

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER 570 71-398-05-1	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 10-6-2004	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 8/9/04	ARCHIVIST OF THE UNITED STATES <i>Alan L. ...</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 type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 9-30-04	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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>Contract Management Records</u> This record series includes all correspondence and related records pertaining to the award, administration, receipt, inspection and payment of any and all contracts to which BTS is a party and which are maintained and used by an agency Contracting Officer Technical Representative (COTR) for contract documentation and for performance and financial monitoring and oversight activities. Excludes: Routine procurement records, successful and unsuccessful bids and proposals, grants, and final deliverables which are scheduled separately. This schedule applies to all the described records regardless of physical media. a. Record copy – Contract Officer Technical Representative (COTR) Disposition: Disposable . Close file upon final		<i>cc Agency, NARA</i>

filing of final invoice or completion or termination of the delivery order or work assignment. Keep files in the office for 1 year after closure, then retire to the FRC. Destroy 6 years 3 months after final payment for the overall contract.

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.