

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-398-04-13</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>8/17/04</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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	5 TELEPHONE NUMBER	DATE <i>12-6-04</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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 <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, <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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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>Public Awareness Files</u> This record series includes records used to produce outreach materials for the public or Congress that are informal in nature. Records consist of background papers, talking points, briefings and briefing books, news clippings, biographical information on BTS officials, documents on program activities, reports on program and policy developments, news releases, fact sheets, and other records used in formulating news or press releases. It also includes conference and symposium materials relating to programs, a particular regulation, or a specific or unique transportation event. 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. Press or news releases, fact sheets, and other official dissemination products.		
		<i>cc: Agency NR NWMD NWML</i>	

Disposition: **Permanent**. Close file at the end of the calendar year. Keep files in the office for 1 year after closure, then retire to the FRC. Transfer to NARA 10 years after closure

b. Background or working papers, drafts of pending news releases, clearance sheets, and supporting documentation.

Disposition: **Disposable**. Close file at the end of the calendar year. Keep files in the office at least 1 year after closure, then retire to the FRC. Destroy 3 years after closure.

c. News clippings

Disposition: **Disposable**. Destroy when no longer needed

d. All other copies.

Disposition: **Disposable**. Destroy when 1 year old.

e(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.

e(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.