

Request for Records Disposition Authority

Records Schedule Number DAA-0416-2016-0002

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 Agency-wide

Schedule Subject The CrashStats System.

Internal agency concurrences will be provided No

Background Information CrashStats is a web-based system that provides access to all motor vehicle crash data analyses and the ability to track information for all major data requests.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0416-2016-0002

Sequence Number	
1	The CrashStats System. Disposition Authority Number: DAA-0416-2016-0002-0001

Records Schedule Items

Sequence Number	
1	<p>The CrashStats System.</p> <p>Disposition Authority Number DAA-0416-2016-0002-0001</p> <p>CrashStats is a web-based system that has two major features: 1. Provides a repository of motor vehicle crash data related information and publications in the form of pdf documents that are publicly available via the NHTSA web-site. 2. Provides a way for a submission of a customer's request for motor vehicle crash data related information or publications. These requests involve the collection of (PII) personal information such as, customer name, address, phone number, email and organization. This personal data can only be accessed internally by authorized employees (called agents) who have the ability to login into the CrashStats system using a unique user ID and password. This personal data is placed behind the NHTSA fire wall. All PDF documents are input by an authorized employee who has the ability to login into the system using user ID and password. The requester information is entered by CrashStats agents as well as by the requester using an online form. It also provides analytical documents for use by highway safety professionals on the NHTSA web and as a communication tool by CrashStats agents with motor vehicle crash information requesters. Record copy of publications are scheduled separately by N1-416-86-1, Item 14.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</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>Disposition Instruction</p> <p>Cutoff Instruction Cut-off data at the end of fiscal year.</p> <p>Retention Period Destroy 5 year(s) after cut-off.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>

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
06/08/2016	Certify	Carolyn Green	Records Officer Manager	NHTSA - OCIO
12/14/2017	Submit for Concurrence	Jim Cassedy	Appraiser	National Archives and Records Administration - Records Management Services
12/19/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/19/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/21/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist