

REQUEST FOR RECORDS DISPOSITION AUTHORITY			JOB NUMBER 71-398-04-35	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 NAME OF PERSON WITH WHOM TO CONFER		5 TELEPHONE NUMBER	DATE 12/10/04	ARCHIVIST OF THE UNITED STATES WITHDRAWN
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)	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>Federal Advisory Committees, Boards, and Councils</u> This record series includes official files and working papers maintained for Federal Advisory Committees, Boards, and Councils set up by BTS/DOT to advise the agency (e.g., ACTS - Advisory Council on Transportation Statistics). 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(1). If BTS is the committee chair. Includes final minutes or transcripts of meetings, final reports, agenda, and materials provided to Committee/Board members. Disposition: Permanent . Close file when the committee, board, or council is terminated, or the committee, board, or council has completed a significant activity (e.g., production of a final report). Keep files in the office at least 4 years after closure,			

then retire to the FRC. Transfer to NARA in 5 year blocks 20 years after closure.

a(2). Draft minutes or transcripts, draft reports, meeting notices as announced in the Federal Register, background papers, and copies of charters, membership lists, agenda, policy statements, and material required to be available for public information.

GRS 16/8c

Disposition: **Disposable**. Close file when the committee, board, or council is terminated, or the committee, board, or council has completed a significant activity (e.g., production of a final report). Keep files in the office at least 1 year after closure, then retire to the FRC. Destroy 5 years after closure.

b. If BTS is not the committee chair,

GRS 16/8c

Disposition: **Disposable**. Close files when the committee, board, or council is terminated. Keep files in the office 5 years after closure, then destroy.

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.