


REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK JOB NO. N1-406-89-3	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED 5/5/89	
1. FROM (Agency or establishment) Department of Transportation		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
2. MAJOR SUBDIVISION Federal Highway Administration		ARCHIVIST OF THE UNITED STATES 	
3. MINOR SUBDIVISION Associate Administrator for Motor Carriers Organization			
4. NAME OF PERSON WITH WHOM TO CONFER John H. Schnackenberg	5. TELEPHONE EXT. 366-0534		

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 36 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: ☐ is attached; or ☐ is unnecessary.

B. DATE 4/28/89	C. SIGNATURE OF AGENCY REPRESENTATIVE 	D. TITLE Chief, Organization and Management Programs Division
---------------------------	--	---

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	See schedule attached.		
<i>Copies sent to agency, NN-W, NNT, NAX, NCF 2/20/91</i>			110 items

ASSOCIATE ADMINISTRATOR FOR MOTOR CARRIERS ORGANIZATION RECORDS DISPOSITION SCHEDULE

This schedule covers records of the Associate Administrator for Motor Carriers Organization maintained in the headquarters offices of Federal Highway Administration.

Item	Series Description	Disposition
MTCR 1	Accident Report Files: Contain forms (MCS-50T and MCS-50B) filed by motor carriers concerning accidents of buses and trucks. Information includes type of carrier, type of collision and type of spillage. (NC1-406-80-10/1)	
	A. Records which do not meet the criteria for reportable accidents.	Destroy immediately.
	B. Reportable accidents records containing information not input to MCMIS.	Transfer to Motor Carrier Census Files (MTCR 40) after processing.
	C. Reportable accidents records containing information completely input to MCMIS.	Destroy after verification of MCMIS database.
MTCR 2	Administrative Subject Files: Records accumulated by individual offices that relate to internal administrative and housekeeping activities of the office rather than the program functions for which the office exists. In general these records relate to the office organization, staffing, procedures, and communications; including budget papers; day-to-day administration of office personnel, travel, training, supplies and office services and equipment requests and receipts; and the use of office space and utilities. These files do not serve as official documentation of the programs of the office. (GRS 23/1)	Cutoff at end of fiscal year. Destroy in agency 2 years after cutoff or when no longer needed, whichever is sooner.

Item	Series Description	Disposition
MTCR 3	Associate Administrator's Calendar: Documents appointments, meetings, telephone calls, trips, visits and other activities of the Associate Administrator. Annual accumulation: 5 inches. Arranged chronologically. Volume on hand is 6 linear inches. ()	<u>PERMANENT.</u> Cutoff at end of fiscal year. Transfer to FRC 3 years after cutoff. Transfer to National Archives in 5 year blocks when latest record is 10 years old.
MTCR 4	Award Files: Contains correspondence and related documentation concerning individuals recommended for the President's Medal of Honor, DOT award for heroism and certificates of commendation. Files include background correspondence, request materials, investigative documentation and final departmental determination. ()	Place in closed case file upon final determination. Cutoff closed file at end of fiscal year. Destroy in agency 3 year after cutoff.
MTCR 5	Budget Background Records: Working papers, cost statements, and data accumulated in the preparation of annual budget estimates, and originating offices' copies of reports submitted to budget offices. (GRS 5/2) (GRS 5/2)	Cutoff at end of fiscal year. Destroy in agency 1 year after cutoff.
MTCR 6	Carrier Analysis Correspondence Files. Contains correspondence and background materials relating to contracts, research programs, NTSB safety recommendations and program planning. ()	Cutoff at end of fiscal year. Destroy 5 years after cutoff.

Item	Series Description	Disposition
MTCR 7	Carrier Analysis Research Correspondence Files: Contain correspondence relating Motor Carrier research contracts which is not appropriate for inclusion in specific case files and includes planning materials, solicitations for research topics, and suggestions from internal working groups. ()	Cutoff at end of fiscal year. Destroy 5 years after cutoff.
MTCR 8	Carrier Analysis Research Procurement Case Files: Contain files maintained on Motor Carrier research contracts and includes requests for proposals, procurement requests, approvals, correspondence, contracts and related documentation. A. Final reports. Annual accumulation: 6 inches. Arranged chronologically. Volume on hand is 9 cubic feet. () B. Case files. (GRS 5/30)	<u>PERMANENT.</u> Cutoff at end of fiscal year. Transfer to National Archives in 5 year blocks when the oldest records is 10 years old. Destroy upon termination or completion.
MTCR 9	Carrier Information Subject Files. Contain correspondence and back-ground materials for size and weight, weigh-in-motion, national highway network, contracts, information systems, and safety ratings. ()	Cutoff at end of fiscal year. Destroy 5 years after cutoff.
MTCR 10	Carrier Information and Analysis Files. Contain correspondence sent out under the office director's signature. Annual accumulation: less than 1 cu. ft. Arranged chronologically. Volume on hand is 9 cubic feet. ()	<u>PERMANENT.</u> Cutoff at end of fiscal year. Transfer to FRC 3 years after cutoff. Transfer to National Archives in 5 year blocks when latest record is 10 years old.

