

Request for Records Disposition Authority

Records Schedule Number DAA-0406-2020-0001

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 Intelligent Transportation Systems Joint Program Office (ITS JPO)

Schedule Subject ITS CodeHub

Internal agency concurrences will be provided No

Background Information

The ITS CodeHub, which replaced the Open Source Application Development Portal (OSADP) in 2019, is a core element of the United States Department of Transportation's (U.S. DOT's) Intelligent Transportation Systems Joint Program Office (ITS JPO) that supports research, analysis, application development, code development, and testing of operational systems exploiting the concepts of mobile communications and connected vehicles. The ITS CodeHub is a publicly accessible web page through which users can find ITS-related source code. It uses various open software development platforms, such as GitHub, to store ITS-related source code. Unregistered users may browse through available code on ITS CodeHub and/or use an advanced search capability on ITS CodeHub to find code that contain specific types of information. Users can copy code repositories for independent work, submit updates to existing code and/or submit new repositories to add to the ITS CodeHub's search. Users may register with GitHub to comment on files and code repositories hosted there. Research project owners voluntarily submit information such as name, business organization, and research project information to be published for view by all users.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	0	3	0

GAO Approval

Outline of Records Schedule Items for DAA-0406-2020-0001

Sequence Number	
1	Code Disposition Authority Number: DAA-0406-2020-0001-0001
2	Website Management and Operations Records Disposition Authority Number: DAA-0406-2020-0001-0002
3	Research Project Pages Disposition Authority Number: DAA-0406-2020-0001-0003

Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 423 411">Code</p> <p data-bbox="345 432 1149 464">Disposition Authority Number DAA-0406-2020-0001-0001</p> <p data-bbox="345 485 1495 716">This item includes the source code hosted on components of the ITS CodeHub and all metadata and user documentation associated with that code. The code includes a variety of topics related to intelligent transportation systems, such as roadway traffic-related code, travel times on road segments, traffic signal timing plans, rail transit schedules, and weather. Code providers include the U.S. DOT's Office of the Assistant Secretary for Research and Technology.</p> <p data-bbox="345 737 915 768">Final Disposition Temporary</p> <p data-bbox="345 789 849 821">Item Status Active</p> <p data-bbox="345 842 818 873">Is this item media neutral? Yes</p> <p data-bbox="345 894 818 1020">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 data-bbox="345 1041 818 1125">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="345 1167 659 1199">Disposition Instruction</p> <p data-bbox="345 1230 1484 1293">Retention Period Destroy/delete when 5 years old or when no longer needed for business purposes, whichever is later.</p> <p data-bbox="345 1335 656 1367">Additional Information</p> <p data-bbox="345 1398 948 1430">GAO Approval Not Required</p>
2	<p data-bbox="345 1451 1008 1482">Website Management and Operations Records</p> <p data-bbox="345 1503 1154 1535">Disposition Authority Number DAA-0406-2020-0001-0002</p> <p data-bbox="345 1556 1495 1671">Policies, as stated on the websites and/or captured in the internal governance documents, governing the behavior of website users and/or the websites' operators.</p> <p data-bbox="345 1692 915 1724">Final Disposition Temporary</p> <p data-bbox="345 1745 849 1776">Item Status Active</p> <p data-bbox="345 1797 818 1829">Is this item media neutral? Yes</p> <p data-bbox="345 1850 818 1911">Do any of the records covered by this item currently exist in Yes</p>

3	electronic format(s) other than e-mail and word processing?	
	Do any of the records covered by this item exist as structured electronic data?	No
	Disposition Instruction	
	Retention Period	Destroy/delete when 5 years old or when related web content records are deleted, whichever is later.
	Additional Information	
	GAO Approval	Not Required
	Research Project Pages	
	Disposition Authority Number	DAA-0406-2020-0001-0003
	Research project descriptions and electronic threaded discussions involving individual employees, ITS JPO contractors, and other website users.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	No
	Disposition Instruction	
	Cutoff Instruction	Cut off threaded (take snapshot of) electronic files at the end of the fiscal year.
	Retention Period	Destroy/delete 5 years after cutoff.
	Additional Information	
	GAO Approval	Not Required

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
02/26/2020	Certify	Victor Wagher	Records Officer	Dept Of Transportation - Federal Highway Administration
08/14/2020	Submit for Concurrency	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
09/01/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/02/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
09/02/2020	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist