

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-398-04-7</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>8/16/04</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Bureau of Transportation Statistics			
3 MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Marsha Fenn	5 TELEPHONE NUMBER (202) 366-1845	DATE <i>12-15-04</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>
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 <i>8/12/04</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Stacy Murphy</i>		TITLE Administrative Specialist
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1.	<u>Manuscripts of Articles Written by BTS Personnel</u>  This record series consists of original final drafts of articles submitted to professional, trade, and commercial magazines for publication. Records include manuscripts awaiting publication as well as those that have been published. It may also contain reprints of published articles.  This schedule applies to all the described records regardless of physical media. If permanent records are on CD-ROM, they must conform to existing standards for transfer to the National Archives.  a(1). Final drafts of programmatic or mission-related manuscripts.  Disposition: <b>Permanent</b> . Close file at the end of 5 years. Keep files in the office for 5 additional years after closure, then retire to the FRC. Transfer to NARA 20 years after closure.  a(2). Final drafts of non-programmatic or non-		

*SA 12/17/04**copies sent to Agency NWMD, NWMD*

mission-related manuscripts.

Disposition: **Disposable**. Close file at the end of 5 years. Keep files in the office for 2 additional years after closure, then retire to the FRC. Destroy 10 years after closure.

b. Working papers and background materials.

Disposition: **Disposable**. Close file upon publication. Keep files in the office for 2 years after publication or when no longer needed for reference, whichever is later, then destroy.

c. Unpublished/Not released manuscripts.

Disposition: **Disposable**. Keep files in office for 1 year after decision not to publish, then destroy.

d(1). Electronic mail and word processing system copies – copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

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

d(2). Electronic mail and word processing system copies – copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

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