

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER 570 71-578-04-38	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 1-10-05	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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 GRS OR SUPERSEDED JOB CITATION	10.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.	<p><u>Information Collection Requests and Reports</u></p> <p>This record series contains records relating to the Information and Collection Requests submissions and the Information Collection Budget (ICB) Reports submitted to the Office of Management and Budget (OMB).</p> <p>This schedule applies to all the described records regardless of physical media.</p> <p>a. Record copy of information collection budget reports which are submitted annually to the OMB and then to Congress, including responses to OMB's request for information, narrative report and the verification of OMB data.</p> <p>Disposition: Disposable. Close file after submission of the annual report to OMB. Keep files in the office for 1 year after file closure, then retire to the FRC. Destroy 3 years after closure.</p> <p><i>cc: agency, NWMA, NW etc</i></p> <p><i>7 - AGENCY CONCURS 10/18/2004 BY [redacted] PERE-MAL & PH. COV.</i></p>		

~~b. Record copy of information collection requests which are submitted to OMB for approval, including OMB Form 83-1, correspondence, memoranda, statistics, comments, and other records relating to the justification of the information collection and its approval by the agency and OMB.~~

~~Disposition: **Disposable.** Close file on approval or disapproval of the request. Keep files in the office for 3 years after closure, then retire to the FRC. Destroy 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.

GRS 16/12