

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NN-174-000044

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 6/16/2022

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Most items are active.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

N1-416-86-001 superseded items 16, 72, and 86.

REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS

(See Instructions on Reverse)

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)

DOT, NHTSA

2. ~~FROM ESTABLISHMENT~~

National Highway Traffic Safety Administration

3. ~~FROM ESTABLISHMENT~~

Department of Transportation

4. NAME OF PERSON WITH WHOM TO CONFER

David H. Leavitt

5. TEL. EXT.

X 62968

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 30 pages are proposed for disposal for the reason indicated: ("X" only one)

☐ A The records have ceased to have sufficient value to warrant further retention.

☒ B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

8/31/73
(Date)

(Signature of Agency Representative)

David H. Leavitt

Records Officer
(Title)

7. ITEM NO.

8. DESCRIPTION OF ITEM
(WITH INCLUSIVE DATES OR RETENTION PERIODS)

9. SAMPLE OR
JOB NO.

10. ACTION TAKEN

OFFICE ADMINISTRATION. These records accumulate in individual offices and relate to general office administration and administrative support functions.

1. POLICY AND PRECEDENT FILES. Copies of documents reflecting the establishment of internal policy or precedents pertinent to current and future procedures within the office. These files are maintained at the operating level. Official record copies will not be placed in this file.

TEMPORARY: Destroy when superseded or obsolete.

2. OFFICE GENERAL PERSONNEL FILES. Paper that relate to day-to-day administration of employees in individual offices, including papers that relate to time and attendance, reports of overtime, and training requests.

TEMPORARY: Destroy in 1 year or when superseded or obsolete.

3. SUSPENSE FILES. Papers arranged in chronological order as a reminder that an action is required on a specific date; a reply to an action is expected if not received should be traced on a given date.

TEMPORARY: Destroy on the date under which

146 items
DISPOSAL APPROVED

416
LEAVE BLANK
RG 378
DATE RECEIVED
28 AUG 1973
JOB NO.
DATE APPROVED
1742
NOTIFICATION TO AGENCY
IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 91-287 DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IS AUTHORIZED.
1-3-74
James E. O'Neill
ARCHIVIST OF THE UNITED STATES

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
3.(Con't)	superseded if all actions have cleared and reference is no longer required.		
4.	<p><u>CHRONOLOGICAL FILES.</u> Copies of outgoing correspondence arranged by date, and maintained for periodic review by staff members or for convenient reference.</p> <p>TEMPORARY: Destroy when 1 year old. Earlier destruction is authorized.</p>		DISPOSAL APPROVED
5.	<p><u>TRANSISTORY FILES.</u> Correspondence, messages, and other documents maintained for reference; copies of documents which require no official action; letters of transmittal, routine requests for information and replies there to involving no administrative or policy decisions and no special compilations or research. <u>NOTE:</u> To maximum extent practicable, transistory papers should be destroyed without filing. File only when needed for more than 30 days.</p> <p>TEMPORARY: Destroy when 1 year old. Earlier destruction is authorized.</p>		DISPOSAL APPROVED
6.	<p><u>WORKING PAPERS.</u> Includes rough drafts, notes, and materials accumulated in the development of a final product.</p> <p>TEMPORARY: Destroy upon completion of the project or action or after 1 year if purpose has been served.</p>		DISPOSAL APPROVED
7.	<p><u>REFERENCE PUBLICATIONS.</u> Copies of publications maintained for reference purposes. Reference publications will be filed and arranged to best meet the needs of the user. <u>NOTE:</u> Publications need not be placed in file folders.</p> <p>TEMPORARY: Destroy when superseded, obsolete, or no longer needed for reference purposes.</p>		DISPOSAL APPROVED

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
8.	<p><u>TECHNICAL REFERENCE MATERIAL.</u> Copies of motion pictures, sound recordings, still photographs, maps, graphics, and similar materials maintained for reference purpose.</p> <p>TEMPORARY. Destroy when superseded or obsolete, EXCEPT accountable or reusable material which will be returned to the source of supply.</p>		DISPOSAL APPROVED
9.	<p><u>COMMITTEE, CONFERENCES, AND MEETINGS.</u> Copies of documents pertaining to office participation in or association with committees, conferences, meetings, and related activities. Includes correspondence such as notices of meetings, agenda, notes taken during meetings, and information of general nature. NOTE: This file for reference purposes only. Do not use when pertains to specific project or case files. These will be filed with individual project or case files.</p> <p>TEMPORARY: Destroy after 1 year or when purpose has been served.</p>		DISPOSAL APPROVED
10.	<p><u>HEALTH, WELFARE, AND CHARITIES.</u> Consists of documents pertaining to various charitable, health, and welfare organizations, including the blood donor program.</p> <p>TEMPORARY: Destroy after 1 year or when purpose served.</p>		DISPOSAL APPROVED
11.	<p><u>COMMUNICATIONS.</u> Correspondence and related material pertaining to the communications operations and communications equipment.</p> <p>TEMPORARY. Destroy after 2 years if no longer needed.</p>		DISPOSAL APPROVED
12.	<p><u>COMMUNICATIONS MESSAGE RECORDS.</u> Copies of all messages received, relayed, or transmitted, including classified messages, usually maintained chronologically by the date time group or by message control number. DO NOT use for action or retained record copies of messages; these will be filed with the official action correspondence.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
12.(Con't)	TEMPORARY: Destroy after 1 year. Earlier disposal is authorized.		DISPOSAL APPROVED
13.	TRAVEL. Consists of copies of travel orders, per diem vouchers, transportation requests, hotel reservations, and all supporting papers relating to official travel or employees. TEMPORARY. Destroy after 4 years.		DISPOSAL APPROVED
14.	PASSPORTS AND VISAS. Correspondence and/or documents pertaining to procurement of passports and visas for overseas travel. TEMPORARY: Destroy when no longer needed for current operations.		DISPOSAL APPROVED
15.	TRANSPORTATION RECORDS. Files pertaining to the overall aspects of providing transportation service liaison and negotiations with other officials representing transportation interest. TEMPORARY: Destroy when superseded, obsolete or no longer needed.		DISPOSAL APPROVED
16.	REPORTS (General) This file includes trip reports, ASAP Quarterly Reports, Narrative Reports, Fatality Reports, ASAP Progress Reports, Weekly Activity Reports and similar reports maintained for reference. TEMPORARY: Destroy after 2 years. Earlier destruction is authorized.		DISPOSAL APPROVED
17.	STATISTICAL REPORTS FILE. Copies of reports reflecting the postage used on outgoing mail including special delivery, registered, certified, parcel post and air mail. TEMPORARY: Destroy after two years.		DISPOSAL APPROVED

