

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0416-2025-0003

Status: APPROVED  
Date Approved: 05/19/2026

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## General Information

Agency or Establishment	National Highway Traffic Safety Administration
Record/Scheduling Group	0416 - Records of the National Highway Traffic Safety Administration
Records Schedule Applies To	Agency Subdivision
Major Subdivision	Office of Research and Program Development
Minor Subdivision	Management and Support Division
Schedule Subject	Highway Safety Research Development Project Files
Additional Schedule Information	As authorized by 23 U.S. Code § 403, the Office of Research and Program Development (NPD) within the National Highway Traffic Safety Administration (NHTSA) directly support the NHTSA mission to save lives, prevent injuries and reduce economic costs due to road traffic crashes. NPD conducts research, data collection, analysis and program development efforts designed to provide the public, State and local governments, highway safety organizations, and other stakeholders with products to address improvements in driver behavior. NPD researches, designs and develops effective highway safety countermeasures and produces technical products to support these efforts. Data collection, analysis and evaluations by NPD inform trends and assess the suitability of countermeasures to deter unsafe driving behaviors. Project files covered under this schedule document a complete history of each project through research, data collection and analysis to program development, technical reports and publication.
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No - the records covered by this schedule do not implicate Tribal interests

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## Item Count

Total number of disposition items: 2

Number of Temporary disposition items: 1

Number of Permanent disposition items: 1

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0416-2025-0003

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	In-House Project Files	Temporary
0002	Publications	Permanent

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Records Schedule Items

<b>DAA-0416-2025-0003-0001</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	In-House Project Files	
Item Description	The files consist of all project documentations in headquarters on projects initiated by NHTSA's staff. The file is in-active when the project publication is approved.	
Is this item media neutral?	No	
Media limitation	Digital only	
Is this item a Big Bucket?	No	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-416-86-001 / 48b	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Cutoff Instructions	Cut off when project publication is approved	
Retention Period	Destroy 6 year(s) after cutoff	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

<b>DAA-0416-2025-0003-0002</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Publications	
Item Description	Technical publications and final reports of projects whether undertaken by NHTSA's staff or done under contract by outside sources	
Is this item media neutral?	No	
Media limitation	Digital only	
Is this item a Big Bucket?	No	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		

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Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
N1-416-86-001 / 48c2	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Permanent
Cutoff Instructions	Cut off after final publication
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives in 5 year blocks 15 year(s) after block closes
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Structured data formats:100 mega bytes
End year of records covered by this authority	Still being created
Frequency of transfer	5
Are any of the records covered by this item subject to a FOIA exemption?	No

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Signatory Information

<b>Action</b>	<b>User</b>	<b>Date</b>
Approve	Edward Forst (Acting Archivist)	05/19/2026



Office of the Chief  
Records Officer for the  
U.S. Government

This schedule was signed outside of the ERA system using Standard Form 115.

NARA staff updated ERA to reflect this approval, moving the record schedule into an approved status. The approved status allows for generation of a PDF indicating that the schedule has been approved, and allows an agency to use the schedule in ERA to create transfer requests. The approved date in the system and on the PDF version of the records schedule reflects the system actions.