Item	Series Description	Disposition
MTCR 11	Chronological File: Contains extra, non-record copies of outgoing correspondence. These files contain no record copies of incoming correspondence or yellow copies of outgoing correspondence. ()	Cutoff at end of fiscal year. Destroy in agency 2 years after cutoff.
MTCR 12	Commercial Accident Prevention & Evaluation (CAPE) Program Files: Contains copies of directives, reports, and documents related to the CAPE program information , regional program activities, copies of related quarterly summary reports, field reviews of program conducted by headquarters. () A. CAPE Report. B. Other files.	<u>PERMANENT.</u> Cutoff at end of fiscal year. Transfer to MTCR 49. Cutoff at end of fiscal year. Destroy 5 years after cutoff.
MTCR 13	Commercial Drivers License (CDL) Program Files: Contains copies of summary reports on field activities and field reviews conducted by headquarters on the regional CDL program. () A. CDL Publications. B. Other files.	<u>PERMANENT.</u> Cutoff at end of fiscal year. Transfer to MTCR 49. Cutoff at end of fiscal year. Destroy 5 years after cutoff.

Item	Series Description	Disposition
MTCR 14	Congressional Question and Answer File: Contains Q & As prepared for congressional hearings on programs that relate to OMC responsibilities. ()	Cutoff at end of fiscal year. Destroy 7 years after cutoff.
MTCR 15	 Cooperative Agreement Files: Contains communications, background and agreements with States enforcing motor carrier safety and hazardous material laws and regulations affecting highway transportation. (NC1-406-80-10/8) 	Place in closed case file upon completion of agreement. Cutoff closed case file at end of fiscal year. Destroy 12 years after cutoff.

Item	Series Description	Disposition
MTCR 16	<p>Design Safety Files. Consists of correspondence, interpretations of regulations, engineering drawings, reports and briefings relating to safety of motor vehicle design.</p> <p>Arranged by 49 CFR section number. Annual accumulation is 1 cubic foot. Volume on hand is 9 cubic feet.</p>	<p><u>PERMANENT.</u> Cutoff at end of fiscal year. Transfer to National Archives in 5 year blocks when 30²⁰ years old.</p>
MTCR 17	<p>Directors'/Chiefs' Reference Files. Contains extra, non-record copies of outgoing correspondence. These files contain no record copies of incoming correspondence or yellow copies of outgoing correspondence, and are maintained solely for the ready reference of office directors and division chiefs. All documentation appearing in these files are copies of materials in the official subject files of the division.</p> <p>()</p>	<p>Purge file annually. Destroy materials that are no longer needed for administrative purposes.</p>
MTCR 18	<p>Driver Case Records: Contain documentation on resolution of conflict and rulings made by office director regarding a driver's medical qualifications to drive. Includes oral and written presentation materials, administrative hearing documents, and waiver determination.</p> <p>()</p>	<p>Place in closed case file when case is closed. Cutoff closed case file at end of fiscal year. Destroy 4 years after cutoff.</p>
MTCR 19	<p>Driver Waiver Files: Contain documentation on granting of driver waivers, reasons for deferring or denying waivers, notice of expiration dates, and cancellation.</p> <p>()</p>	<p>Cutoff at end of fiscal year. Destroy 10 years after cutoff.</p>

MTCR 20 Educational and Technical Assistance
(ETA) Program Files: Contains copies of directives, report and documents pertaining to the ETA program, information related to regional program activities, copies of quarterly summary reports on ETA, program and field review data on the program. Annual work plan fiels are included.

A. ETA Publications including "On Guard."

PERMANENT. Cutoff files at the end of the fiscal year. Transfer to the National Archives in 5 year blocks when the latest record is 5 years old. (see MTCR 49)

B. ETA program files.

Cutoff at the end of fiscal year. Transfer to FRC 3 years after cutoff. Destroy 5 years after cutoff.

Item	Series Description	Disposition
MTCR 20	<p>Educational & Technical Assistance (ETA) Program Files: Contains copies of directives, reports, and documents pertaining to the ETA program, information related to regional program activities in ETA, copies of quarterly summary reports on ETA program and field review data on the program. Annual work plan files are included.</p> <p>()</p>	<p>Cutoff at end of fiscal year. Transfer to FRC 3 years after cutoff. Destroy 5 years after cutoff.</p> <p>SEE PAGE 7</p>
MTCR 21	<p>Federal Programs General Subject File: Contain motor carrier-related information on mission, policy, other substantive issues. Also included are working files/papers on new Federal programs such as the commercial drivers license program, and information on new enforcement techniques. Annual accumulation: 3 cu. ft. Arranged by Alpha-numeric code. Volume on hand is 6 cubic feet.</p> <p>()</p>	<p><u>PERMANENT.</u> Cutoff at end of fiscal year. Transfer to FRC 3 years after cutoff. Transfer to National Archives in 5 year blocks when latest record is 10 years old.</p>
MTCR 22	<p>Freedom of Information Act Request Files: Files created in response to requests for information under the Freedom of Information Act consisting of the initial request, a copy of the reply thereto, and all related supporting files which may include official file copy of requested record or copy thereof.</p> <p>(GRS 14/11)</p> <p>A. Correspondence and supporting documents <u>(EXCLUDING</u> the official file copy of the records requested if filed herein.</p>	