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>BUDGET AND FINANCE.</u> Records pertaining to the performance of budgeting, accounting, and financial management functions.</p>		
18.	<p><u>POLICY.</u> Records reflecting the establishment of policy and procedures governing budget, accounting, and financial operations.</p> <p>* a) PERMANENT: COFF each FY, hold 3 yrs, and retire to WNRC. <i>Review after 5 years</i></p> <p>* b) Reference Copies: Destroy when superseded or obsolete.</p>	For Archives	<p>DISPOSAL NOT APPROVED</p> <p>DISPOSAL APPROVED</p>
19.	<p><u>ACCOUNTING RECORDS.</u> Records pertaining to the financial transactions of the Administration and which reflect the results of accounting operations and the official financial position of the Administration. They include copies of budget authorizations, and applicable documents recording the commitments, obligations, and expenditures of the Administrations funds.</p> <p>* a) PERMANENT <u>DISPOSAL NOT AUTHORIZED</u>: COFF each FY, hold 2 yrs, and retire to WNRC. <i>Review after 5 years.</i></p> <p>* b) Reference Copies: COFF annually, hold 1 yr and destroy.</p>		<p>DISPOSAL NOT APPROVED</p> <p>DISPOSAL APPROVED</p>
20.	<p><u>ACCOUNTING SYSTEM RECORDS.</u> Documents which support the recording of commitments, obligations, allocations, allotments, and accrued expenditures paid and unpaid.</p> <p>TEMPORARY: COFF each FY, hold 4 yrs after obligations have been liquidated and destroy.</p>		DISPOSAL APPROVED
21.	<p><u>BUDGET RECORDS.</u> Records reflecting budget estimates, justifications, and execution by fiscal year and by appropriation. They reflect the development, preparation, submission, and adjustments to the Administrations budget and related papers.</p> <p>* a) PERMANENT: COFF each FY, hold 3 yrs, and retire to WNRC.</p> <p>* b) Reference Copies: COFF Annually, hold 1 yr and destroy.</p>		<p>DISPOSAL NOT APPROVED</p> <p>DISPOSAL APPROVED</p>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
22.	<p><u>CIVILIAN PAYROLL.</u> Records accumulated by certifying officers under current civilian payroll costing procedures, including all records which have resulted from or will result from the payment of appropriated funds to civilian employees. They include time and attendance; pay and payroll; leave; income withholding tax; FICA tax; Civil Service retirement contributions; life and health insurance; savings bond deductions; special payments and claims; unemployment compensation; miscellaneous deductions and collections; and related data.</p> <p>TEMPORARY: Destroy in 4 years after GAO audit, as applicable.</p> <p><u>OFFICE OF CIVIL RIGHTS.</u> The files described herein are created as a result of NHTSA's compliance with the Federal Government's policy guaranteeing equal employment opportunity to all persons without regard to race, color, creed, or national origin.</p>		DISPOSAL APPROVED
23.	<p><u>EQUAL EMPLOYMENT OPPORTUNITY FILE.</u> Documents relating to review, preparation, issuance and interpretations of directives or instructions concerning equal employment opportunity for civilian personnel. Included are copies of basic directives and instructions, coordination actions, interpretations and requests thereto, and similar papers.</p> <p>PERMANENT: COFF annually, retire to WNRC after 1 year.</p>		DISPOSAL NOT APPROVED
24.	<p><u>EQUAL EMPLOYMENT OPPORTUNITY ADMINISTRATIVE FILE.</u> Documents relating to general and routine administration of equal employment opportunity matters.</p> <p>TEMPORARY: Destroy after 2 years or earlier if no longer needed for reference.</p>		DISPOSAL APPROVED

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
25.	<p><u>EEO REPORTING FILE.</u> Documents accumulated in reporting on activities, and conditions related to equal employment opportunities. Included are statistical and narrative reports, summaries, and related papers.</p> <p>TEMPORARY: Destroy after 2 years.</p>		DISPOSAL APPROVED
26.	<p><u>EEO SURVEY FILES.</u> Documents accumulated in conducting surveys of the implementation and effectiveness of the EEO program. Included are reviews, appraisals, recommendations and final survey reports.</p> <p>TEMPORARY: Destroy 2 years after completion of next survey or on discontinuance.</p>		DISPOSAL APPROVED
27.	<p><u>EEO COMPLAINT CASE FILE.</u> Documents reflecting complaints of personnel concerning equal employment opportunities. Included are complaints, transmittal letters, investigative data and summaries, finding of fact statements, final disposition reports, acceptance statements, withdrawal notices and similar papers.</p> <p>TEMPORARY: Destroy 5 years after close of case.</p>		DISPOSAL APPROVED
28.	<p><u>EEO REFERENCE PAPER FILE.</u> These papers relate to the EEO program and consist of rough drafts, feeder reports, notes and similar working papers accumulated in preparation of communications and studies.</p> <p>TEMPORARY: Destroy 3-6 months blocks or 1 year after completion.</p>		DISPOSAL APPROVED
29.	<p><u>TITLE VI COMPLIANCE REVIEW REPORTS - EXTERNAL.</u> Includes reports of data collected in a city or state of the employment practices to ascertain adherence to the rules and regulations as outline in Executive Order 11246 and the Civil Rights Law of 1964, with related papers.</p> <p>TEMPORARY: Destroy 5 years after completion of contract.</p>		DISPOSAL APPROVED

