

REQUEST FOR RECORDS DISPOSITION AUTHORITY

JOB NUMBER

NI-570-04-29

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

Date received

8-16-2004 (1/27/2006)

1 FROM (Agency or establishment)
U S. Department of Transportation

NOTIFICATION TO AGENCY

2 MAJOR SUBDIVISION
Bureau of Transportation Statistics

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

3 MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

5 TELEPHONE NUMBER

DATE

ARCHIVIST OF THE UNITED STATES

11/23/06

Allen Weinstein

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 2 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,

is not required

is attached, or

has been requested

DATE

SIGNATURE OF AGENCY REPRESENTATIVE

TITLE

1/26/06

[Handwritten Signature]

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9 GRS OR SUPERSEDED JOB CITATION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

Survey Records

This record series relates to all aspects of a survey including planning, development, implementation, and findings. Records consist of OMB package submission, OMB clearance, questionnaires and other data collection materials (such as introductory letters and information cards), sampling methodologies and instructions, procedures, briefing documents, complete contract records, final products and deliverables, training materials, publications, and the survey database.

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.

If the recordkeeping copy is a permanent record and is maintained in an electronic format, transfer to NARA in accordance with 36 CFR 1228.270.

cc Agency nwm nwm nwm

If the recordkeeping copy is a temporary record and is maintained in an electronic format, keep the file in the office for the entire retention period in accordance with 36 CFR 1234 sec. 30-32.

a. Core documentation of survey development, management, and findings, including correspondence, memoranda, final copies of reports, briefing materials, procedures, quality assurance plans, and other deliverables (both internal and public use) documenting the development and implementation of the survey. Includes a master copy of the final survey form.

Disposition: **Disposable** Close file upon completion of the project and close of the contract business Destroy 20 years after closure.

b(1). Survey questionnaires, draft reports, memos, etc., used in the survey, including any narrative statements and interviewer's instructions and comments.

Disposition **Disposable** Close file upon completion of the project and close of the contract. Retire to the FRC when no longer needed for current business. Destroy 10 years after closure.

b(2). Draft and non-published analytical materials, including printouts from analyses, analyst notes, and similar items (Any contractor reports resulting from the data analyses would be kept in item c(1) below and/or in the records series "Final Deliverables")

Disposition: **Disposable** Close file upon completion of the project and close of the contract. Retire to the FRC when no longer needed for business. Destroy 7 years after closure.

c(1). Final survey database, including data from all final survey questionnaires

Disposition **Permanent**. Close file upon completion of the project and close of the contract. Transfer a copy of the final survey data to NARA in an ASCII flat file as specified in 36 CFR 1228.270

c(2) Documentation Regardless of medium, systems specifications, file specifications, codebooks, records layouts, user guides, output specifications, and final reports relating to the survey.

Disposition: **Permanent**. Transfer copy of documentation with the survey data files.

c(3). Draft survey databases.

Disposition: **Disposable**. Destroy/delete when superseded or after the final survey database has been produced.

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.