Item	Series Description	Disposition
MTCR 22 (cont.)	Freedom of Information Act Request Files (cont.):	
	1. Granting access to all the requested records.	Destroy 2 years after date of reply.
	2. Responding to request for nonexistent records; to requestors who provide inadequate descriptions; and to those who fail to pay agency reproduction fee.	
	(a) Request <u>not</u> appealed.	Destroy 2 years after date of reply.
	(b) Request appealed.	Destroy as authorized under GRS 14, Item 12.
	3. Denying access to all or part of the records requested,	
	(a) Request <u>not</u> appealed.	Destroy 6 years after date of reply.
	(b) Request appealed.	Destroy as authorized under GRS 14, Item 12.
	B. Official copy of requested records.	Dispose of in accordance with approved agency disposition instruction for the related records, or with the related FOIA request, whichever is later.

Item	Series Description	Disposition
MTCR 23	<p>FOIA Control Files. Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature, and purpose of request and name and address of requester. (GRS 14/13)</p> <p>a. Registers or listings.</p> <p>b. Other files.</p>	<p>Destroy 6 years after date of last entry.</p> <p>Destroy 6 years after final action by the agency or after final adjudication by courts, whichever is later.</p>
MTCR 24	<p>FOIA Reports Files. Recurring reports and one-time information requirements relating to the agency implementation of the Freedom of Information Act, EXCLUDING annual reports to the Congress at the departmental or agency level. (GRS 14/14)</p>	<p>Destroy when 2 years old or sooner if no longer needed for administrative use.</p>
MTCR 25	<p>General Accounting Office (GAO)/Office of Inspector General (OIG) Audit Reports: Contains copies of GAO/OIG audit reports on audit plans, reports to Congress, MCSAP program and other issues of interest to the OIG. Includes audits made in the field division offices, and headquarters comments made pertaining to those audits. (NC1-406-80-10/13)</p>	<p>Cutoff at end of fiscal year. Destroy in agency 2 year after cutoff.</p>

Item	Series Description	Disposition
MTCR 26	<p>Handicapped Driver Training Program: Contains material relating to the handicapped driver training program, including the operational manual, related training guides, manuals, slides, and handouts. ()</p> <p>A. Operational manual and related training materials. Annual accumulation: less than 6 inches Arranged by chapter. Volume on hand is a 3-inch binder.</p> <p>B. Other files.</p>	<p><u>PERMANENT.</u> Cutoff at end of fiscal year. Transfer to FRC in 5 year blocks when latest record is 5 years old. Transfer to National Archives in 5 year blocks when the latest record is 10 years old.</p> <p>Destroy when no longer needed.</p>
MTCR 27	<p>Hazardous Materials Exemption Files. Consists of a log which contains safety ratings, chemicals involved, regulations and comments on carriers. Although this function is housed in the Office of Hazardous Materials Transportation of the Research and Special Programs Administration, exemptions are coordinated with and may be initiated by the Associate Administrator for Motor Carriers organization. (NC1-406-80-10/16)</p>	<p>Destroy files upon revised issuance or every 3 years, whichever comes first.</p>
MTCR 28	<p>Hazardous Materials Subject Files. Contain the background material and final report of research contracts involving hazardous materials such as gasoline, tar and radioactive materials, and correspondence, regulations, and <u>publications</u> relating to hazardous materials including incidents reports. ()</p>	<p><u>PERMANENT.</u> Cutoff files at the end of the fiscal year. Transfer to records center 3 years after cutoff. Transfer to the National Archives when 10 years after cutoff.</p>

Item	Series Description	Disposition
MTCR 29	RESERVED.	
MTCR 30	Information Collection Budget Files: Reports required by the Office of Management and Budget under the Paperwork Reduction Act about the number of hours the public spends fulfilling agency reporting requirements. Included are associated feeder reports, report exhibits, correspondence, directives, and statistical compilations. (GRS 16/12)	Cutoff at end of fiscal year. Destroy 7 years after cutoff.
MTCR 31	Information Management & Analysis Files: Files with information concerning legislation, commercial drivers license program, training, travel, vouchers, truck brake data, regional directors, and critical job elements. ()	Cutoff at end of fiscal year. Destroy 6 years after cutoff.
MTCR 32	Interpretation of Regulations. Contain correspondence, directives and related background materials concerning FHWA's interpretation of Motor Carrier Safety regulations. In most instances this material traces the steps involved in making the policy statement as well as the intent of the agency when promulgating the rule. Annual accumulation is less than 1 cubic foot per year. Arranged chronologically. Volume on hand is 16 cubic feet. (NC1-406-80-10/19)	

Item	Series Description	Disposition												
MTCR 32 (cont)	Interpretation of Regulations (cont) A. Motor Carrier interpretations. B. Hazardous materials interpretations.	<u>PERMANENT.</u> Cutoff at 1966-89 files end of FY89 and at end of fiscal year in 5 year blocks thereafter. Transfer to National Archives in 5 year blocks when latest record is 10 years old. <i>NOTE: Cutoff dates and offer dates for files are as follows:</i> <table> <tr> <td><i>Date of file:</i></td><td><i>Cutoff:</i></td><td><i>Offer to NARA:</i></td></tr> <tr> <td>66-89</td><td>FY89</td><td>FY99</td></tr> <tr> <td>90-94</td><td>FY94</td><td>FY04</td></tr> <tr> <td>95-99</td><td>FY99</td><td>FY09</td></tr> </table>	<i>Date of file:</i>	<i>Cutoff:</i>	<i>Offer to NARA:</i>	66-89	FY89	FY99	90-94	FY94	FY04	95-99	FY99	FY09
<i>Date of file:</i>	<i>Cutoff:</i>	<i>Offer to NARA:</i>												
66-89	FY89	FY99												
90-94	FY94	FY04												
95-99	FY99	FY09												
MTCR 33	Legislative Files: Contains testimony, speeches, bills, statements, draft copies of proposals relating to motor carriers legislation. May contain notes taken during legislative hearings that may have an impact on a highway legislation. (NC1-406-80-10/22) A. Minor proposed legislation. B. Major proposed legislation.	Cutoff at end on Congress. Destroy when no longer needed. Cutoff at end on Congress. Destroy 3 years after cutoff.												

Item	Series Description	Disposition
MTCR 34	<p>MCS-85 Monthly Program Reports: Contains monthly regional submissions of MCS-85 activity reports. Details work items, duty items, travel hours by motor carrier program in each State, and regional totals by program. Copies of computerized MCS-85 quarterly reports are included.</p> <p>()</p>	<p><u>See</u> Motor Carrier Safety Workforce Utilization System, Item MTCR 44C.</p>
MTCR 35	<p>MCSAP (Motor Carrier Safety Assistance Program) Grant Files: State files containing documentation on MCSAP grants from the initial application through approval. Documents include grant application, State program plan, negotiation materials, executed grant agreement and supporting documentation, monitoring plan, quarterly reports, financial data.</p> <p>()</p> <p>A. Paper records.</p> <p>B. Microfilm.</p>	<p>Cutoff at end of fiscal year. Destroy after verification of microfilm.</p> <p>Destroy 20 years after cutoff.</p>
MTCR 36	<p>MCSAP Subject Files: Contains information on various program activities and consists of annual reports, correspondence, studies, field reports, budget materials, and printed reference materials.</p> <p>()</p>	

Item	Series Description	Disposition
MTCR 36 (cont.)	<p>MCSAP Subject Files (cont.).</p> <p>A. Annual Reports. Annual Accumulation is one-half linear inch. Arranged chronologically. Volume on hand is 2 inches.</p> <p>B. Other materials.</p>	<p><u>PERMANENT.</u> Transfer to National Archives in 5 year blocks when latest record is 5 years old.</p> <p>Cutoff at end of fiscal year. Transfer to FRC 2 years after cutoff. Destroy 5 years after cutoff.</p>
MTCR 37	<p>Medical Conference Files: Research files containing information on specific medical research projects. Files contain correspondence with contractors, drafts of deliverables from contractors, comments, technical background, medical research documentation, and other contract documentation. ()</p> <p>A. Working and background papers.</p> <p>B. Conference Report. Annual accumulation: less than 1 inch. Arranged by medical criteria. Volume on hand is 2 inches.</p>	<p>Cutoff at end of fiscal year. Destroy 5 years after cutoff.</p> <p><u>PERMANENT.</u> Cutoff at end of fiscal year. Transfer to FRC 5 years after cutoff. Transfer to National Archives in 5 year blocks when 10 years old.</p>
MTCR 38	<p>Medical Regulatory Criteria Files: Contains copies of FHWA's interpretations, regulations relating to Motor Carrier safety. ()</p>	<p>Place in closed case file when case is closed. Cutoff closed case file at end of fiscal year. Destroy 10 years after cutoff.</p>

Item	Series Description	Disposition
MTCR 39	<p>Motor Carrier Census Files: Contains paper and microfiche copies of materials generated by field staff that document the safety and compliance history of motor carrier operators. Includes copies of accident reports (from MTCR 1B), correspondence to headquarters, etc. ()</p> <p>A. Paper copy.</p> <p>B. Master copy of microfiche.</p> <p>C. Working copy of microfiche.</p>	<p>Destroy after verification of microfilm.</p> <p>Transfer to WNRC after verification of microfilm. Destroy when 6 years old.</p> <p>Destroy in agency space when 6 years old.</p>
MTCR 40	<p>Motor Carrier Management Information System (MCMIS): MCMIS is a computerized system by which a comprehensive record of safety performance of individual interstate motor carriers is maintained for use by the Office of Motor Carriers (OMC). The information is maintained on a central mainframe computer with terminals in all OMC offices. ()</p> <p>A. Input.</p> <p>1. Census. Carrier information, type and size of operation, commodities carried, and other characteristics. This information comes from comprehensive reviews done in the carrier's office by Federal or state MCSAP personnel.</p>	<p>See disposition for Motor Carrier Census Files, MTCR 39.</p>

Item	Series Description	Disposition
MTCR 40 (cont.)	<p>2. Review and rating. On site reviews of carriers and hazardous material shippers are conducted by OMC field staff and State staff under MCSAP. These take place in the offices of the company and cover compliance with critical parts of the Federal Motor Carrier Safety Regulations. Reports resulting from onsite reviews update the "Census" information and produce a comprehensive safety fitness rating for the carrier.</p> <p>3. Inspection. Contains data collected during roadside inspections of a vehicle and driver. Violations of regulations covering the driver, the vehicle, or related to hazardous materials are covered. The source of this information is the state which, under MCSAP, conducts these inspections and uses the state SAFETYNET. (See MTCR 41 for description of SAFETYNET.) (GRS 20/2B)</p> <p>4. Accidents. Interstate motor carriers (truck and bus) are required to file a standard accident report for accidents which result in a fatality, injury or property damage over a certain dollar amount. This information comprises a very comprehensive description of the accident. It will in the near future allow for state input of reportable accidents and the transmission of these via SAFETYNET.</p>	<p>See disposition for Motor Carrier Census Files, MTCR 39.</p> <p>Delete when data have been entered into the master file or data base and verified, or when no longer required to support reconstruction of, or serve as back-up to, a master file or data base, whichever is later.</p> <p>See disposition for Accident Reports, MTCR 1.</p>

Item	Series Description	Disposition
MTCR 40 (cont.)	<p>5. Enforcement. Violations of Federal regulations may result in enforcement proceedings being taken against the carriers. This file details the violations found and tracks the progress of the enforcement action. The source of this information is periodic reporting by the OMC Regional offices.</p> <p>B. Master Files. Information maintained in the database includes that described above relating to census, review and rating, inspection, accidents, and enforcement.</p> <p>1. NARA historical copy of master files. Current volume: 1 cubic ft. Annual accumulation: 1 cubic ft.</p> <p>2. Agency master file. (CRS-227-24)</p>	<p>See disposition for Motor Carrier Census Files, MTCR 39.</p> <p>Cutoff at end of FY. In <u>PERMANENT.</u> Produce 1991, tapes copy annually. Transfer up to 1990 immediately to National Archives. will be transferred to NARA. In future, annual transfers will occur at end of FY.</p> <p>Delete after the expiration of the retention period authorized for the disposable hard copy or when no longer needed, whichever is later.</p>
	<p>C. Output.</p> <p>1. Program Registers. Annual registers of candidate carriers for the primary OMC safety programs. These are sorted by specific criteria and are used by OMC field offices to prioritize work in each program area for the coming year. The programs and registers include:</p>	

Item	Series Description	Disposition
MTCR 40 (cont.)	a. Education and Technical Assistance. Includes all carriers not yet given a safety rating and is sorted by 5 groups depending on degree of hazard represented by the commodities carried.	Destroy when no longer needed for administrative purposes or when 2 years old, whichever is sooner.
	b. Commercial Accident Prevention and Evaluation (CAPE). Includes all carriers rated "Satisfactory" but experiencing a significant number of preventable accidents.	Destroy when no longer needed for administrative purposes or when 2 years old, whichever is sooner.
	c. Safety Compliance and Enforcement (SCE). Includes carriers rated unsatisfactory and contains information on the various Federal regulations for which each was found "unsatisfactory", the size of the carrier, and type of commodity.	Destroy when no longer needed for administrative purposes or when 2 years old, whichever is sooner.
	2. Management Information Reports. Several reports are produced monthly for OMC management to track progress in key program criteria.	
	a. Carrier Registry. Tracks the number and type of motor carriers registered with the OMC in MCMIS. It includes information on the distribution of carriers by size and type.	Destroy when no longer needed for administrative purposes.
	b. Rating Progress. Tracks the number of new carriers safety ratings accomplished and the type of rating received.	Destroy when no longer needed for administrative purposes.