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
30.	<p><u>POPULATION STATISTICS.</u> Statistics of area where contract is in force. Statistics are gathered from Bureau of Census, or Chamber of Commerce, with related documents.</p> <p>TEMPORARY: Destroy 3 years after completion of contract.</p>		<p>DISPOSAL APPROVED</p>
31.	<p><u>CIVIL RIGHTS ASSURANCE.</u> Letters of commitments from the governors of each state, assuring that each state will comply with Federal Regulations as they apply to equal employment opportunities in the Highway Safety Programs, with related correspondence.</p> <p>TEMPORARY: Destroy 3 years after completion of contract.</p>		<p>DISPOSAL APPROVED</p>
32.	<p><u>MINORITY GROUP ORGANIZATION FILE.</u> This file consists of conferences attended and meetings held with the minority group organizations throughout the United States. The file is necessary to keep abreast of the actions and/or requests of minority groups, e.g., The Urban League, NAACP, League of United Latin Citizens and The American GI Forum.</p> <p>TEMPORARY: Destroy after 3 years.</p> <p><u>LEGAL AND LEGISLATION.</u> The files described herein relate to the initiation and coordination of legislation either sponsored and supported by or of interest to the Administration, legal opinions, and litigation files.</p>		<p>DISPOSAL APPROVED</p>
33.	<p><u>LEGISLATION FILES.</u> Documents accumulated in the preparation and processing of legislation, Executive Orders, and reports on legislation proposed by or of interest to the Administration. Included are correspondence, drafts of proposed legislation, reports to congressional committees on introduced legislation, comments on pending bills and legislative proposals with related papers.</p> <p>PERMANENT: Retire 2 years after enactment or on deletion.</p>		<p>DISPOSAL NOT APPROVED</p>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
34.	<p><u>LITIGATION CASE FILES.</u> Documents relating to actual or potential legal proceedings in which the NHTSA has an interest. Included are advisory reports, litigation reports; communications with other organizations, agencies, and individuals within and without the Federal Government, and related papers.</p> <p>PERMANENT: COFF on completion of litigation, retire to WNRC. <i>Review after 5 years for Archives</i></p>		DISPOSAL NOT APPROVED
35.	<p><u>LEGAL OPINION FILES.</u> Documents reflecting legal opinions which are accumulated incident to questions proposed in connection with interpretations of laws, regulations, investigations and similar legal matters, but exclusive of documents relating to a specific investigation or case.</p> <p>PERMANENT: COFF on obsolescence and retire to WNRC. <i>Review after 5 years for Archives</i></p>		DISPOSAL NOT APPROVED
36.	<p><u>STANDARDS.</u> Correspondence and related material pertaining to the issuance of rules and safety standards for motor vehicle and motor vehicle equipment, manufactured by foreign or domestic firms.</p> <p>PERMANENT: Disposal not authorized. Transfer to WNRC when no longer needed. <i>Review after 5 years for Archives</i></p>		DISPOSAL NOT APPROVED
37.	<p><u>DOCKET FILES.</u> Includes correspondence, firm, monthly reports, congressional letters relating to the docket, interpretations, and similar papers. <i>NV172-192</i></p> <p><i>a) Destroy hard copy after 5 years.</i></p> <p>PERMANENT: (1) Hold until no longer needed and retire to WNRC. <i>Review after 5 years for Transfer to Archives.</i></p> <p><u>MANAGEMENT AND PLANNING.</u> Files accumulated in connection with management and planning functions. They relate to the planning, programming, standardization and improvement of management functions, surveys, records, reports, forms and directives.</p>		DISPOSAL APPROVED DISPOSAL NOT APPROVED

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
38.	<p>POLICY. The development and implementation of policy pertaining to the organization, mission, and functions of the administration, and records resulting therefrom.</p> <p>a) PERMANENT: Hold 1 year after revision; retire to WNRC.</p> <p>b) Reference Copy: Destroy when superseded or rescinded.</p>		<p>DISPOSAL NOT APPROVED</p> <p>DISPOSAL APPROVED</p>
39.	<p>NHTSA PROGRAMMING SYSTEM. The method and procedures for establishment, maintenance and review of annual program proposals and financial program, and the internal and external programs required to carry out the assigned responsibilities of the Administrations functions.</p> <p>a) PERMANENT: Retire to WNRC 1 year after file becomes inactive.</p> <p>b) Reference Copy: Destroy when purpose has been served.</p>		<p>DISPOSAL NOT APPROVED</p> <p>DISPOSAL APPROVED</p>
40.	<p>PROGRAM MANAGEMENT RECORDS. Records of programs established by office directors in support of the NHTSA Programming System which include annual program objectives and the manpower, material, and financial resources to achieve the objectives.</p> <p>a) PERMANENT: Retire to WNRC 1 year after file becomes inactive.</p> <p>b) Reference Copy: Destroy after 2 years.</p>		<p>DISPOSAL NOT APPROVED</p> <p>DISPOSAL APPROVED</p>
41.	<p>MANAGEMENT EVALUATION. Studies, analyses, or summaries created in the comprehensive review of organizational structure, functional assignments, operational procedures, performance standards, and problem areas.</p> <p>a) PERMANENT: COFF annually, hold 1 year, retire to WNRC.</p> <p>b) Reference Copy: Destroy when purpose has been served.</p>		<p>DISPOSAL NOT APPROVED</p> <p>DISPOSAL APPROVED</p>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
42.	<p><u>ORGANIZATIONAL PLANNING AND MANPOWER AUTHORIZATION RECORDS.</u> Organizational and functional charts, personnel charts indicating grades and ratings, manning documents reflecting the allotment (increase or decrease) of personnel spaces in the Administration with related documents.</p> <p>PERMANENT: Retire to WNRC when no longer required for current operations.</p>		DISPOSAL NOT APPROVED
43.	<p><u>MANPOWER STUDIES.</u> Documents created in connection with manpower surveys and studies concerning personnel authorizations, manning levels, manpower analysis and requirements, with related material.</p> <p>PERMANENT: Retire 1 year after file become inactive.</p>		DISPOSAL NOT APPROVED
44.	<p><u>PUBLICATIONS AND PRINTING MANAGEMENT.</u> Documents reflecting the management of publications and printing functions.</p> <p>PERMANENT: <u>DISPOSAL NOT AUTHORIZED AT THIS TIME.</u> Retire to WNRC after 2 years if no longer needed for reference. <i>Review after 5 years.</i></p>		DISPOSAL NOT APPROVED
45.	<p><u>DIRECTIVES MANAGEMENT.</u> Case filed record sets of NHTSA publications, such as Orders, Notices, Manuals, Information Bulletins. Includes a copy of the publication, the coordination sheet, a copy of each form if prescribed by the publication and related papers. Record sets of amendments and related background material are filed with the basic publication which they change.</p> <p>a) PERMANENT: Hold 1 year after supersession or rescission; retire to WNRC.</p> <p>b) Reference Copy: Destroy when superseded or rescinded.</p>		DISPOSAL NOT APPROVED DISPOSAL APPROVED

