

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER 590 NI-398-04-16	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 8-16-2004 (10-22-2004)	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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	5 TELEPHONE NUMBER	DATE 1-10-05	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 10/20/04	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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>Controlled Correspondence Records</u> This record series includes copies of signed controlled and major correspondence. The correspondence significantly documents program activities and was processed under special handling control procedures because of the importance of the letters or time requirements of replies. Documents covered under this schedule include all controlled correspondence that have been signed by the Director or more senior officials, <u>but whose response was prepared by the staff of individual offices.</u> Records consist of copies of incoming letters, the control tracking sheet, copies of the response letter with enclosures, and any significant data used in the preparation of the response. The official copies of all controlled correspondence are held by the Administrative Assistant in the office <u>originating the control response.</u> The copy of an Office's controlled correspondence files maintained by that Office's Administrative Assistant is considered the <u>official file copy</u> of the		

correspondence, since the Office is the office of origination.

Routine Congressional correspondence (non-controlled) is scheduled under record series General Correspondence.

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): Record copy of controlled and major correspondence of the offices of the BTS Director, Deputy Director, Associate Directors, and Attorney Advisor.

Disposition: **Permanent**. Close file at the end of the fiscal year. Keep files in the office 1 year after closure, then retire to the FRC. Transfer to NARA in 5 year blocks, 20 years after closure.

Indexes or logs for permanent controlled and major correspondence files are also permanent records. If the index is paper, a copy of the index should be enclosed with the correspondence files when the files are transferred to the FRC. In accordance with 36 CFR 1228.28(b)(i), if the correspondence and/or index is electronic, transfer to NARA as soon as the records become closed (inactive) or if the agency cannot meet the maintenance requirements found in 36 CFR 1228.270.

a(2): Other copies of controlled and major correspondence of the offices of the BTS Director, Deputy Director, Associate Directors, and Attorney Advisor.

Disposition: **Disposable**. Close file at the end of the fiscal year. Destroy when no longer needed.

b: Record copy of controlled and major correspondence of the offices of Assistant Directors and other personnel.

Disposition: **Disposable**. Close file at the end of the fiscal year. Keep files in the office 1 year after closure, then retire to the FRC. Destroy 10 years after closure.

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.