

Request for Records Disposition Authority

Records Schedule Number DAA-0416-2014-0001

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. National Highway Traffic Safety Administration

Minor Subdivision Office of Behavioral Safety Research

Schedule Subject Motor Vehicle Occupant Safety Survey (MVOSS) Cognitive Testing.

Internal agency concurrences will
be provided No

Background Information These records concern cognitive testing performed in preparation for
the NHTSA Motor Vehicle Occupant Safety Survey (MVOSS).

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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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-0416-2014-0001

| Sequence Number | |
|-----------------|--|
| 1 | Motor Vehicle Occupant Safety Survey (MVOSS) Cognitive Testing. |
| 1.1 | Motor Vehicle Occupant Safety Survey (MVOSS) Cognitive Testing. Disposition Authority Number: DAA-0416-2014-0001-0001 |

Records Schedule Items

| Sequence Number | | | | | | | | | | | | | | | | | |
|---|---|-------------------|-----------|-------------|--------|-----------------------------|-----|---|-----|---|-----|--------------------|-------------------------|------------------|---------------------------------------|--------------|--------------|
| 1 | <p>Motor Vehicle Occupant Safety Survey (MVOSS) Cognitive Testing.</p> <p>As part of the preparation for the Motor Vehicle Occupant Safety Survey (MVOSS), a cognitive testing protocol is implemented. Nine adults are administered selected questions from the MVOSS and then interrogated about their thoughts concerning the questions. This process is known as cognitive testing. The records compiled during the cognitive tests are handwritten notes and audiotapes. These notes contain only first names of the individuals tested. As part of the cognitive testing, individuals sign consent forms and forms acknowledging receipt of payment. The record information collected during the cognitive tests consist of paper and audiotape formats. The subjects are recruited using a pre-existing database owned by the facility retained to provide the logistical resources for the cognitive tests. This system is external to the NHTSA and MVOSS project.</p> | | | | | | | | | | | | | | | | |
| 1.1 | <p>Motor Vehicle Occupant Safety Survey (MVOSS) Cognitive Testing.</p> <p>Disposition Authority Number DAA-0416-2014-0001-0001</p> <p>Records consist of handwritten notes, audiotapes of interviews, consent forms and receipt of payments, completed during the process of cognitive testing of MVOSS questions.</p> <table><tr><td>Final Disposition</td><td>Temporary</td></tr><tr><td>Item Status</td><td>Active</td></tr><tr><td>Is this item media neutral?</td><td>Yes</td></tr><tr><td>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td><td>Yes</td></tr><tr><td>Do any of the records covered by this item exist as structured electronic data?</td><td>Yes</td></tr></table> <p>Disposition Instruction</p> <table><tr><td>Cutoff Instruction</td><td>Destroy in three years.</td></tr><tr><td>Retention Period</td><td>Destroy immediately after three years</td></tr></table> <p>Additional Information</p> <table><tr><td>GAO Approval</td><td>Not Required</td></tr></table> | 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? | Yes | Cutoff Instruction | Destroy in three years. | Retention Period | Destroy immediately after three years | GAO Approval | Not Required |
| 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? | Yes | | | | | | | | | | | | | | | | |
| Cutoff Instruction | Destroy in three years. | | | | | | | | | | | | | | | | |
| Retention Period | Destroy immediately after three years | | | | | | | | | | | | | | | | |
| 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 |
|------------|------------------------|------------------|---|--|
| 04/11/2014 | Certify | Carolyn Green | Records Officer Manager | NHTSA - OCIO |
| 09/16/2016 | Submit for Concurrence | Jim Cassedy | Appraiser | National Archives and Records Administration - Records Management Services |
| 09/20/2016 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services |
| 09/21/2016 | Concur | Laurence Brewer | Director, National Records Management Program | National Archives and Records Administration - National Records Management Program |
| 09/21/2016 | Approve | David Ferriero | Archivist of the United States | Office of the Archivist - Office of the Archivist |