

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-220-08-1	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 2/29/08	
1. FROM (Agency or establishment) National Surface Transportation Policy and Revenue Study Commission.		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER David Marks, Federal Highway Administration	5. TELEPHONE NUMBER (202) 366-4073	DATE 6/25/08	ARCHIVIST OF THE UNITED STATES <i>A. H. ...</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 3 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 2/26/08	SIGNATURE OF AGENCY REPRESENTATIVE <i>Roger J. Bende</i>		TITLE Executive Director
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>This schedule provides disposition authority for the records of the National Surface Transportation Policy and Revenue Study Commission.</p> <p>Congress created The National Surface Transportation Policy and Revenue Study Commission on August 10, 2005, under Public Law (PL) 109-59, Section 1909, of the Safe, Accountable, Flexible, Efficient Transportation Equity Act—A Legacy for Users (SAFETEA-LU). The Commission was created because, as Congress declared, "it is in the national interest to preserve and enhance the surface transportation system to meet the needs of the United States for the 21st century."</p> <p>The Commission is comprised of 12 members, representing: Federal, state and local governments; metropolitan planning organizations; transportation-related industries; and public interest organizations. The Chairperson is the United States Secretary of Transportation. The Commission is working to examine not only the condition and future needs of the nation's surface transportation system, but also short and long-term alternatives to replace or supplement the fuel tax as the principal revenue source to support the Highway Trust Fund over the next 30 years.</p> <p>Beginning in May 2006, the Commission met regularly to hear about the challenges facing America's surface transportation network. Commissioners heard testimony</p>		

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from national transportation advocates, policymakers, industry, labor, and from the general public.

Commissioners held ten field hearings around the country to learn about regional issues and dynamics that affect America's transportation system. Field hearings were held in Atlanta, Chicago, Dallas, Las Vegas, Los Angeles, Memphis, Minneapolis-St. Paul, New York, Portland, and Washington, D.C.

The Commission also authorized the creation of a 77-member Blue Ribbon Panel of Transportation Experts to provide "big ideas" on improving the transportation network. This Blue Ribbon Panel included experts from all levels of government, the private sector, industry, labor, and academic and research institutions.

The Commission submitted its report to Congress on December 31, 2007. The Commission will expire six months after that date.

Since the Commission was not established under Federal Advisory Committee Act (FACA), the National Archives and Records Administration (NARA) has advised the Commission that some Commission records are not covered by the General Records Schedules (GRS). Therefore, this request for disposition authority is for those records not already covered by the GRS.

**Records of the National Surface Transportation Policy and Revenue Study Commission**

New

1. **Files documenting the Commission's establishment, membership, policy, organization, deliberations, findings, and recommendations**, including such records as:

original charter, organization charts, functional statements, directives or memorandums to staff concerning their responsibilities, and other materials that document the organization and functions of the Commission and its components;

agendas, briefing books, minutes, testimony, and transcripts of meetings and hearings as well as audiotapes and/or videotapes of meetings and hearings which were not fully transcribed;

one copy each of reports, studies, pamphlets, and other publications produced by or for the commission as well as news releases, commissioners' speeches, formal photographs and other significant public affairs files;

correspondence, subject and other files maintained by key commission staff, such as the chair, executive director, and legal counsel, documenting the functions of the commission;

substantive records relating to research studies and other projects, including unpublished studies and reports and substantive research materials (may include electronic data);

questionnaires, surveys and other raw data accumulated in connection with research studies and other projects where the information has been consolidated or aggregated in analyses, reports, or studies covered by this item (may include data maintained electronically); and records created to comply with the provisions of the Government in the Sunshine Act, annual reports to Congress describing the agency's compliance with the act.

**DISPOSITION: PERMANENT.** Transfer to the National Archives on termination of the Commission.

**[NOTE:** Non-textual records transferred to NARA must follow NARA published guidance for transfer of required elements. For example, electronic records are to be transferred in accordance with 36 CFR 1228.270.

2.

**Files that relate to day-to-day Commission activities and/or do not contain unique information of historical value, including such records as:**

correspondence, reference and working files of Commission staff (excluding files covered by Item 1);

audiotapes and videotapes of Commission meetings and hearings that have been fully transcribed, informal still photographs and slides of Commission members and staff, meetings, hearings, and other events;

other routine records, such as public mail, requests for information, consultant personnel files, records relating to logistical aspects of Commission meetings and hearings, etc.; and

extra copies of records described in Item 1, e.g. copies of meeting agenda and minutes distributed to commission members and staff, files accumulated by agencies on interagency bodies other than the secretariat or sponsor.

**DISPOSITION:** Destroy/delete upon receiving approval of this schedule by NARA.

**[NOTE:** Prior to the Commission's termination, NARA, in consultation with Commission staff, will review records covered by this item and may identify files that warrant permanent retention. Such records will be transferred to the National Archives on termination of the Commission.]

**[NOTE:** Administrative records authorized for disposal by the GRS and having retention periods outlasting the life of the commission (such as payroll, personnel, travel and fiscal records) can be sent to NARA's Washington National Records Center in Suitland, Maryland, for temporary storage. NARA is responsible for the storage and service costs associated with temporary commission records.]

3.

**Web site records**

a.

Electronic version of web site(s).

DISPOSITION: Temporary. Offer Directly to the University of North Texas upon approval of this schedule.

b.

Design, management, and technical operation records.

DISPOSITION: Temporary. Offer Directly to the University of North Texas upon approval of this schedule.

c.

Electronic version of content records duplicated in textual series of commission records.

DISPOSITION: Destroy/delete on termination of commission.