Item	Series Description	Disposition
	D. System documentation. Data system specifications, file specifications, codebook, record layouts, user guides, output specifications and final reports (regardless of medium) relating to the master file or database.	
	1. NARA historical copy of documentation.	<u>PERMANENT.</u> Transfer original documentation with initial Master Files to National Archives. Transfer updates and changes annually with subsequent copies of Master Files.
	2. Agency master file. (GRS 20/11)	Destroy or delete when superseded or obsolete, or upon authorized destruction of related master file or database.

Item	Series Description	Disposition
MTCR 41	<p>Motor Carrier Safety Information System (SAFETYNET): SAFETYNET is an automated information management system designed to support the MCSAP by allowing the safety performance of interstate and intrastate commercial motor carriers to be monitored. The SAFETYNET hardware consists of at least one microcomputer in each participating State and a mainframe computer located in the DOT Headquarters. SAFETYNET software for microcomputers is developed and maintained for the States by FHWA. SAFETYNET provides an automated method for the States to transmit roadside inspection data, accident data, and census data to FHWA for integration with FHWA's Motor Carrier Management Information System (MCMIS).</p> <p>A. Input. State personnel enter roadside inspection data, accident data and census data into the SAFETYNET system in electronic form. (GRS 20/2B)</p> <p>B. Database. SAFETYNET maintains no Federal database but serves as a communications device to MCMIS.</p> <p>C. System documentation. Data system specifications, file specifications, codebook, record layouts, user guides, output specifications and final reports (regardless of medium) relating to the master file.</p>	<p>Delete when data have been entered into the master file or data base and verified, or when no longer required to support reconstruction of, or serve as back-up to, a master file or data base, whichever is later.</p> <p>See disposition for the Motor Carrier Management Information System, Item MTCR 40B.</p> <p>Destroy when system is terminated or replaced.</p>

Item	Series Description	Disposition
MTCR 42	<p>Motor Carrier Safety Manual. This manual mirrors the organization of the Motor Carrier Safety Training Text (MTCR 43, below) and provides policy and procedural guidance governing the primary functions of headquarters and field staff personnel in the conduct of the national motor carrier safety programs. This manual went into effect in June 1986.</p> <p>(NC1-406-80-11, Item 39E2)</p>	<p>Destroy when no longer needed for administrative purposes.</p>
MTCR 43	<p>Motor Carrier Safety Training Text. This manual contains a chapter on each of the work functions performed by field staff personnel and serves as a "how to" manual, including completed samples of any required forms and their distribution.</p> <p>Annual accumulation: less than 1 cubic foot.</p> <p>Arranged by chapter and change number.</p> <p>Volume on hand is 3 cubic feet plus a 4-inch binder.</p> <p>()</p>	<p><u>PERMANENT.</u> Cutoff files at end of fiscal year. Transfer to the WNRC 10 years after cutoff. Transfer to National Archives 15 years after cutoff.</p>
MTCR 44	<p>Motor Carrier Safety Workforce Utilization System: This system tracks the work done by the safety investigators toward accomplishing the Motor Carrier annual work plan as submitted by the regional offices.</p> <p>(NC1-406-80-10/4)</p> <p>A. Input. Consists of duty and travel hours expended and items completed in each program area. Data is collected monthly on forms filled out in the division and region offices and sent to headquarters. The data is keyed to tape and added to the master file by batch update.</p>	<p>Destroy in agency when 1 year old or when no longer needed for administrative purposes, whichever is sooner.</p>

Item	Series Description	Disposition
MTCR 45	National Transportation Safety Board (NTSB) Safety Recommendation Files: Files created based on NTSB investigations of Motor Carrier accidents. Subsequent to accident investigations, NTSB forwards to FHWA its report with findings and recommendations. FHWA responses to these recommendations, and any relevant correspondence is included. (NC1-406-80-10/24)	Place in inactive file when case is closed. Cutoff inactive file at end of fiscal year. Destroy in agency 1 year after cutoff.
MTCR 46	Policy and Planning Subject Files. Consists of correspondence, briefing materials, reports, and research materials relating to a variety of agency programs, such as MCSAP, CDL, as well as contacts with other outside organizations, including Congress and other Federal agencies. ()	Cutoff at end of fiscal year. Destroy in agency space 3 years after cutoff.
MTCR 47	Policy and Planning Research Reports. Consists of statistical data, guidelines, and interim and final research reports from other DOT, FHWA, OMC, and private sources. ()	Destroy when no longer needed for administrative purposes.
MTCR 48	Program Management Correspondence Files: Contains documentation relating to deregulation, discretionary funding, congressional hearings, relations with outside interests, and consisting of correspondence, reports, studies, and related background material. ()	Cutoff at end of fiscal year. Destroy 5 years after cutoff.

