REQUEST FOR RECORDS DISPOSITION AUTHORITY

JOB NUMBER
NI-416-09-3

To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001	Date received 6/23/09

1 FROM (Agency or establishment) U S Department of Transportation	**NOTIFICATION TO AGENCY**
2 MAJOR SUBDIVISION National Highway Traffic Safety Administration	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10
3 MINOR SUBDIVISION The Office of Chief Information Officer	

4. NAME OF PERSON WITH WHOM TO CONFER John Wintermute	5 TELEPHONE NUMBER (202) 366-4945	DATE 5/21/11	ARCHIVIST OF THE UNITED STATES

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 __1___ page(s) are not needed now for the business for 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 05/20/09	SIGNATURE OF AGENCY REPRESENTATIVE Carolyn Green	TITLE Records Officer

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	This schedule covers and provides disposition authority for NHTSA electronic records in the Grants Tracking System, located in the Office of Chief Information Officer, in the National Highway Traffic Safety Administration (NHTSA), Headquarters in Washington, D C.		

US Department of Transportation (DOT)
National Highway Traffic Safety Administration (NHTSA)
The Office of Chief Information Officer (OCIO)

Name of Electronic System: Grants Tracking System (GTS)

Purpose of the System:
The Grants Tracking System is a Windows based database program developed by NHTSA to assist states in the financial management of Federal grants The GTS is designed to automate financial progress with calculations that determine the total funds, Federal and State matching, which have been spent for all the National Highway Traffic Safety Administration (NHTSA) funding sources It also produces Federal financial documents required at the program area level, and electronically transmits this information to NHTSA's accounting department (which includes the Regional and FHWA division offices and FAA Atlanta payment center) The entry of required State/local matching information into GTS is completed at the beginning of the Federal fiscal year and then rechecked at fiscal year closeout

Note: Related records are disposed of in accordance with DOT Record Schedules and/or the appropriate NARA General Records Schedules

1   **Inputs:** Inputs consist of transaction information, such as the Advance of Funds

   Disposition: Temporary Delete/destroy when no longer needed for administrative, legal, audit, or other operational purposes (GRS 20, Item 2)   *GRS 20/2*

2   **Master File:** Transaction reports, cost summary reports, approved program amounts reports, obligation transaction reports and cost summaries

   Disposition: Temporary Cut off at end of fiscal year Delete/destroy 6 years after cutoff

3 **Outputs:** Final contract reports arranged chronologically within type of type of project activity, voucher transaction reports, status of obligations and expenditures reports, and status of current and carry forward funds

GRS 20/5

Disposition: Temporary Cut off at end of fiscal year Delete/destroy 6 years after cutoff (GRS 20, Item 5, 6) **Related records are disposed of in accordance with DOT Record Schedules and/or the appropriate NARA General Records Schedules.**

4 **System Documentation:** System documentation is located at the Office of Chief Information Officer, in the National Highway Traffic Safety Administration (NHTSA), headquarters in Washington, D C System documentation consists of description/operating manuals for the software application, user manuals, description of the operating environment, software and hardware operating requirements, administrative procedures, system administrator operating instructions/procedures, business rules, and office operating procedures

GRS 20/11

Disposition: Temporary Delete/destroy when the GTS system is superceded or becomes obsolete (GRS 20, Item 11)