

REQUEST FOR RECORDS DISPOSITION AUTHORITY		N1-416-07-1	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 2/27/07	
1. FROM (Agency or establishment) Department of Transportation		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disposition request, including amendments, is approved except for items that may be marked disposition not approved or withdrawn in column 10.	
2. MAJOR SUBDIVISION National Highway Traffic Safety Administration			
3. MINOR SUBDIVISION Office of Civil Rights			
4. NAME OF PERSON WITH WHOM TO CONFER Phyllis Alston/Carolyn Green	5. TELEPHONE (202)-366-8046	DATE 01/24/2007 6/20/07	Alba Warden
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 <u>1</u> 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; or has been requested.			
DATE 01/24/2007	SIGNATURE OF AGENCY REPRESENTATIVE Carolyn Green <i>Carolyn Green</i>	TITLE Records Manager	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

This schedule provides continuing disposition authority for the records of the Office of the Civil Rights, National Highway Traffic Safety Administration (NHTSA)

OFFICE OF CIVIL RIGHTS

1. ADMINISTRATIVE FILES

Includes correspondence relating to in-house and external inquiries regarding complaints and requests for information. These files also contain reports, financial disclosure statements, property inventories, position descriptions, procurement regulations, and OPM Resource Audits. Files are arranged alphabetically by subject.

Disposition: Temporary. Review annually. Destroy/delete when 2 years old, or when superseded, outdated, or no longer needed for reference.

2. ANNUAL REPORTS

Consists of various reports issued by the Office of Civil Rights and provided to the Office of the Secretary of Transportation on such areas as Historically Black Colleges and Universities, Hispanic Serving Institutions, and Tribal Colleges and Universities. These reports are incorporated into the Department's reports to the White House, General Accounting Office, Equal Employment Opportunity Commission, and others.

Disposition: Temporary. Cut off at the end of the calendar year. Destroy/delete 3 years after cutoff.

3. COMPLIANCE FILES

NHTSA Office of Civil Rights issues a report for each state describing its compliance with Title 6, the Civil Rights Act. Each state enters into a voluntary compliance agreement with the Agency and agrees to provide accessible transportation facilities and services to disabled and challenged citizens. These files contain correspondence with the states and records relating to the inspections.

Disposition: Temporary. Cut off at the end of the calendar year in which the report is produced. Destroy/delete after EEOC audit, or 3 years after cutoff, whichever is sooner.

4. COMPLIANCE REPORTS

Narrative reports on the status of the program in each state and the findings of the review and visit. One report is issued per state every year.

Disposition: Temporary. Cut off at the end of the calendar year in which the report is produced. Destroy/delete 10 years after cutoff.

5. SPECIAL EMPHASIS FILES

Contains materials relating to the planning of programs and observances organized by the Office of Civil Rights in honor of such occasions as Martin Luther King Jr. Day, black history month, women's history month, and other heritage celebrations.

Disposition: Temporary. Cut off at the end of the calendar year. Destroy/delete 1 year after cutoff.