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
46.	<p><u>RECORDS MANAGEMENT.</u> Planning and management records reflecting the development, establishment, issuance, and revisions of plans, policies, standards, procedures, and systems governing the creation, maintenance, utilization, and disposition of NHTSA records.</p> <p>a) PERMANENT: Retire to WNRC 1 year after file becomes inactive.</p> <p>b) Reference Copy: Destroy when superseded or obsolete.</p>		<p>DISPOSAL NOT APPROVED</p> <p>DISPOSAL APPROVED</p>
47.	<p><u>RECORDS RETIREMENT.</u> Copies of Records Transmittal and Receipt (SF 135) and related correspondence reflecting the retirement of records to WNRC or other agencies, maintained for reference in future requests for service.</p> <p>TEMPORARY: Destroy 2 years after records listed thereon have been destroyed.</p>		<p>DISPOSAL APPROVED</p>
48.	<p><u>RECORDS MANAGEMENT STUDIES AND SURVEYS.</u> Documents created as a result of management studies and surveys in the review, appraisal of NHTSA records holdings, equipment, micro-filming applications and information storage and retrieval systems.</p> <p>a) PERMANENT: Retire WNRC 1 year after file becomes inactive.</p> <p>b) Reference Copy: Destroy after next survey.</p>		<p>DISPOSAL NOT APPROVED</p> <p>DISPOSAL APPROVED</p>
49.	<p><u>RECORD MANAGEMENT REPORTS.</u> Documents reflecting the progress of all phases of record management, records and equipment holdings, volume of records transferred to WNRC or destroyed in CFA, with support documents and feeder reports.</p> <p>a) PERMANENT: Retire to WNRC 1 year after file becomes inactive.</p> <p>b) Reference Copy: Destroy after purpose has been served.</p>		<p>DISPOSAL NOT APPROVED</p> <p>DISPOSAL APPROVED</p>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
50.	<p><u>FORMS MANAGEMENT INSTRUCTION FILE.</u> Documents which directly contribute to the formulation and direction of the program to control the use, standardization, construction, numbering and distribution of forms.</p> <p>PERMANENT: Retire to WNRC 1 year after file becomes inactive.</p>		DISPOSAL NOT APPROVED
51.	<p><u>NUMERICAL FORMS FILE.</u> Case files of NHTSA forms. Files contain a copy of each request for approval, and revisions or reprints thereof, copies of reproduction requisitions; one copy of each approved edition of the form; and the directive governing form usage.</p> <p>PERMANENT: Hold 1 year after discontinuance or obsolescence, retire to WNRC.</p>		DISPOSAL NOT APPROVED
52.	<p><u>REPORTS MANAGEMENT.</u> Policy and procedural directives relating to the operational control of the Reports Management System, the Reports Management Index File, and related data.</p> <p>a) PERMANENT: Retire to WNRC 1 year after file becomes inactive.</p> <p>b) Reference Copy: Destroy when superseded or rescinded.</p>		DISPOSAL NOT APPROVED DISPOSAL APPROVED
53.	<p><u>REPORTS CONTROL FILE.</u> Case files on reports created, canceled, or superseded. Files contain a copy of the reports, copy of OMB action (if required), copy of the requiring directive, and related correspondence.</p> <p>PERMANENT: Retire to WNRC 1 year after file becomes inactive.</p>		DISPOSAL NOT APPROVED
54.	<p><u>COMPLAINTS.</u> Documents accumulated during the processing of complaints made by or about an employee of NHTSA not requiring formal investigation.</p> <p>TEMPORARY: Destroy upon termination of employment.</p>		DISPOSAL APPROVED

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

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55.	<p><u>NHTSA HISTORICAL FILE.</u> Narrative histories, studies and reports with supporting documents, prepared, compiled, or collected for NHTSA historical program.</p> <p>PERMANENT: Hold until no longer required for current reference, retire to WNRC. NOTE: The retention of particular records may be re-evaluated at the time the NHTSA history is written.</p> <p><u>PERSONNEL.</u> Records relating to the overall administration of the NHTSA personnel matters.</p>		DISPOSAL NOT APPROVED
56.	<p><u>PERSONNEL POLICY AND PLANNING RECORDS.</u> Documentation reflecting the development of plans, policy, procedures, and methods for the procurement and administration of all civilian personnel.</p> <p>a) PERMANENT: Hold 1 year after revision, retire to WNRC.</p> <p>b) Reference Copies: Destroy when superseded or rescinded.</p>		DISPOSAL NOT APPROVED DISPOSAL APPROVED
57.	<p><u>GENERAL AUTHORITIES AND PRECEDENTS.</u> Documents relating to the Civilian Personnel Offices basic authorities to act for the Director in administering civilian personnel actions; such as, delegations of authority to sign personnel actions, authorities to deviate from established policy, and records of actions or decisions which are precedent setting for future operations.</p> <p>PERMANENT: Retain in Personnel Office until no longer required for reference and retire to WNRC.</p>		DISPOSAL NOT APPROVED

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

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58.	<p><u>OFFICIAL PERSONNEL RECORDS (CIVILIAN).</u> Official personnel folders documenting the employment history of each civilian employee.</p> <p>TEMPORARY: Retain each folder as long as employee is on the rolls of NHTSA, transfer to new employing agency, or forward to the Federal Records Center, St. Louis, Missouri, in accordance with the Federal Personnel Manual.</p>		DISPOSAL APPROVED
59.	<p><u>PERSONNEL ACTION (SF-50).</u> Notification of <u>Personnel Action (SF-50)</u> used for preparation of reports, a ready reference device for review of actions previously processed, and for information of the Civil Service Commission.</p> <p>TEMPORARY: Hold 2 years and destroy.</p>		DISPOSAL APPROVED
60.	<p><u>PERSONNEL AUTHORIZATION.</u> Memorandums, letters or other documents which reflect personnel spaces allotted to the various organizational segments within NHTSA.</p> <p>TEMPORARY: Hold 2 years and destroy.</p>		DISPOSAL APPROVED
61.	<p><u>CIVILIAN PERSONNEL ADMINISTRATIVE RECORDS.</u> Documentation concerning day-to-day administration of such matters as hours of work, time and attendance, leave, employee relations, medical services, personnel action requests, and training requests.</p> <p>TEMPORARY: COFF annually, hold 1 year and destroy.</p>		DISPOSAL APPROVED
62.	<p><u>EMPLOYEE-MANAGEMENT RELATIONS AND SERVICES.</u> Files reflecting established precedents, standards, and procedures covering employee-management relations; programs and services designated to improve morale and to resolve appeals and grievances of employees.</p> <p>a) PERMANENT: Retire to WNRC 1 year after file becomes inactive.</p> <p>b) Information Copies: COFF annually, hold 1 yr. and destroy.</p>		DISPOSAL NOT APPROVED DISPOSAL APPROVED

