

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0398-2024-0005

Status: APPROVED
Date Approved: 06/12/2025

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	Immediate Office of the Secretary and Executive Secretariat Records
Additional Schedule Information	<p>Records maintained in the immediate Office of the Secretary or in the Executive Secretariat on behalf of the Secretary and Deputy Secretary.</p> <p>NOTE: Correspondence is scheduled under a different schedule. Calendars are scheduled under DOT's Capstone schedule for GRS 6.1, Item 010.</p> <p>This schedule supersedes NC1-398-80-01, Items 5 and 6</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-0398-2024-0005

Item #	Title	Disposition
0001	Briefing Books of the Secretary and Deputy Secretary	Permanent
0002	Invitations	Temporary

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Records Schedule Items

DAA-0398-2024-0005-0001		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title	Briefing Books of the Secretary and Deputy Secretary		
Item Description	<p>Briefing books are prepared for the Secretary and Deputy Secretary on a near daily basis to cover their appointments for the day as well as official travel. There are also subject based books prepared to cover important topics/issues. Records include, but are not limited to: schedules, agendas, topics of discussions, issue and talking points, biographies, summary and/or position papers, information and background materials and information and background on locations visited.</p> <p>Note: Although the appointment is in the Secretary or Deputy Secretary's calendar, not all briefing material is attached to the appointment itself.</p>		
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	
NC1-398-80-01 / 5	No		
NC1-398-80-01 / 6	No		
Is this item a deviation from the GRS?	No		
DISPOSITION INSTRUCTION			
Final Disposition	Permanent		
Cutoff Instructions	Cut off at end of Calendar year.		
Are there multiple instructions for this item?	No		
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff		
ADDITIONAL INFORMATION			
Current Records Format	Textual data:15MB ; Paper-based textual records:209 cf		
Approximate first year of records covered by this authority	2001		

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End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 01/01/2001 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)(6) Personal Information, FOIA (b)(4) Trade Secrets and Commercial or Financial Information

DAA-0398-2024-0005-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Invitations	
Item Description	These records include accepted and declined invitations addressed to the Secretary or Deputy Secretary to attend, participate, and/or speak at meetings, conferences, seminars, social gathering, and similar events.	
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?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off at end of Calendar year.	
Retention Period	Destroy 7 year(s) after cutoff	
ADDITIONAL INFORMATION		
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	Marco Rubio (Acting Archivist)	06/12/2025



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.