

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER 71-398-04-33 ⁵⁷⁰ 71-398-04-33	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 3-31-05	ARCHIVIST OF THE UNITED STATES <i>Ally Weinstein</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 GRS OR SUPERSEDED JOB CITATION	10.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>Special Studies and Projects</u> This record series contains supporting records/work files related to the development of special studies or projects produced in-house by individuals, committees, or task forces. Documents include working papers, drafts, meeting and workgroup notes, related conference, symposium, or workshop materials, background materials, and other material accumulated during the course of the study. Excludes: Final studies/reports, contract and grant final products and deliverables, and management studies which are scheduled separately. This schedule applies to all the described records regardless of physical media. a. Record copy Disposition: Disposable . Close file upon completion of the study or project. Keep files in the		

SA 4/15/05 copies sent to Agency Numa

office for at least 1 year after closure, then retire to the FRC. Destroy 7 years after closure.

b. Copies on diskette or CD-ROM.

Disposition: **Disposable**. Destroy when no longer needed for reference; retention not to exceed 7 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.



National Archives and Records Administration

8601 Adelphi Road
College Park, Maryland 20740-6001
MRH 01/03/05

Date: December 30, 2004
To: NWML
From: Jim Cassedy, NWML
Subject: N1-570-04-33

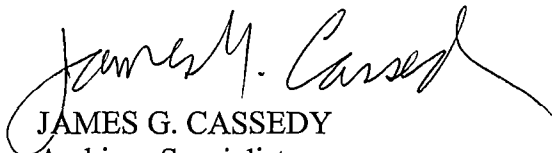
The Bureau of Transportation Statistics (BTS), Department of Transportation (DOT) submits Job. No. N1-570-04-33 for Special Studies and Projects. This series includes supporting records/working files related to the development of special studies or projects produced within BTS by individuals, committees or task forces.

These records were examined in December 2004. Types of documents found within the series included working papers, drafts, informal notes from meetings, related conference materials, symposium and workshop final study reports, background reference materials, and other similar records accumulated during a course of the study or project.

The records are related to the mission of BTS, but are compiled during the initiation, processing, and completion of a final report. The record copy of final reports and deliverables, that generally include extensive reference notes, are scheduled as permanent by N1-570-04-34.

These special study and project records comprise the raw information and working papers distilled to produce a final report or other final BTS product. They serve an administrative purpose of putting together a report or study on a subject related to the BTS mission, which is to develop high-quality transportation data and information, and advancing their use in both public and private decision-making. They do not, however, have the historical, informational, or evidential value found in the final BTS products distilled from this raw information.

BTS proposes that the records be destroyed seven years after closure of the study or project, and provides for a separate disposition for electronic copies in CD, word processing, or electronic mail format. I recommend approval of this schedule.


JAMES G. CASSEDY
Archives Specialist
NWML