

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0398-2024-0004

Status: APPROVED  
Date Approved: 05/05/2026

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## General Information

Agency or Establishment	Department of Transportation
Record/Scheduling Group	0398 - General Records of the Department of Transportation
Records Schedule Applies To	Agency Subdivision
Major Subdivision	Office of the Secretary of Transportation
Schedule Subject	Correspondence
Additional Schedule Information	<p>Covers all correspondence in any media (media neutral) that is received or sent by the Office of the Secretary (OST) in any format. These files accumulate as a result of a wide range of correspondence, inquiries and complaints from public, Congressional staff, media, state and local government staff, etc, that are received by OST headquarters and regional offices.</p> <p>NOTE: This record schedule applies to the OST modal administration not just the records of the Executive Secretariat. While email correspondence is covered under the capstone schedule, this schedule would cover correspondence documents saved on the network drives that were delivered via email.</p> <p>Excludes correspondence retained as part of a case file such as Volpe project case records, contracts, FOIA requests, hearings and claims.</p>
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No - the records covered by this schedule do not implicate Tribal interests

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## Item Count

Total number of disposition items: 2

Number of Temporary disposition items: 1

Number of Permanent disposition items: 1

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0398-2024-0004

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	Correspondence – Major – Senior Officials	Permanent
0002	Correspondence – All Other	Temporary

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Records Schedule Items

<b>DAA-0398-2024-0004-0001</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Correspondence – Major – Senior Officials	
Item Description	<p>This series includes both signed controlled and uncontrolled major correspondence. This correspondence significantly documents program activities and is usually processed under special handling control procedures because of the importance of the subject or time requirements of replies. This correspondence may document the development, implementation, and/or administration of plans and policies pertaining to the mission or function of DOT/OST. Records consist of copies of incoming correspondence, OST's responses, and enclosures. Controlled correspondence is correspondence that requires a record of receipt and a timely reply. Major correspondence is generated by senior officials* and staff assistants to those officials. *Senior Officials: Secretary, Deputy Secretary, Under Secretary for Transportation Policy, General Counsel and the Assistant Secretaries, including other officials when acting in those capacities.</p>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
<b>Superseded Items</b>		
Superseded Item	Item Superseded in Part?	Explanation
N1-570-04-016 / 1a1	No	
NC1-398-80-01 / 1b	No	
NC1-398-82-02 / 1	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Permanent	
Cutoff Instructions	Cut off at end of Calendar year after closure	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff	

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ADDITIONAL INFORMATION	
Current Records Format	Textual data:40GB
Approximate first year of records covered by this authority	2000
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 01/01/2000 To: 12/31/2009
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	FOIA (b)(4) Trade Secrets and Commercial or Financial Information, FOIA (b)(5) Inter-agency or Intra-agency Memorandums or Letters Not Available by Law, FOIA (b)(6) Personal Information

DAA-0398-2024-0004-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Correspondence – All Other	
Item Description	Include incoming and outgoing correspondence. Includes, but is not limited to, the following types of correspondence: <ul style="list-style-type: none"> <li>• Programmatic correspondence generated by all other staff not listed in Item 1.</li> <li>• Correspondence -Minor/ Routine: Records, such as correspondence, memorandums, forms, reports and other data, documenting day-to-day operations and routine administrative matters</li> </ul>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-570-04-016 / 1b	No	
N1-570-04-022 / 1a	No	
NC1-398-81-03 / 4	No	
N1-467-01-002 / 3	No	
N1-570-04-028 / 1a	No	

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Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Calendar year after cloure
Retention Period	Destroy 5 year(s) after cutoff or when no longer needed for Agency business occurs, whichever is later
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

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Signatory Information

Action	User	Date
Approve	Edward Forst (Acting Archivist)	05/05/2026



Office of the Chief  
Records Officer for the  
U.S. Government

This schedule was signed outside of the ERA system using Standard Form 115.

NARA staff updated ERA to reflect this approval, moving the record schedule into an approved status. The approved status allows for generation of a PDF indicating that the schedule has been approved, and allows an agency to use the schedule in ERA to create transfer requests. The approved date in the system and on the PDF version of the records schedule reflects the system actions.