

Request for Records Disposition Authority

(See Instructions on reverse)

Leave Blank (NARA Use Only)

Job Number

NI-416-06-1

Date Received

3-28-2006

Notification to Agency

In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

Date

6/21/2012

Archivist of the United States

Withdrawn

To **National Archives and Records Administration (NIR)**
Washington, DC 20408

1 From (Agency or establishment)

Department of Transportation

2 Major Subdivision

National Highway Traffic Safety Administration

3 Minor Subdivision

Office of the Chief Information Officer

4 Name of Person with whom to confer

Caroline Green

5 Telephone (include area code)

202-366-4939

6 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 on the attached 2 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies



is not required



is attached



has been requested

Signature of Agency Representative

Caroline Green

Title

Acting Records Officer

Date (mm/dd/yyyy)

03/23/06

7 Item Number

8 Description of Item and Proposed Disposition

9 GRS or Superseded Job Citation

10 Action taken (NARA Use Only)

This schedule provides disposition authority for records common to most offices in the National Highway Traffic Safety Administration (NHTSA).

SEE ATTACHED PAGES.

REQUEST FOR RECORDS DISPOSITION AUTHORITY
RECORDS COMMON TO MOST OFFICES
Job Number N1-416-06-1

1. Contracting Officer's Technical Representative (COTR) Records

The primary duty of the COTR is to monitor the contractor's performance to ensure that all of the technical requirements under the contract are met by the delivery date or within the period of performance and at the price or within the estimated cost stipulated in the contract. The COTR will establish and maintain an organized contract administration file to record all contractor and government actions pertaining to the contract. The COTR's file is of particular importance, and the documentation of interaction with the contractor may be used in the event of litigation. In addition, an organized file facilitates an easy transition from one COTR to another if reassignment becomes necessary. The file(s) should contain, but are limited to the following types of documentation:

- A copy of the contract to be included in the contract administration file
- Contract modifications, task orders, delivery orders, and the contractor's proposals applicable to these documents
- The COTR's delegation letter, and all correspondence between the contractor and the contracting officer, filed in chronological order
- A copy of the contractor's invoices/vouchers and any correspondence pertaining to payments
- The COTR's trip reports and written memoranda to the file on telephone conversations or other meetings with the contractor
- A copy of the contractor's progress reports and other contract deliverables, and all correspondence pertaining to these documents
- An evaluation of the contractor's performance, completed within 30 days after the contractor has met all terms and conditions of the contract

Disposition: Cut off files at the close of the contract. Destroy 7 years after cutoff.

2. Subject Files

a. Subject Files (Program)

Files arranged alphabetically by topic or name (of individual, project, or program). The files may contain, but are not limited to, correspondence, Agency policy and guidance, regulations, brochures, newsletters, internal memoranda, e-mail messages, journal articles, news clippings, briefing materials, reports, and research materials relating to a variety of Agency programs.

Disposition: Cut off files annually. Send to off-site storage. Destroy 10 years after cutoff.

b. Subject Files (Administrative)

Records relating to office organization, staffing, procedures, and communication, 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.

Disposition: Cut off files annually. Destroy when 3 years old.

3. Project Files

Files used to monitor or carry out projects approved and funded by the agency. Files may include, but are not limited to, general correspondence, charts, brochures, articles, news releases, statistical data, notes reports, regulations, project proposals, preliminary studies, justifications, approvals, specifications, designs, maps, drawings, financial documents, change orders, notes, draft background material, questionnaires, summaries and other papers, interim reports, and final reports or publications.

Disposition: Cut off files at the close of the project. Send to off-site storage. Destroy 10 years after cutoff.

4. Research Files

Records used for conducting or monitoring research projects. Files include, but are not limited to correspondence, proposals, feasibility studies, research paperwork, workshop materials, reports, work plans, project statements, financial data related to the research activity, and publications.

Disposition: Review files annually and retire inactive files to off-site storage. Destroy 10 years after files become inactive.