

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-406-08-2	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>2/11/08</i>	
1 FROM (Agency or establishment) U.S. Department of Transportation (DOT)		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Federal Highway Administration (FHWA)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION Office of Safety (HSA)			
4. NAME OF PERSON WITH WHOM TO CONFER Deena Payton	5 TELEPHONE NUMBER (202) 366-2288	DATE <i>5/28/09</i>	ARCHIVIST OF THE UNITED STATES <i>Adrienne Thomas</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 <u>5</u> 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, <div style="display: flex; justify-content: space-around;"> <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested </div>			
DATE <i>2/11/2008</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Victor S. Wagner</i>	TITLE Records Officer	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1.	Administrative Files. Contain the day-to-day internal working files of the office such as current training, interoffice memorandums travel of employees in the office and position descriptions, personnel files, performance objectives, and other administrative correspondence. DISPOSITION: Cut off at end of fiscal year. Destroy 2 years after cutoff.	NC1-406-80-10/3	
2.	Budget Files. Relate to the cost of implementing the highway safety program and background material for the Surface Transportation Research and Technology Deployment of highway safety. DISPOSITION: Destroy 1 year after the close of the fiscal year covered by the budget.	NC1-406-80-10/5; GRS 5/2	
3.	Cooperative Agreement Files. Contain communications, background, and agreements with States and other partners related to highway safety programs. DISPOSITION: Place in inactive file upon	NC1-406-80-10/8	

	completion of agreement Cut off inactive file at end of fiscal year.		
a	<u>If paper</u> Transfer to Federal Records Center (FRC) 10 years after cutoff. Destroy 12 years after cutoff.		
b.	<u>If electronic.</u> Delete 12 years after cutoff.		
4	<p>Evaluation Reports From States. Evaluation reports received from States on the progress of the Highway Safety Improvement Program (HSIP). Included are correspondence and annual and special reports pertaining to the HSIP for individual States which assist FHWA in preparing its annual report to Congress. Information may be in paper or electronic form.</p> <p>DISPOSITION: Cut off at end of fiscal year. Destroy paper records/delete electronic records 5 years after cutoff.</p>	NC1-406-80-10/10	
5	<p>General Correspondence Files. Requests received from the President, Congress, the general public, other Government agencies, and elements within the DOT seeking information relating to highway safety. Information may be in paper or electronic form.</p> <p>DISPOSITION Cut off at end of fiscal year. Destroy paper records/delete electronic records 3 years after cutoff.</p>	NC1-406-80-10/14	
6	<p>Internal File to Dockets. Internal working papers for each rule containing internal comments as well as external comments from the public and public interest groups The rules relate to highway safety programs and regulations</p> <p>DISPOSITION Destroy 6 years after docket is closed</p>	NC1-406-80-10/18	
7	<p>Interpretations of Regulations. Contain correspondence, directives and related background material concerning FHWA's interpretation of highway safety regulations. Annual accumulation is irregular, but less than 1 cubic foot per year.</p>	NC1-406-80-10/19 N1-406-89-3/32	

	DISPOSITION PERMANENT.		
	<p>a. <u>If paper</u>: Transfer to FRC 5 years after year of issuance of statement. Transfer to the National Archives 10 years after the year of issuance.</p> <p>b. <u>If electronic</u> Transfer directly to the National Archives 10 years after the year of issuance, in accordance with <u>36 CFR 1228.270</u>.</p>		
8	<p>Fatal and Injury Accident Files. Contain data collected by the FHWA from motor vehicle traffic accidents. This material is classified by highway systems and is used in research and in the preparation of reports used both internally and by other agencies and the public, including the GPO publication "Fatal Injury and Accident Rates."</p> <p>DISPOSITION: Cut off at end of fiscal year.</p> <p>a. <u>If paper</u>: Transfer to FRC 3 years after cutoff. Destroy 6 years after cutoff.</p> <p>b. <u>If electronic</u>: Delete 6 years after cutoff.</p>	NC1-406-80-10/21	
9	<p>Legislative Files. Contain draft copies of various proposals for the Highway Safety Acts and drafts of proposals submitted to the Office of the Secretary (OST) Also contain any notes taken during legislative hearings that could have an impact on a highway bill.</p> <p>DISPOSITION. Cut off at end of fiscal year. Destroy 3 years after cutoff</p>	NC1-406-80-10/22	
10.	<p>National Emphasis Programs and Priority Focus Area Files. Correspondence, memoranda, policy documents, and requests for information pertaining to those program and priority focus areas within the Office of Safety that are considered a special emphasis area as a result of legislative requirements or priority focus during a fiscal year. Information may be in paper or electronic form.</p> <p>DISPOSITION: Cut off at end of fiscal year. Destroy paper records/delete electronic records 3 years after cutoff.</p>	NC1-406-80-10/23	

