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| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>  |   |                                  | JOB NUMBER<br>N1-398-04-12  |   |
| TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION<br>8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001   |   |                                  | Date received<br>8/17/2004  |   |
| 1 FROM (Agency or establishment)<br>U.S. Department of Transportation   |   |                                  | NOTIFICATION TO AGENCY<br><br>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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 |   |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<br>Bureau of Transportation Statistics  |   |                                  |   |   |
| 3 MINOR SUBDIVISION   |   |                                  |   |   |
| 4. NAME OF PERSON WITH WHOM TO CONFER   |   | 5 TELEPHONE NUMBER               | DATE<br>12-6-04   | ARCHIVIST OF THE UNITED STATES<br><i>John W. Paul</i> |
| 6. AGENCY CERTIFICATION<br>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 <u>1</u> 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,<br><br><input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested |   |                                  |   |   |
| DATE<br>8/12/04   | SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Stacy Murphy</i>   |                                  |   | TITLE<br>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| 7 ITEM NO   | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY)   |   |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>Speeches and Testimony Records</u><br><br>This record series contains speeches prepared for delivery while representing BTS at DOT/BTS-sponsored meetings, and government, civic, and professional conferences and meetings. It also contains copies of Congressional testimony and expert testimony. Final copies of speeches or testimony are covered by this record series.<br><br>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.<br><br>a(1). Record copy of speeches and testimony by the Director and Deputy Director.<br><br>Disposition: <b>Permanent</b> . Close file at the end of the calendar year. Keep files in the office up to 5 years after closure, then retire to the FRC. Transfer to NARA 10 years after closure.<br><br><i>cc Agency NR NARA NAWM</i> |                                  |   |   |

a(2). Other copies of speeches and testimony by the Director and Deputy Director.

Disposition: **Disposable**. Close file at the end of the calendar year. Keep files in the office for 1 year after closure, then destroy.

b. Record copy of speeches and testimony by other agency employees; these speeches are not necessary to document the agency or its programs.

Disposition: **Disposable**. Close file at the end of the calendar year. Keep files in the office for 5 years after closure, then destroy.

c(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.

c(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.