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
63.	<p><u>NHTSA INCENTIVE AWARDS.</u> Correspondence relating to the general administration of awards to employees for suggestions, acts, or superior accomplishments which have contributed to outstanding efficiency and economy in the administration and operation of the administration, including letters of appreciation or commendations for individuals.</p> <p>TEMPORARY: COFF annually, hold 2 years and destroy.</p>		DISPOSAL APPROVED
64.	<p><u>QUALIFICATION, PLACEMENT AND PROMOTION.</u> Correspondence pertaining to matters regarding promotions, placement, and qualifications of civilian employees. Includes recommendations for appointments, promotions, and appointments of consultants.</p> <p>TEMPORARY: COFF annually, hold 1 year and destroy.</p>		DISPOSAL APPROVED
65.	<p><u>RECRUITING AND HIRING.</u> Files pertaining to the recruitment of new employees; job applications; and the overall administration of recruiting, hiring, and the filling of vacancies in NHTSA.</p> <p>TEMPORARY: Return to applicant, or place in inactive file when 6 months old; hold 1 year and destroy.</p>		DISPOSAL APPROVED
66.	<p><u>JOB OPPORTUNITIES.</u> Announcements of job vacancies circulated to employees, or other agencies.</p> <p>TEMPORARY: COFF annually, hold 6 months and destroy.</p>		DISPOSAL APPROVED
67.	<p><u>CLASSIFICATION AND PAY MANAGEMENT.</u> Records reflecting decisions and standards procedures regarding administration of classification, salary and wage matters.</p> <p><i>DISPOSAL NOT AUTHORIZED AT THIS TIME.</i> RECOMMENDATION: Retire to WNRC 1 year after file becomes inactive. Review after 5 years.</p>		DISPOSAL NOT APPROVED

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
68.	<p><u>POSITION DESCRIPTIONS.</u> Certified master copies of job descriptions for each basic position established and serviced by the Civilian Personnel Office.</p> <p><i>Disposal not authorized at this time. Review after five years. J.R.</i></p> <p>a) TEMPORARY: Destroy 5 years after job is abolished.</p> <p>b) <u>REFERENCE</u> Copies. Destroy upon supersession or abolishment of position.</p>		<p>DISPOSAL NOT APPROVED</p> <p>DISPOSAL APPROVED</p>
69.	<p><u>POSITION SURVEYS.</u> Documents reflecting the periodic survey of all positions in the Administration. Includes evaluation statement and position survey list which records survey actions.</p> <p>TEMPORARY: Destroy 2 years after each survey.</p> <p><u>PROCUREMENT.</u> Files accumulated in connection with procurement for the Agency and includes contract files, contract performance, purchase orders, qualified offeror's list, request for proposal and unsolicited proposals.</p>		<p>DISPOSAL APPROVED</p>
70.	<p><u>POLICY AND PLANNING FILES.</u> Documents and related correspondence and instructions which provide guidance and direction for all aspects of the procurement activity within the administration.</p> <p><i>DISPOSAL NOT AUTHORIZED AT THIS TIME.</i></p> <p>a) PERMANENT: Hold 1 year after revision, retire to WNRC. Review after 5 years.</p> <p>b) <u>Reference Copy:</u> Destroy when superseded or obsolete.</p>		<p>DISPOSAL NOT APPROVED</p> <p>DISPOSAL APPROVED</p>
71.	<p><u>CONTRACT FILES.</u> Contracts, agreements and correspondence with other government sources and civilian contractors that provide administrative, technical or scientific support. Includes records of implementation, contract development, machine purchases, leases, maintenance, bids, proposals, contract amendments, studies, reports, receipt, inspection,</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
71. (Con't)	<p>payment, and correspondence related thereto, constituting a complete contract file.</p> <p>(1) Transactions more than \$2500.00</p> <p>TEMPORARY: *Dispose 6 years after final payment. (place in inactive file on final payment; transfer WNRC after 2 years)</p> <p>(2) Transactions of less than \$2500.00</p> <p>TEMPORARY: *Dispose 3 years after final payment.</p> <p>*NOTE: Files on which actions are pending will be brought forward to the next fiscal year.</p>		<p>DISPOSAL APPROVED</p> <p>DISPOSAL APPROVED</p>
72.	<p><u>CONTRACTOR PERFORMANCE.</u> Evaluations, cost analysis and technical reviews with related correspondence.</p> <p>TEMPORARY: Destroy after 10 years.</p>		<p>DISPOSAL APPROVED</p>
73.	<p><u>PURCHASE ORDERS.</u> Copies of requisitions, purchase orders, correspondence, status sheets of action taken to close, invoices and receipt documents.</p> <p>TEMPORARY: COFF each FY, hold 1 year and destroy.</p>		<p>DISPOSAL APPROVED</p>
74.	<p><u>QUALIFIED OFFEROR'S LIST.</u> Copies of letters and list of all NHTSA programs to various contractors to determine their interest in bidding on the various programs. This file includes contractor response (SF129 - bidders Mailing List Application) briefly describing their qualifications, capabilities, and experience.</p> <p>TEMPORARY: Destroy after 10 years.</p>		<p>DISPOSAL APPROVED</p>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
75.	<p><u>AUDIT REPORTS.</u> Copies of audit reports, Dun and Bradstreet reports pertaining to contractors, and resume's or principles with related correspondence. This file is used for internal purposes.</p> <p>TEMPORARY: Destroy after 3 years.</p>		DISPOSAL APPROVED
76.	<p><u>REQUEST FOR PROPOSAL.</u> Copies of RFP'S with unsuccessful responses.</p> <p>TEMPORARY: Hold 1 year and destroy.</p>		DISPOSAL APPROVED
77.	<p><u>UNSOLICITED PROPOSALS.</u> Records relating to the receipt and action on unsolicited proposals received by the administration from private sources. The files include documents reflecting inventive proposals, reports of evaluations, letters to the senders rejecting or accepting their proposals.</p> <p>DISPOSAL <i>DISPOSAL NOT AUTHORIZED AT THIS TIME.</i></p> <p>PERMANENT: Disposal not authorized. Transfer to inactive file upon receipt of completion or termination notice, transfer to WNRC after 1 year. <i>Review after 5 years.</i></p> <p><u>PROGRAM FILES.</u> These files provided for the planning, guidance and coordination necessary for the development, implementation, and evaluation of approved State-community programs.</p>		DISPOSAL NOT APPROVED
78.	<p><u>ANNUAL WORK PROGRAM.</u> Includes copies of the program. agreements, revisions, quarterly progress reports, modifications, and evaluations with related correspondence.</p> <p>a) PERMANENT: Regional offices - upon completion of FHWA final audit, hold 1 year and transfer to FRC.</p> <p>b) Headquarters office - COFF each FY hold 2 years and destroy.</p>		DISPOSAL NOT APPROVED DISPOSAL APPROVED