Item	Series Description	Disposition
MTCR 49	<p>Publications: Contains internal and contractual publications for each of the offices of Associate Administrator for Motor Carriers organization and includes brochures, reports, studies, conference summaries, staff analysis, briefing documents, guides, handbooks, pamphlets, guides, and statistical data, and training manuals, but not including Federal Register, Code of Federal Regulations, slip laws. Specific examples of materials to be included are <i>On-Guard</i> and annual reports to Congress.</p> <p>Annual accumulation is less than 1// 2 cubic ft.</p> <p>Arranged chronologically.</p> <p>Volume on hand is not available. 2 cubic ft.</p> <p>()</p>	<p>PERMANENT. Cutoff files at the end of the fiscal year. Transfer to the National Archives in 5 year blocks when the latest record is 5 years old.</p>
MTCR 50	<p>Quarterly Summary Report Files: Contains copies of quarterly summary reports that are done on field activities, including compliance review studies and safety ratings.</p> <p>()</p>	<p>Cutoff at end of fiscal year. Destroy 5 years after cutoff.</p>
MTCR 51	<p>Rulemaking 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 federal motor carrier safety regulations. (NC1-406-80-10/18)</p>	<p>Retain pending reappraisal.</p>
MTCR 52	<p>Safety Ratings Request Files: Contains correspondence from carriers or individuals requesting safety ratings for carriers. Also included are the FHWA response to the requests and any related correspondence pertaining to a carrier's rating.</p> <p>()</p>	<p>Cutoff at end of fiscal year. Destroy 3 years after cutoff.</p>

Item	Series Description	Disposition
MTCR 53	Selective Compliance & Enforcement (SCE) Program Files: Contains copies of directives, reports, field reviews, and information relating to regional SCE activities. ()	Cutoff at end of fiscal year. Destroy 5 years after cutoff. SEE PAGE 25A
MTCR 54	Size and Weight Certification Case Files: Contains State size and weight enforcement certification documentation submitted to FHWA by the States as required by 23 CFR 657, and divisional and regional documentation. Also included are copies of annual reports to Congress on size and weight. A. Size and Weight Annual Report and other publications. B. Other files.	<u>PERMANENT.</u> Cutoff at end of fiscal year. Transfer to MTCR 49. Cutoff at end of fiscal year. Destroy 6 years after cutoff.
MTCR 55	Size and Weight Research Case Files: Contains ongoing research project as well as research by other agencies and consists of correspondence, contract documents, progress, interim, and final reports. Annual accumulation: 2 cubic feet. Arranged by case file number. Volume on hand is none. ()	<u>PERMANENT.</u> Place in inactive file when case is closed. Cutoff inactive file at end of fiscal year. Transfer to FRC 10 years after cutoff. Transfer to National Archives in 5 year blocks when latest record is 15 years old. SEE PAGE 25A

MTCR 53 **Selective Compliance & Enforcement (SCE) Program Files:** Contains copies of directives, reports, field reviews and information relating to regional SCE activities.

A. SCE Report.

PERMANENT. Cutoff files at the end of the fiscal year. Transfer to the National Archives in 5 year blocks when the latest records is 5 years old.

B. Other SCE files.

Cutoff at the end of the fiscal year. Transfer to FRC three years after cutoff. Destroy 5 years after cutoff.

MTCR 55 **Size and Weight Research Case Files.** Contains ongoing research projects as well as research by other agencies and consists of correspondence, contract documents, progress, interim and final reports.

A. Final reports resulting from FHWA research.

PERMANENT. Place in inactive file when case is closed. Cutoff inactive file at end of fiscal year. Transfer to FRC 10 years after cutoff. Transfer to National Archives in 5 year blocks when latest record is 15 years old.

B. Supporting Documentation.

Place in inactive file when case is closed. Cutoff inactive file at end of fiscal year. Destroy 3 years after cutoff.

C. Research reports resulting from the research of other agencies.

Destroy when no longer needed for administrative purposes.

Item	Series Description	Disposition
MTCR 56	<p>Size and Weight Subject Files: Contains correspondence, reports, briefing and other materials relating to the vehicle size and weight program, and cover such areas as drivers, permits, buses, trucks, scales, vehicle components and operating characteristics, Federal and State vehicle size and weight laws and regulations, national network route descriptions, grandfather rights, and penalties for violations. () (NC 1-406-80-6/68)</p>	<p>Cutoff at end of fiscal year. Destroy 6 years after cutoff.</p>
MTCR 57	<p>Speech Files. Contain copy of speeches, testimony, other public statements, and byline articles by the Associate Administrator and other high level Motor Carrier officials. Annual accumulation: 3 inches. Arranged by speaker and thereunder chronologically. Volume on hand is 3 linear inches. ()</p>	<p><u>PERMANENT.</u> Cutoff files at the end of the fiscal year. Transfer to the National Archives in 5 year blocks when the latest record is 5 years old.</p>
MTCR 58	<p>Standards Development Correspondence Files: Contains copies of all outgoing correspondence. Documents include correspondence signed by Division Chief, Office Director and the Associate Administrator for Motor Carriers. ()</p> <p>A. Paper records.</p> <p>B. Electronic index. GPS 23 item 8</p>	<p>Cutoff at end of fiscal year. Destroy 3 years after cutoff.</p> <p>Destroy when no longer needed for administrative purposes.</p>

