

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER ^{B7D} NI- 100 -04-14	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 8-17-2004	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 12-6-04	ARCHIVIST OF THE UNITED STATES <i>John W. Cal</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>2</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 8/12/04	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 GRS OR SUPERSEDED JOB CITATION	10.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>Publications and Promotional Items</u> This record series consists of general and technical literature and promotional items. General and technical literature includes any reports, papers, manuals, handbooks, or pamphlets developed for use by BTS staff or for distribution to other governmental entities, organizations, or the public. Promotional items include brochures, pamphlets, posters, etc. This schedule applies to all the described records regardless of physical media. One copy of each publication should be designated the record copy and scheduled for transfer to NARA under (a). If publications or promotional items are on CD-ROM, they must conform to existing standards for transfer to the National Archives. a. Agency mission-related or programmatic publications or promotional items that are printed by the GPO or the OST Digital Document Center (DDC) that document the mission of the agency or its		

*cc: Agency, NR
NARA, NARA*

programs such as the annual "Transportation Statistics Annual Report" (TSAR), the "Pocket Guide to Transportation," state transportation profiles, transportation survey reports, etc.

Disposition: **Permanent**. Close file upon publication or when the document becomes obsolete, is superseded, or is no longer needed to support program activities. Keep in the office for 5 years after closure, then retire to the FRC. Transfer to NARA 20 years after closure.

b. Routine publications or promotional items. These items are routine in nature and do not document the mission of the agency or its programs.

Disposition: **Disposable**. Close file after publication or when the document becomes obsolete, is superseded, or is no longer needed to support program activities. Keep in the office for 1 year after closure, then retire to the FRC. Destroy 5 years after closure.

c. In-house distribution copies.

Disposition: **Disposable**. Close file after publication or when the document becomes obsolete, is superseded, or is no longer needed to support program activities. Keep in the office for 3 years after closure, then destroy.

d. Working papers and background materials.

Disposition: **Disposable**. Close file after publication or when document becomes obsolete, is superseded, or is no longer needed to support program activities. Keep in the office for 2 years after closure, 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.