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
79.	<p><u>COMPREHENSIVE PLAN.</u> Includes copies of letters, comments, revisions to the plan and related material.</p> <p>PERMANENT: COFF after 4 fiscal years, hold 1 year, transfer to FRC. Regional offices: same.</p>		DISPOSAL NOT APPROVED
80.	<p><u>STATES PROGRAM REVIEW (REPORT CARDS).</u> Headquarters annual evaluation of the States progress in implementing the standards.</p> <p>PERMANENT: COFF Annually, hold 1 year and retire to WNRC.</p>		DISPOSAL NOT APPROVED
81.	<p><u>PROGRAM INFORMATION REPORTING SYSTEM.</u> Annual submission from the States reporting Highway Safety Program data.</p> <p>TEMPORARY: Headquarters and Regional Offices—destroy after 5 years.</p> <p><u>PUBLIC INFORMATION AND CONSUMER AFFAIRS.</u> These files relate to the release of information to the public concerning activities of NHTSA and includes press releases, participation in local and national events, and consumer defect letters with related material.</p>		DISPOSAL APPROVED
82.	<p><u>INFORMATION ADMINISTRATIVE FILES.</u> Includes correspondence relating to professional, technical and administrative relations with other agencies on both official and informal basis, such as invitations for guest speakers, letters of appreciation, special visitors and tours, agenda of meetings, and similar matters.</p> <p>DISPOSAL NOT AUTHORIZED AT THIS TIME PERMANENT: COFF annually, hold 1 year and retire to WNRC. Review after 5 years</p>		DISPOSAL NOT APPROVED

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
83.	<p><u>PUBLIC INFORMATION INSTRUCTION FILES.</u> Documents relating to the preparation, review, issuance, and interpretations of directives governing the release of public information, community relations, ceremonies, exhibits and similar matters.</p> <p><i>DISPOSAL NOT AUTHORIZED AT THIS TIME.</i></p> <p>PERMANENT: Retire to WNRC when no longer needed. <i>Review after 5 years.</i></p>		DISPOSAL NOT APPROVED
84.	<p><u>PUBLIC APPEARANCE SCHEDULE REPORT FILES.</u> Reports and directly related papers indicating speeches to be delivered, scheduled press conferences or briefings, and personal appearances.</p> <p>PERMANENT: COFF annually, hold 1 year and retire to WNRC.</p>		DISPOSAL NOT APPROVED
85.	<p><u>NEWS MEDIA AND RELEASE FILES.</u> Documents relating to the preparation, coordination, clearance and release of information to the public through newspapers, periodicals, radio, television, public appearances, motion pictures and other media of dissemination. Included are printed or processed press releases, speeches, radio, TV and motion picture scripts and coordinating documents accumulated in obtaining clearances for the releases.</p> <p>a) ^APERMANENT: Transfer to WNRC after 4 years.</p> <p>b) Reference Copy: Destroy when no longer needed for reference.</p>		DISPOSAL NOT APPROVED DISPOSAL APPROVED
86.	<p><u>CONSUMER DEFECT FILES.</u> Contains copies of incoming complaint letters and outgoing replies to the consumer and to the manufacturer, if required, and response from manufacturer pertaining to defects in motor vehicles and motor vehicle equipment.</p> <p>TEMPORARY: COFF annually, hold 1 year and destroy.</p>		DISPOSAL APPROVED

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
87.	<p><u>RESEARCH AND DEVELOPMENT.</u> These files accumulate from the planning, programming, administration, and conduct of research, development, tests, and evaluations. The records relate to actions taken from the inception of ideas (domestic or foreign) through the investigation or discovery of research potentials; the creation and testing of new or improved theories, techniques, processes, materials, or items; and the evaluation, standardization, and final acceptance or rejection.</p> <p><u>PROJECT CASE FILES.</u> Project case files reflecting a complete history of each project from initiation through research and testing to completion. They include procurement files, consisting of a copy of the contract or agreement, with related modifications, changes, or addendums; test and trial results; drawings, specifications, photographs; technical and progress reports; notice of completion or cancellation; and correspondence relating to the project.</p> <p>PERMANENT: Disposal not authorized. Transfer to inactive file upon receipt of completion or termination notice; break file every 2 years, transfer to WNRC after 3 years. Review after 5 years for Archives.</p>		DISPOSAL NOT APPROVED
88.	<p><u>TECHNICAL REPORT FILES.</u> Technical reports file consisting of an official file copy of each preliminary, progress or final technical report or publication prepared or issued by research, development or test agency or activity in connection with a project.</p> <p>a) PERMANENT: (See disposition in Item #87) Review after 5 years for Archives.</p> <p>b) Reference Copy: Destroy when no longer needed for reference.</p>		DISPOSAL NOT APPROVED DISPOSAL APPROVED