Item	Series Description	Disposition
MTCR 59	<p>Standards Development Subject Files: Consists of correspondence and related material documenting program matters, such as Motor Carrier legislation, rulemaking (49 CFR 395), research contracts, internal reports, Q & As, and task forces. ()</p>	<p>Cutoff at end of fiscal year. Transfer to FRC 3 years after cutoff. Destroy 5 years after cutoff.</p>
MTCR 60	<p>Standards Program Bus Files: Contains program related correspondence on a variety of topics and includes incoming materials, correspondence and responses generated by the bus coordinator. ()</p>	<p>Cutoff at end of fiscal year. Transfer to FRC 3 years after cutoff. Destroy 5 years after cutoff.</p>
MTCR 61	<p>Standards Program Correspondence: Contains program related correspondence on a variety of topics and includes materials from all operational elements as maintained by the director's secretary. Annual accumulation: 3 inches. Arranged chronologically. Volume on hand is 3 cubic feet. ()</p>	<p><u>PERMANENT.</u> Cutoff at end of fiscal year. Transfer to FRC 5 years after cutoff. Transfer to National Archives in 5 year blocks when 10 years old.</p>
MTCR 62	<p>Standards Review Subject Files: Files broken down by organization or Motor Carrier program and contain incoming correspondence, resulting response and any related documentation or information pertaining to a particular subject. ()</p> <p>A. Publications.</p> <p>B. Other files.</p>	<p><u>PERMANENT.</u> Cutoff at end of fiscal year. Transfer to MTCR 49.</p> <p>Cutoff at end of fiscal year. Destroy 3 years after cutoff.</p>

Item	Series Description	Disposition
MTCR 63	<p>Suspense Files: Documents arranged in chronological order as a reminder that an action is required on a given date or that a reply to action is expected and, if not received, should be traced on a given date. (GRS 23/6)</p> <p>A. A note or other reminder to take action.</p> <p>B. The file copy or an extra copy of an outgoing communication, filed by the date on which a reply is expected.</p> <p>1. If suspense copy is an extra copy.</p> <p>2. If suspense copy is the file copy.</p>	<p>Destroy after action is taken.</p> <p>Withdraw documents when reply is received, and destroy immediately.</p> <p>Withdraw documents when reply is received and incorporate it into the official files.</p>

Item	Series Description	Disposition
MTCR 64	Technical Reference Files: Copies of documents retained strictly for reference and informational purposes and which are not part of the official files. Contains copies of reports, studies, special compilations of data, drawings, extra (non-record) copies of "policy and precedent" files, catalogs, pamphlets, flyers, and other printed materials from vendors. These files are used as ready reference materials on Motor Carrier related subjects of current or ongoing interest. Official file copies are not kept in these files. ()	Destroy when no longer needed for administrative purposes.
MTCR 65	Writers' Files. Contains extra, non-record copies of controlled correspondence prepared for the signature of the Administrator and other high level officials. These files contain no record copies of incoming correspondence or yellow copies of outgoing correspondence. All documentation appearing in these files are copies of materials in the Executive Secretariat's Correspondence files (NC1-406-80-5, Item 3).	Destroy when no longer needed for administrative purposes. Cutoff at end of FY. Destroy 5 years years after cutoff.

THE FOLLOWING SERIES ARE NO LONGER CREATED BY THE OFFICE OF MOTOR CARRIERS, BUT STILL EXIST, ARE USED, AND REQUIRE DISPOSITION AUTHORITY.

Item	Series Description	Disposition
MTCD 66	<p>International Registration Information System: This system automated many of the clerical functions associated with the administration of the International Registration Plan. The FHWA developed the system for use by the states to remove the burden of multiple and duplicative registration of vehicle from the interstate motor carrier industry.</p> <p>() NC1-406-80-6/41</p> <p>A. Documentation includes system specifications, program specifications, program documentation and related materials.</p> <p>B. Software: Copy of software made available to States.</p>	<p>Place in inactive file when Federal participation is terminated. Destroy when 10 years old.</p> <p>Place in inactive file when Federal participation is terminated. Destroy when 10 years old.</p>
MTCD 67	<p>Truck Network Designation Files: Contains correspondence, route maps, affidavits, and materials related to court suits. Files are the result of Section 415 the Surface Transportation Assistance Act of 1982. They are arranged by action taken (interim network, final network, court suit). Each file is a result of a request for designation.</p>	<p>Destroy when 5 years old.</p>