

## Request for Records Disposition Authority

Records Schedule Number DAA-0416-2012-0007

Schedule Status Approved

Agency or Establishment National Highway Traffic Safety Administration

Record Group / Scheduling Group Records of the National Highway Traffic Safety Administration

Records Schedule applies to Major Subdivision

Major Subdivision Office of The National Center for Statistics and Analysis

Minor Subdivision National Driver Register and Traffic Records Division

Schedule Subject Traffic Records Improvement Program Reporting System (TRIPRS)

Internal agency concurrences will be provided No

Background Information The National Center for Statistics and Analysis (NCSA), an office of the National Highway Traffic Safety Administration (NHTSA), is responsible for providing a wide range of analytical and statistical support to NHTSA and the highway safety community.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

## Outline of Records Schedule Items for DAA-0416-2012-0007

Sequence Number	
1	Master File
1 1	Traffic Records Improvement Program Reporting System (TRIPRS) Disposition Authority Number: DAA-0416-2012-0007-0001

## Records Schedule Items

Sequence Number	
1	<p><b>Master File</b></p> <p>TRPRS is a web-based reporting system where States, Regional Offices and HQ's may review what States have entered with regards to the traffic records information system. TRPRS contains detailed information on all projects contained in the strategic plans submitted by the States and U. S. Territories. Users may view the project name, detailed project description, lead agency, milestones, performance measures, baselines, and planned budget information. This is a restricted access area; select State Personnel are granted access to their State's information only, NHTSA Regions are granted access to all states within their region, and select USDOT personnel have read access for all states.</p>
1.1	<p><b>Traffic Records Improvement Program Reporting System (TRIPRS)</b></p> <p>Disposition Authority Number      DAA-0416-2012-0007-0001</p> <p>States manage and maintain projects, milestones, strategic planning, progress reports and 408 applications. Some support is provided by Traffic Safety Analysis Systems and Services Inc. TRIPRS contains detailed information on all projects contained in the strategic plans submitted by the States and U.S. Territories. Users may view the project name, detailed project description, lead agency, milestones, performance measures, baselines, and planned budget information. This is a restricted access area; select State personnel are granted access to their State's information only, NHTSA Regions are granted access to all states within their region, and selected US DOT personnel have read access for all states.</p> <p>Final Disposition                      Temporary</p> <p>Item Status                              Active</p> <p>Is this item media neutral?          No</p> <p>Explanation of limitation            Data exists in electronic format only.</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> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      Cut-off at the end of year.</p> <p>Retention Period                        Destroy 7 year(s) after cut-off, or when no longer needed for business operations.</p>

	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
10/01/2012	Certify	Carolyn Green	Records Officer Manager	NHTSA - OCIO
02/23/2016	Submit for Concurrence	Jim Cassidy	Appraiser	National Archives and Records Administration - Records Management Services
02/25/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
02/29/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
03/02/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist