

Request for Records Disposition Authority

Records Schedule Number DAA-0557-2015-0001

Schedule Status Approved

Agency or Establishment Federal Motor Carrier Safety Administration

Record Group / Scheduling Group Records of the Federal Motor Carrier Safety Administration

Records Schedule applies to Agency-wide

Schedule Subject National Registry of Certified Medical Examiners

Internal agency concurrences will be provided No

Background Information The National Registry of Certified Medical Examiners (National Registry) is required by section 4116 of the Safe, Accountable, Flexible, Efficient Transportation Equity Act; A Legacy for Users (SAFETEA-LU), Public Law 109-59, 119 Stat. 1144 (August 10, 2005) to improve the quality of the medical certification of commercial motor vehicle (CMV) drivers. All required medical examinations of CMV drivers are performed by trained and certified Medical Examiners listed on the National Registry.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
6	0	6	0

GAO Approval

Outline of Records Schedule Items for DAA-0557-2015-0001

Sequence Number	
1	National Registry Personally Identifiable Information (PII) and National Registry Records of Certified Medical Examiners. Disposition Authority Number: DAA-0557-2015-0001-0001
2	National Registry Personally Identifiable Information (PII) of Medical Examiners that are registered but have not completed the certification process or are ineligible for certification by DOT Disposition Authority Number: DAA-0557-2015-0001-0002
3	National Registry Personally Identifiable Information (PII) of Medical Examiner's Administrative Assistants (MEAAs) designated by a certified ME. Disposition Authority Number: DAA-0557-2015-0001-0003
4	National Registry Personally Identifiable Information (PII) and Medical Examination Results Records of CMV Drivers. Disposition Authority Number: DAA-0557-2015-0001-0004
5	National Registry Personally Identifiable Information (PII) and Medical Examination Report Records of CMV Drivers. Disposition Authority Number: DAA-0557-2015-0001-0005
6	National Registry Master Data File-Record Copy Disposition Authority Number: DAA-0557-2015-0001-0006

Records Schedule Items

Sequence Number	
1	<p data-bbox="365 414 1482 500">National Registry Personally Identifiable Information (PII) and National Registry Records of Certified Medical Examiners.</p> <p data-bbox="365 500 1482 542">Disposition Authority Number DAA-0557-2015-0001-0001</p> <p data-bbox="365 542 1482 744">Contains the following information but not limited to • Contact information • Employer Information • Medical Licensing Information • Identity verification information • Training Information • Testing Information • Certification decision/status information • Certification expiration • DMV Driver Medical Examination Results Forms (MCSA-5850) submitted by the ME</p> <p data-bbox="365 744 1482 787">Final Disposition Temporary</p> <p data-bbox="365 787 1482 829">Item Status Active</p> <p data-bbox="365 829 1482 872">Is this item media neutral? Yes</p> <p data-bbox="365 872 1482 1032">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p data-bbox="365 1032 1482 1138">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="365 1138 1482 1202">GRS or Superseded Authority Citation N1-557-11-2/7</p> <p data-bbox="365 1202 1482 1244">Disposition Instruction</p> <p data-bbox="365 1244 1482 1372">Cutoff Instruction Close file when medical examiner removed from the National registry either voluntarily or involuntarily</p> <p data-bbox="365 1372 1482 1415">Retention Period Destroy 6 year(s) after closure</p> <p data-bbox="365 1415 1482 1457">Additional Information</p> <p data-bbox="365 1457 1482 1542">GAO Approval Not Required</p>
2	<p data-bbox="365 1564 1482 1670">National Registry Personally Identifiable Information (PII) of Medical Examiners that are registered but have not completed the certification process or are ineligible for certification by DOT</p> <p data-bbox="365 1670 1482 1713">Disposition Authority Number DAA-0557-2015-0001-0002</p> <p data-bbox="365 1713 1482 1889">Includes any portion or all of the following: • Contact information • Employer Information • Medical Licensing Information • Identity verification information • Training Information • Testing Information • Certification decision/status/expiration Information</p>

3	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	GRS or Superseded Authority Citation	N1-557-11-2/9 N1-557-11-2/10
	Disposition Instruction	
	Cutoff Instruction	Cutoff after registration without certification with National Registry
	Retention Period	Destroy 1 year(s) after Cutoff
	Additional Information	
	GAO Approval	Not Required
	National Registry Personally Identifiable Information (PII) of Medical Examiner's Administrative Assistants (MEAs) designated by a certified ME.	
	Disposition Authority Number	DAA-0557-2015-0001-0003
	Includes: • Identity Information • ME business relationship Information	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	GRS or Superseded Authority Citation	N1-557-11-2/13
	Disposition Instruction	
	Cutoff Instruction	Cutoff after the individual is no longer authorized to perform duties in the system on behalf of the certified ME

4	Retention Period	Destroy 1 year(s) after Cutoff
	Additional Information	
	GAO Approval	Not Required
	National Registry Personally Identifiable Information (PII) and Medical Examination Results Records of CMV Drivers.	
	Disposition Authority Number	DAA-0557-2015-0001-0004
	Includes: • Identity Verification Information • Mailing address • Email address (optional) • State Driver's License Information • Medical Examination Results • ME Determination Information • Medical Exemption Information Note: All 5850s submitted by a certified ME are part of the MEs record and cannot be separated from the MEs record. We are retaining the record of the ME which contains the above information on the drivers they have examined. We're not actually keeping a record for each driver.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	GRS or Superseded Authority Citation	N1-557-11-2/14
	Disposition Instruction	
5	Cutoff Instruction	Cutoff after ME removed from National Registry
	Retention Period	Destroy 6 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
	National Registry Personally Identifiable Information (PII) and Medical Examination Report Records of CMV Drivers.	
	Disposition Authority Number	DAA-0557-2015-0001-0005
	Includes: • Identity Verification Information • Mailing address • Email address (optional) • State Driver's License Information • Medical Examination Information • ME Determination Information • Medical Exemption Information	
	Final Disposition	Temporary

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Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
Disposition Instruction	
Cutoff Instruction	Cutoff when the Medical examiner's report is provided
Retention Period	Destroy 3 year(s) after cutoff
Additional Information	
GAO Approval	Not Required
National Registry Master Data File-Record Copy	
Disposition Authority Number	DAA-0557-2015-0001-0006
Includes: • Contact information • Employer Information • Medical Licensing Information • Identity verification information • Training Information • Testing Information • Certification decision/status information • Certification expiration • CMV Driver Medical Examination Results Forms (MCSA-5850) submitted by the ME • Identity Verification Information • Mailing address • Email address (optional) • State Driver's License Information • Medical Examination Results • ME Determination Information • Medical Exemption Information	
Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	No
Explanation of limitation	The item is an electronic database.
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
GRS or Superseded Authority Citation	N1-557-11-2/15
Disposition Instruction	

Cutoff Instruction	Cutoff following ME removal
Retention Period	Destroy 6 year(s) after cutoff
Additional Information	
GAO Approval	Not Required

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
12/12/2014	Certify	Herman Dogan	Records Management Officer	Federal Motor Carrier Safety Administration - Analysis Division
01/29/2016	Submit for Concurrence	Jim Cassedy	Appraiser	National Archives and Records Administration - Records Management Services
02/03/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
02/04/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
02/05/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist