

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		HAVE BLANK (NARA Use only) JOB NUMBER 11-416-97-3	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 11/22/96	
1. FROM (Agency or establishment) National Highway Traffic Safety Administration		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Research and Development			
3. MINOR SUBDIVISION National Center for Statistics and Analysis			
4. NAME OF PERSON WITH WHOM TO CONFER Christina Morgan		5. TELEPHONE 202 366-0183	
DATE 12-16-96		ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>	

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 _____ 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 11-12-96	SIGNATURE OF AGENCY REPRESENTATIVE <i>Edward R. Koubek</i>	TITLE Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached description and proposed disposition of the Maryland State Accident Data Files and Documentation.		

JAN 16 1997

Copy to: Agency
NWDBB
NWRE

Sent to NWP 2/28/97 JSL

REQUEST FOR RECORDS DISPOSITION AUTHORITY-CONTINUATION

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Job Number N1-416-97-3

ITEM NO.	DESCRIPTION OF ITEM & PROPOSED DISPOSITION
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1. **MARYLAND STATE ACCIDENT DATA.** One of a collection of 27 states police reported accident data. Each state provides a census of all police accident reports, annually. The State Data are used to support National Highway Traffic Safety Administration's (NHTSA) identification of traffic safety problems, development and implementation of vehicle and driver countermeasures, and evaluation of motor vehicle safety standards.

State police, local police, sheriffs and other enforcement officers in Maryland fill out a Police Accident Report (PAR) for each motor vehicle accident resulting in at one vehicle towed from the scene, a personal injury, or a fatality. They record environmental and road conditions and accident, vehicle, and occupant characteristics. NHTSA obtains the data from the Maryland State Police.

YEARS AVAILABLE: 1977-1991, 1993 & thereafter.

ARRANGEMENT STATEMENT: No special arrangement.

STATEMENT OF RESTRICTIONS: There are no restrictions.

CURRENT VOLUME: 10 cartridges and 20 tapes

ESTIMATE OF ANNUAL ACCUMULATION: 5 tapes.

DISPOSITION: Permanent. Cutoff annually. Transfer to the National Archives 12 months after the cutoff.

2. **MARYLAND STATE ACCIDENT DATA DOCUMENTATION.** File specification, user's manual, codebooks, record layouts, Police Accident Report (PAR), and coding instructions submitted by the state with its data.

YEARS AVAILABLE: Two instruction manuals and two record layouts exist. The instruction manual and record layout attached to the letter dated 5/4/92 is for 1982-1991. The instruction and reference manual dated 1/93 is for 1993-1995 and the record layout for 1993-1995 is marked "received w/1993 data".

ARRANGEMENT STATEMENT: No special arrangement.

STATEMENT OF RESTRICTIONS: There are no restrictions.

CURRENT VOLUME: Five inches.

ESTIMATE OF ANNUAL ACCUMULATION: One half of an inch.

DISPOSITION: Permanent. Transfer copy of documentation with the data. Transfer updates and changes annually with subsequent transfer of the data.