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
89.	<p><u>PROJECT CONTROL FILES.</u> Project control files consisting of copies of documents contained in project case files and include correspondence concerning such administrative matters as travel and conferences.</p> <p>TEMPORARY: Dispose upon completion or cancellation of project, or earlier as they serve their purpose.</p>		DISPOSAL APPROVED
90.	<p><u>INVESTIGATIVE FILES.</u> Investigative files pertaining to exploration of the feasibility of unsolicited proposals for projects received from private sources.</p> <p>a. Proposals resulting in authorized projects:</p> <p>PERMANENT: Same as #87 above.</p> <p>b. Rejected proposals:</p> <p>TEMPORARY: Dispose 5 years after completion of investigation.</p>		DISPOSAL NOT APPROVED
91.	<p><u>DEFECTS INVESTIGATION.</u> Case files reflecting a complete history of each defect investigation. Includes correspondence, reports, affidavits, summons, film, photographs with related material pertaining to defects in motor vehicle and motor vehicle equipment.</p> <p>PERMANENT: Disposal not authorized. Transfer to WNRC 3 years after investigation is finalized. Review after 5 years for Archives.</p>		DISPOSAL NOT APPROVED
92.	<p><u>COMPLIANCE TEST REPORTS.</u> Studies, engineering analysis, tests, technical reports, inspections prepared to assure compliance by foreign and domestic motor vehicle and equipment manufacturers in accordance with established standards.</p> <p>PERMANENT: Disposal not authorized. Transfer to WNRC 2 years after final report. Review after 5 years for Archives.</p>		DISPOSAL NOT APPROVED

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
93.	<p><u>NON-COMPLIANCE TEST REPORTS.</u> Correspondence and reports to manufacturers regarding non-compliance with standards and safety related defects in motor vehicles and motor vehicle equipment.</p> <p>PERMANENT: Disposal not authorized. Transfer to WNRC 2 years after final report. Review after 5 years for Archives.</p>		DISPOSAL NOT APPROVED
94.	<p><u>TECHNICAL COMMITTEE AND BOARD FILES</u> (Includes <u>EXTERNAL</u> Boards and Committees). Consisting of minutes of meetings, agendas; directives, and reports covering the general operations of the committee or board, and papers relating to the establishment, revision or termination of individual projects.</p> <p>a. Official file maintained by the Secretary, Chairman, or other designee.</p> <p>PERMANENT: COFF 3 years, transfer to WNRC after 2 years.</p> <p>b. Copies of committee or board files distributed to members.</p> <p>TEMPORARY: Destroy when superseded or upon termination of membership whichever is earlier.</p> <p><u>SUPPLY, SPACE AND EQUIPMENT.</u> Files accumulated in connection with supply, space and equipment. Files identified herein relate to maintenance, services and accountability of all types of supplies, space and equipment.</p>		DISPOSAL NOT APPROVED DISPOSAL APPROVED
95.	<p><u>LOGISTICAL PLANNING FILES.</u> Records relating to the allocation, utilization and release of office space; utilities, equipment, supplies, services, and other logistical support activities.</p> <p>TEMPORARY: Hold 2 years and destroy.</p>		DISPOSAL APPROVED

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
96.	<u>REQUISITIONS, EQUIPMENT, SERVICES AND SUPPLY FILES.</u> Contains copies of requisitions, service or material requests, and shipment orders for stocks and material, maintenance, and/or rentals of equipment with supporting correspondence. TEMPORARY: COFF each FY, hold 2 years and destroy.		DISPOSAL APPROVED
97.	<u>EQUIPMENT ACCOUNTABILITY RECORDS.</u> Records generated manually or mechanizally and which consist of periodic listings of accountable equipment. TEMPORARY: Destroy upon receipt of updated and validated reports and/or listings.		DISPOSAL APPROVED
98.	<u>GRAPHIC MASTER FILES.</u> Case files of all graphic material such as charts, maps, posters and illustrations designed and produced for use by the Administration, including request form and related correspondence. TEMPORARY: Destroy when superseded or obsolete.		DISPOSAL APPROVED
99.	<u>TELEPHONE SERVICE REQUEST.</u> Documents requesting telephone service and similar records relating to the operation of telephone service and equipment. TEMPORARY: Destroy after 1 year.		DISPOSAL APPROVED
100.	<u>MOTOR VEHICLES.</u> Motor vehicle operating and maintenance records. TEMPORARY: Destroy after 2 years.		DISPOSAL APPROVED
101.	<u>REPRODUCTION FILES.</u> Printing requisitions for the reproduction of publications and other printed material including requests for services performed through in-house reproduction facilities. TEMPORARY: COFF annually, hold 1 year and destroy.		DISPOSAL APPROVED

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
102.	<p><u>REPRODUCTION FILES (External).</u> Printing requisitions submitted to the GPO for reproduction of forms, publications and other printed materials when requests exceed the capabilities of in-house reproduction facilities.</p> <p>TEMPORARY: Hold 1 year after completion of job and destroy.</p> <p><u>SECURITY AND PROTECTIVE SERVICES RECORDS.</u> Records accumulated regarding administration of security and protective services program, including emergency planning records.</p>		DISPOSAL APPROVED
103.	<p><u>POLICY.</u> Directives, plans, reports and correspondence reflecting policies and procedures developed in the administration and direction of security and protective services programs.</p> <p>PERMANENT: Close file every 2 years, transfer to WNRC after 2 years.</p>		DISPOSAL NOT APPROVED
104.	<p><u>GENERAL CORRESPONDENCE.</u> Correspondence files relating to the administration and operation of the security and protective services programs.</p> <p>TEMPORARY: Destroy after 2 years.</p>		DISPOSAL APPROVED
105.	<p><u>SURVEYS AND INSPECTIONS.</u> Reports of surveys and inspections conducted to insure adequacy of protective and preventive measures taken against hazards of fire, explosion, accidents and to safeguard information and facilities against sabotage and unauthorized entry.</p> <p>TEMPORARY: COFF annually, destroy after 5 years.</p>		DISPOSAL APPROVED
106.	<p><u>INVESTIGATIVE FILE.</u> Files accumulated from investigations of fires, theft, explosion and accidents, with retained copies of reports and correspondence.</p> <p>TEMPORARY: Destroy after 2 years.</p>		DISPOSAL APPROVED