11.	<p>National Transportation Safety Board (NTSB) Control Accident Investigation Report Files. These files contain information that is gathered in the course of investigating an accident. The material is provided to the NTSB and is used by them in reports that NTSB issues.</p> <p>DISPOSITION: Cut off at end of fiscal year. Destroy 10 years after cutoff.</p>	NC1-406-80-10/24	
12	<p>Railroad Grade Crossing Files. Contain correspondence and background material used in developing studies and reports dealing with accidents and grade crossings. Files also contain correspondence, supporting rulemaking decisions on grade crossing controls, and information related to State requirements on safety material for use in grade crossings.</p> <p>DISPOSITION: Place in inactive file when case is closed Cut off inactive file at end of fiscal year. Destroy 6 years after cutoff.</p>	NC1-406-80-10/33	
13	<p>Reference Files. Files contain copies of information used as ready reference on subjects of current or ongoing interest These files may contain copies of publications, directives, pictures, correspondence, and the like Official file copies are not to be placed in these files nor are the files to be considered pending files where official file copies are kept on a tentative basis.</p> <p>DISPOSITION: Destroy in agency when no longer needed for administrative purposes.</p>	NC1-406-80-10/34	
14	<p>Special Project Safety Files. Correspondence, background material, and special reports concerning vehicle accidents involving maintenance personnel in highway work zone and construction zones Also included in this category are the correspondence background material and special reports requested by the President or Congress on highway safety and related matters</p> <p>DISPOSITION: Place in inactive file after issuance of final report.</p> <p>a. <u>If paper.</u> Cut off inactive file at end of fiscal year. Transfer to FRC 1 years after cutoff Destroy 5 years</p>	NC1-406-80-10/35	

	after cutoff		
b.	<u>If electronic</u> : Delete 5 years after cutoff.		
15.	<p>Training Course Files. Contain material used in the development of various highway safety training courses offered by the Office of Safety. Included also are copies of contracts, training guides, manuals, and slides.</p> <p>DISPOSITION: Destroy when course is discontinued.</p>	NC1-406-80-10/38	
16	<p>Roadside Hardware Acceptance Letters and Documentation. The files of roadside hardware acceptance letters contain FHWA's official action on requests from manufacturers, developers, highway agencies, etc. FHWA's letter acknowledges that the petitioner's device(s) has 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.</p> <p>DISPOSITION PERMANENT. Cut off at end of calendar year. Determine medium of recordkeeping copy.</p> <p>a. <u>If documentation not scanned into digital images</u>: Transfer to FRC 5 years after cutoff. Transfer to National Archives 10 years after cutoff.</p> <p>b. <u>If documentation scanned and converted to electronic medium</u>. Retain as active files for 5 years. After scanning and converted electronic medium, destroy paper files 10 years after cutoff, transfer electronic files to the National Archives 10 years after cutoff, in accordance with <u>36 CFR 1228.270</u>. Retain electronic copies in agency for reference use.</p> <p><i>Appraisal note: Records date from 1976 to present Total current volume approximately 75 cubic feet Annual accumulation approximately 6 cubic feet per year</i></p>	New	