

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER 570 <del>721-598-04-37</del>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Bob Monniere	5. TELEPHONE NUMBER (202) 366-5498	DATE 12/29/04	ARCHIVIST OF THE UNITED STATES <b>WITHDRAWN</b>
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 GRS OR SUPERSEDED JOB CITATION	10.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>Freedom of Information Act (FOIA) Annual Reports</u>  This record series consists of the agency's submission to the DOT FOIA office for the annual report to the Department of Justice describing FOIA requests received and handled by the agency. The report includes the number of requests received, the number of denial and appeal determinations, confidential business determinations, disciplinary actions, agency rules and regulations, amount of fees collected and fee schedule, administrative costs, compliance with time limitations information, and court actions.  The DOT FOIA office is responsible for maintaining the official <u>record copy</u> of the annual reports and for retiring them to the National Archives.  This schedule applies to all the described records regardless of physical media.  a. All other copies (created by DOT agencies and submitted to the DOT FOIA office).		

Disposition: **Disposable**. Close the file at the end of the fiscal year. Keep files in the office up to 2 years after closure, then destroy.

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.