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
107.	<p><u>PROPERTY PASSES.</u> Property pass files, authorizing removal of government property or materials.</p> <p>TEMPORARY: Destroy 3 months after expiration or revocation.</p>		DISPOSAL APPROVED
108.	<p><u>PERSONAL PROPERTY.</u> Files relating to accountability of personal property lost or stolen, including reports, and loss statements.</p> <p>TEMPORARY: Destroy after 1 year.</p>		DISPOSAL APPROVED
109.	<p><u>KEY ACCOUNTABILITY.</u> Files relating to accountability of keys issued.</p> <p>TEMPORARY: Dispose 1 year after turn-in of key.</p>		DISPOSAL APPROVED
110.	<p><u>SECURITY VIOLATIONS.</u> Security violation files, consisting of case files relating to investigations of alleged security violations, but exclusive of files placed in official personnel folder.</p> <p>TEMPORARY: Destroy after 2 years completion of corrective or disciplinary action.</p>		DISPOSAL APPROVED
111.	<p><u>INDIVIDUAL IDENTIFICATION RECORDS.</u> Documents relating to the requests, authorization, issue/receipt/surrender, and accountability records pertaining to identification badges and cards.</p> <p>TEMPORARY: Destroy 1 year after obsolete or no longer needed.</p>		DISPOSAL APPROVED
112.	<p><u>EMERGENCY PLANNING FILES.</u> Documents relating to the general and routine administration of emergency planning. Included are instructions, reports, staffing requirements and similar documents.</p> <p>TEMPORARY: Destroy after 3 years.</p>		DISPOSAL APPROVED

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	AUDIT. The files described herein relate to audit policy and procedures for NHTSA programs. They consist of documentation and interpreting policy, and procedures including written instructions, and standards.		
113.	AUDIT REPORTING. Policy and procedural materials relating to auditing. <i>DISPOSAL NOT AUTHORIZED AT THIS TIME.</i> PERMANENT : Retain in office until no longer needed, transfer to FRC. <i>Review after 5 years.</i>		DISPOSAL NOT APPROVED
114.	INTERNAL AUDIT. Correspondence concerning audit services, scheduled visits of study teams, policy for internal audit and plan of action for regional study. PERMANENT: Retain in office until no longer needed, transfer to FRC. <i>Review after 5 years for Archives.</i>		DISPOSAL NOT APPROVED
115.	EXTERNAL AUDIT. Policy and procedure for external auditing and disposition of subject audits; correspondence concerning audit control weaknesses and dates or delays of audits. PERMANENT: Retain in office until no longer needed, transfer to FRC. <i>Review after 5 years for Archives.</i>		DISPOSAL NOT APPROVED
116.	PRE-AWARD AUDITS OF SUB-CONTRACTORS. Audit reviews; policy and procedural material on subject audits FHWA audit advisory memos. TEMPORARY: Retain in office for 3 years, transfer to FRC, destroy after 2 years.		DISPOSAL APPROVED
117.	GAO AUDITS. Subject related policy and procedural material. <i>DISPOSAL NOT AUTHORIZED AT THIS TIME</i> PERMANENT : Retain in office for 3 years, transfer to FRC. <i>Review after 5 years.</i>		DISPOSAL NOT APPROVED

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
118. <i>delete</i>	<p>CONTRACTOR AUDITS. Guidelines for contractor auditing, State contracting procedures; proposed training in contract proposal evaluation and audit of contract costs.</p> <p>PERMANENT: Retain in office for 3 years, transfer to FRC.</p> <p>Records Filed under #113.</p> <p>GRANTS. The files described herein relate to authorization and apportionment of Highway Safety grant funds.</p>		
119.	<p><u>AUTHORIZATION/RESPONSIBILITIES/REGULATIONS.</u> Policy and procedural subject related correspondence.</p> <p>PERMANENT: Retain in office until no longer needed, transfer to FRC.</p>		DISPOSAL NOT APPROVED
120.	<p><u>GRANTS.</u> Correspondence of a general nature related to grants, grant applications integrated grants.</p> <p>TEMPORARY: Retain in office for 3 years, transfer to FRC, destroy after 2 years.</p>		DISPOSAL APPROVED
121.	<p><u>ELIGIBILITY OF FUNDS AND FUNDING PRIORITIES.</u> Policy and procedural directives with related correspondence pertaining to eligibility for funding and funding priorities of safety programs and equipment.</p> <p>PERMANENT: Retain in office until no longer needed, transfer to FRC.</p>		DISPOSAL NOT APPROVED
122.	<p><u>AUTHORIZATION OF FUNDS-Section 402.</u> Policy and procedure for use of funds under 23 U.S.C. 402; State and Community highway safety funding; OMB apportionment action; requests from the states for funds.</p> <p><i>DISPOSAL NOT AUTHORIZED AT THIS TIME.</i></p> <p>PERMANENT: Retain in office until no longer needed, transfer to FRC. Review after 10 years.</p>		DISPOSAL NOT APPROVED

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
123.	<p><u>APPORTIONMENT TO STATES - Section 402.</u> Reports of DOT grant activities; policy and procedure for apportionment authority; distribution of certificate of apportionment; determination of funds to be obligated to FHWA and NHTSA programs; general correspondence related to the availability of funds for apportionment.</p> <p><i>DISPOSAL NOT AUTHORIZED AT THIS TIME.</i> PERMANENT: Retain in office until no longer needed, transfer to FRC. Review after 10 years.</p>		<p>DISPOSAL NOT APPROVED</p>
124.	<p><u>STATUS REPORTS.</u> Status reports on use of State and Community highway safety funds; the status of outlay ceilings and financial management information and accounting systems reports.</p> <p>PERMANENT: Retain in office for 3 years, retire to FRC. Review after 10 years for Archives.</p>		<p>DISPOSAL NOT APPROVED</p>
125.	<p><u>MATCHING FUNDS.</u> Policy for use of General Revenue Sharing Act funds for satisfying matching requirements of Federal assistance program; guidelines for local government participation in P&A under the highway safety program, with related correspondence.</p> <p>PERMANENT: Retain in office until no longer needed, transfer to FRC. Review after 10 years for Archives.</p>		<p>DISPOSAL NOT APPROVED</p>
<p><i>all changes made per authorization of P. Leavitt - cs2]</i></p>			