

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0557-2015-0002**

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      **Department-wide**

Schedule Subject      **SENTRI (Safety Enforcement Tracking and Investigation System)**

Internal agency concurrences will  
be provided      **No**

Background Information      **The Safety Enforcement Tracking and investigation System (SENTRI) is the Federal Motor Carrier Safety Administration's (FMCSA) mobile client to facilitate safety audits and interventions by FMCSA and state users in the field. SENTRI currently supports the New Entrant program. In the future, SENTRI will also support the FMCSA Compliance, Safety, and Accountability (CSA) program.**

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

## Outline of Records Schedule Items for DAA-0557-2015-0002

Sequence Number	
1	Master Data Files-Record Copy Disposition Authority Number: DAA-0557-2015-0002-0001

## Records Schedule Items

Sequence Number																	
1	<p><b>Master Data Files-Record Copy</b></p> <p>Disposition Authority Number      DAA-0557-2015-0002-0001</p> <p>The Master data file of the SENTRI application consists of information gathered during safety audits in the field. The data includes driver qualification files, vehicle maintenance records, insurance records, etc. After this information is input into the SENTRI client, it is uploaded to the Motor Carrier Management Information System (MCMIS) database when the client and database server are synchronized.</p> <table><tr><td>Final Disposition</td><td>Temporary</td></tr><tr><td>Item Status</td><td>Active</td></tr><tr><td>Is this item media neutral?</td><td>Yes</td></tr><tr><td>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td><td>Yes</td></tr><tr><td>Do any of the records covered by this item exist as structured electronic data?</td><td>Yes</td></tr></table> <p><b>Disposition Instruction</b></p> <table><tr><td>Cutoff Instruction</td><td>Cut-off at the end of calendar/fiscal year, as appropriate.</td></tr><tr><td>Retention Period</td><td>Destroy 3 year(s) after Destroy/Delete 3 year(s) after cut-off, or when the agency determines that file is no longer needed for reference, audit, administrative, legal or operational purposes.</td></tr></table> <p><b>Additional Information</b></p> <table><tr><td>GAO Approval</td><td>Not Required</td></tr></table>	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	Cutoff Instruction	Cut-off at the end of calendar/fiscal year, as appropriate.	Retention Period	Destroy 3 year(s) after Destroy/Delete 3 year(s) after cut-off, or when the agency determines that file is no longer needed for reference, audit, administrative, legal or operational purposes.	GAO Approval	Not Required
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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
03/16/2015	Certify	Herman Dogan	Records Management Officer	Federal Motor Carrier Safety Administration - Analysis Division
04/02/2015	Return for Revision	Jim Cassedy	Appraiser	National Archives and Records Administration - Records Management Services
05/29/2015	Submit For Certification	Robert Howard	Senior Records Management Specialist	Office of Analysis, Research and Technology - Analysis Division
06/01/2015	Certify	Herman Dogan	Records Management Officer	Federal Motor Carrier Safety Administration - Analysis Division
12/20/2016	Submit for Concurrence	Robyn Dexter	Appraisal Archivist	National Archives and Records Administration - RDTP2: Archives II Processing Section
12/21/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/21/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/22/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist