

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER 570 71-398-04-34	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 8-16-04	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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>Alta W...</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 GRS OR SUPERSEDED JOB CITATION	10.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>Final Deliverables and Reports</u> This record series consists of the final draft and final deliverables, products, and reports submitted by contractors and grantees to the agency, or produced in-house by individuals, committees, or task forces. Records include all final drafts or final deliverables resulting from a contracted service or study or purchase orders; final products and deliverables from a grant; and final reports resulting from special studies and surveys completed within the agency. 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. Record copy of programmatic or mission-related final deliverables and reports. Disposition: Permanent. Close file upon completion of project. Keep files in the office at least 1 year after closure, then retire to the FRC. Transfer		

8/18/05 copies sent to Agency, NARA MD, NARA...

to NARA 20 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.



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: N1-570-04-34

The Bureau of Transportation Statistics (BTS), Department of Transportation (DOT), submits Job N1-570-04-34 for Final Deliverables and Reports. This series includes final deliverable products and reports submitted by contractors and grantees to BTS. The series also includes reports produced in-house by individuals, committees and task forces. It does not include management studies or organizational reports, which are scheduled separately.

These records are the final products of supporting records and other work files related to the development of special studies or projects produced in house by individuals, committees, and task forces scheduled by N1-570-04-33 for Special Studies and Projects.

This series includes both published and non-published final products. A December 2004 examination of these records found final reports and products that included a July 2004 study on the relative quality of freight and business transport service resources available to non-metropolitan areas across the United States. Another 1998 report focused on "Welfare Reform and Access to Jobs in Boston." A third discussed G-7 Countries Transportation Highlights¹

These reports, and others, provide evidence of what BTS included within its mission to develop high-quality transportation data and information, and advancing their use in both public and private decision-making. In addition, these reports will provide a wealth of historical information reflective not only of the transportation infrastructure of the nation, but transportation as reflected in other areas of national concern, such as the 1990's emphasis on "welfare reform."

These records are of historical value, and the proposed BTS disposition for the record copy of this series, transfer to the National Archives twenty years after closure, is appropriate. I recommend approval of this schedule.

James G. Cassedy
Archives Specialist
NWML

¹ U.S. Department of Transportation, Bureau of Transportation Statistics, Transportation Quality Indices for Economic Analysis of Non-Metropolitan Cities, prepared by Kimberly Vachal and John Bitzan of the Upper Great Plains Transportation Institute, North Dakota State University (July 2004); U.S. Department of Transportation, Bureau of Transportation Statistics, Welfare Reform and Access to Jobs in Boston, prepared by Annalynn Lacombe (Washington, DC 1998); U.S. Department of Transportation, Bureau of Transportation Statistics, G-7 Countries: Transportation Highlights (Washington, DC 1999).