

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0406-2019-0004**

Schedule Status      **Approved**

  

Agency or Establishment      **Federal Highway Administration**

Record Group / Scheduling Group      **Records of the Federal Highway Administration**

Records Schedule applies to      **Major Subdivision**

Major Subdivision      **Office of Safety**

Minor Subdivision      **Office of Safety Technologies**

Schedule Subject      **Roadside Hardware and Acceptance Records**

Internal agency concurrences will be provided      **No**

Background Information      **Roadside Hardware and Acceptance Records contain the Federal Highway Administration's official action on requests from manufacturers, developers, highway agencies, etc. In its response to the petitioner, the FHWA acknowledges that the device(s) meets the applicable crash test criteria. In brief, the correspondence describes the device, the results of crash testing, and details any restrictions applicable to that device.**

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>

### GAO Approval

## Outline of Records Schedule Items for DAA-0406-2019-0004

Sequence Number	
1	Roadside Hardware and Acceptance Records Disposition Authority Number: DAA-0406-2019-0004-0001

## Records Schedule Items

Sequence Number					
1	<p><b>Roadside Hardware and Acceptance Records</b></p> <p>Disposition Authority Number      DAA-0406-2019-0004-0001</p> <p>Files of roadside hardware acceptance letters containing FHWA's official action on requests from manufacturers, developers, highway agencies, etc. FHWA's letter acknowledges that the petitioner's devices have met the applicable crash test criteria. The letter briefly describes the device, includes a description of the crash testing, and details any restrictions that apply to that device. The file includes the incoming and outgoing letters, crash test report(s), drawings, and film/video/ dvd of the crash testing. Submitted requests include a drawing or drawings of the hardware that conforms to the American Association of State Highway and Transportation Officials (AASHTO) Drawing Specifications; a PDF file with a summary of the crash test report; all crash test videos and photos; all crash test reports supporting the crash-worthiness of new hardware must be submitted.</p> <p>Final Disposition      Temporary</p> <p>Item Status      Active</p> <p>Is this item media neutral?      Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      Yes</p> <p>Do any of the records covered by this item exist as structured electronic data?      Yes</p> <table border="1"> <thead> <tr> <th>Manual Citation</th> <th>Manual Title</th> </tr> </thead> <tbody> <tr> <td>SAFE 39</td> <td>Roadside Hardware and Acceptance Records</td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation      N1-406-08-2 / 16</p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction      Cutoff annually.</p> <p>Retention Period      Destroy 10 year(s) after cutoff</p> <p><b>Additional Information</b></p> <p>GAO Approval      Not Required</p>	Manual Citation	Manual Title	SAFE 39	Roadside Hardware and Acceptance Records
Manual Citation	Manual Title				
SAFE 39	Roadside Hardware and Acceptance Records				

## 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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	By	Title	Organization
03/07/2019	Certify	Victor Wagher	Records Officer	Dept Of Transportation - Federal Highway Administration
12/13/2019	Submit for Concur rence	Steven Rhodes	Senior Appraisal Arc hivist	National Archives and Records Administration - Records Management Services
12/17/2019	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Services
12/19/2019	Concur	Laurence Brewer	Chief Records Office r	National Records and Archives Administration - National Records and Archives Administration
12/20/2019	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist