporting requirements Indiana drivers must supply copies of accident reports from State police in addition to MVR due to State accident reporting requirements.)

### **c. Employment Information**

- Current employer name, address, and phone number
- If employed by or leased to companies, driving history and name, address, and phone number for each company for past three years
- If self-employed, all customer names, addresses, and phone numbers for past three years
- Dates of employment

### **d. Medical Information**

Optometrist/ophthalmologist letter stating the following

- Date of examination
- Nature, duration, and stability of vision deficiency
- Corrected and uncorrected visual acuity for each eye
- Field of vision test results for each eye
- Color vision information
- Medical opinion regarding ability to operate CMVs with diagnosed visual deficiency.

### **The Federal Diabetes Exemption Program**

- 2 The following PII or information containing PII from CMV drivers as part of the diabetes exemption application process

#### **a. Applicant Information**

- Name
- Home address
- Home/mobile phone number
- Gender
- Date of birth.
- SSN

#### **b. Driving Information**

- Copy of valid driver license
- Copy of MVR from official State agency
- List of waivers, exemptions, and skill performance evaluation certificates

#### **c. Employment Information**

- Current employer name, address, and phone number

#### **d. Medical Information**

- Medical Examination Report
- Medical Examiners Certificate
- Endocrinologist Evaluation Checklist
- Vision Evaluation Checklist

#### **Disposition of Records**

(2)

**Item 1 (N1-557-11-2/2)** Federal Vision Exemption Program (FVEP) and Federal Diabetes Exemption Program (FDEP) application files for CMV licenses approved by the Medical Exemption Program

**Temporary** Destroy/Delete 10 years after approval of exemption Records will be destroyed at the end of each calendar year following the disposition date

(3)

**Item 2 (N1-557-11-2/3)** Federal Vision Exemption Program (FVEP) and Federal Diabetes Exemption Program (FDEP) applications for CMV licenses for applicants whose status is changed to "deceased"

**Temporary.** Destroy/Delete 30 days after change in status

(4)

**Item 3 (N1-557-11-2/4)** All other Federal Vision Exemption Program (FVEP) and Federal Diabetes Exemption Program (FDEP) application files for CMV licenses (such as those that were not approved by the Medical Exemption Program)

**Temporary.** Destroy/Delete 3 years after approval of exemption Records will be destroyed at the end of each calendar year following the disposition date

(5)

**Item 4 (N1-557-11-2/5).** Federal Vision Exemption Database--A database that contains PII, including sensitive health information received from CMV drivers applying for a vision exemption from the federal vision standard [49 CFR 391 41(b)(10)] via mail, e-mail, and fax There are no external users of this database

**Temporary.** Destroy/Delete when no longer needed for business, administrative, or legal needs

(6)

**Item 5 (N1-557-11-2/6).** Federal Diabetes Exemption Database--A database that contains PII, including sensitive health information received from CMV drivers applying for a diabetes exemption from the federal diabetes standard [49 CFR 391 41(b)(3)] via mail, email, and fax. There are no external users of this database

**Temporary.** Destroy/Delete when no longer needed for business, administrative, or legal needs

**Federal Motor Carrier Safety Administration (FMCSA)  
Policy and Program Development**

**1. National Registry of Certified Medical Examiners (National Registry)      **New Item****

The National Registry of Certified Medical Examiners (National Registry) program is required by section 4116 of the Safe, Accountable, Flexible, Efficient Transportation Equity Act, A Legacy for Users (SAFETEA-LU), Public Law 109-59, 119 Stat. 1144 (August 10, 2005) to improve the quality of the medical certification of commercial motor vehicle (CMV) drivers. All required medical examinations of CMV drivers are performed by trained and qualified Medical Examiners listed on the national registry.

**a. Inputs** Includes information on:

- 1) Medical Examiners (ME) who wish to be or are certified and listed on the National Registry. Such information includes identification information, contact information, medical credential information, training information, and certificate test information. National Registry Identity Information includes ME full name, National Registry Number, business name, State medical license number, medical profession.
- 2) ME Authorized Personnel, including identity verification information and ME business relationship information.
- 3) Information on Commercial Motor Vehicle (CMV) drivers examined by MEs, including identification information, license information and status, and medical examination information.

Disposition

- (7) i National Registry Identity Information for all MEs granted National Registry status **Temporary.** Destroy 60 years after the original certification was granted.
- (8) ii National Registry records for MEs granted National Registry Status **Temporary.** Destroy 10 years after the date of certification.
- (9) iii National Registry records for ME's not completing the certification process **Temporary.** Destroy 1 year after initial application submission.
- (10) iv National Registry records for ME's ineligible for certification by DOT **Temporary.** Destroy 1 year after determination of ineligibility.
- (11) v National Registry records for ME's requesting voluntary removal from National Registry **Temporary.** Destroy 3 years after the date of requested removal.
- (12) vi National Registry records for ME's involuntarily removed from National Registry **Temporary.** Destroy 10 years after the original certification was granted.
- (13) vii ME Authorized Personnel records **Temporary.** Destroy concurrent with the records of the ME for whom they provide services or for one year from the date the individual is no longer authorized to perform duties in the system on behalf of the ME.
- (14) viii Records of CMV drivers **Temporary.** Destroy concurrent with the records of the ME who performed the driver's medical examination.

(15)

**b. National Registry Master Data Files-Record Copy.**

Disposition **Temporary.** Destroy or delete National Registry Identity Information for all MEs granted National Registry status 60 years after granting of certification

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

~~Disposition **Temporary.** Destroy or delete when superseded or obsolete. (GRS 20, item 11a1)~~

**~~d. Outputs.~~**

~~Disposition **Temporary** Destroy or delete when data is no longer needed for reference (GRS 20, items 12, 16)~~