

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER 570- 71-398-04-20	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 8-16-2004	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 2-15-05	ARCHIVIST OF THE UNITED STATES <i>Luis Mellorob</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 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 GRS OR SUPERSEDED JOB CITATION	10.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>Response to Audits, Evaluations, and Investigations</u> This record series includes records used to document and track BTS' <u>response</u> to audit, evaluation, and investigation processes conducted internally (e.g., by Inspector General (IG)), or externally (e.g., by General Accounting Office (GAO)). Audits and evaluations may be initiated by BTS, by an outside agency with oversight over BTS, or it may be requested by Congress. Records relating to these proceedings include controlled and follow-through correspondence, conference materials, issue and position papers, responses, work plans, studies, corrective actions, and tracking/milestones. This series focuses on the specific response or corrective actions taken by the office subject to the evaluation, not the audit itself. The record copy of the audit or evaluation resides with the organization performing the audit. Records related particularly to Federal Managers		

cc Agency NWMW

Financial Integrity Act (FMFIA) include: documentation of internal control objectives and techniques, work plans, status reports on conduct of internal control reviews, correction of reported material weaknesses, and other such related materials.

This schedule applies to all the described records regardless of physical media.

a. Record copy

Disposition: **Disposable**. Close file when corrective action is complete. Keep files in the office 3 years after closure, then retire to the FRC. Destroy 10 years after closure.

b(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.

b(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.