

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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>Alb. 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 NWMW

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.