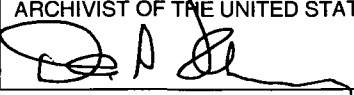



REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-557-05-7 N1-557-10-1	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received	
1 FROM (Agency or establishment) U S Department of Transportation		NOTIFICATION TO AGENCY In accordance with the 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Federal Motor Carrier Safety Administration (FMCSA)			
3 MINOR SUBDIVISION Office of Information Technology			
4 NAME OF PERSON WITH WHOM TO CONFER William Bannister	5 TELEPHONE NUMBER (202) 385-385-2388	DATE 9/24/09	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 _____ 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, <div style="display: flex; justify-content: space-around;"> X is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested </div>			
DATE 09/24/09	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE FMCSA Records Management Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Request for revision of N1-557-05-7 schedule to add the Enforcement Management Information System (EMIS), KnowZone Intranet, and FMCSA Internet Web Site Electronic Information Systems Items marked with an asterisk (*) may contain sensitive and/or personal identifiable information and require controlled access and handling to safeguard against a breach of information (<i>Privacy Act of 1974 and the Federal Information Security management Act of 2002</i>) SEE ATTACHED PAGES.		

U S Department of Transportation (DOT)
Federal Motor Carrier Safety Administration (FMCSA)
Office of Information Technology

Job No N1-557-10-1

This schedule covers FMCSA's Enforcement Management Information System (EMIS), FMCSA Internet Public Website & KnowZone Intranet maintained in the Washington Headquarters office of DOT

This schedule authorizes the disposition of the record copy in any media (media neutral), excluding any records already in electronic form Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards in place at the time of transfer

1. Enforcement Management Information System (EMIS)

Description: EMIS tracks and stores FMCSA enforcement information, such as FMCSA enforcement actions taken against motor carriers, hazardous materials shippers, and drivers of commercial motor vehicles EMIS also monitors motor carrier payments of FMCSA-ordered civil penalties, motor carrier responses to FMCSA, and FMCSA notifications to motor carriers The primary source of input is the Notice of Claim (NOC) Electronic information within EMIS includes motor carrier census information, driver information, identification of motor carrier officials, case information (including violations and penalty information), penalty payment information, and case histories The principal products of EMIS are reports, alerts, and letters that are generated automatically or upon request

a. ~~Inputs. The primary source of data for EMIS is the NOC, which is generated from CaseRate (FMCSA field system)~~

~~Disposition Temporary. Destroy or delete when superseded or obsolete~~

GRS 20, Item 2b

b. **Master Data Files** consist of carrier census information, driver information, carrier officials, case information (including violations and fine information), fine payment information and history of case activities EMIS files are incorporated into FMCSA's Motor Carrier Management Information System (MCMIS), which has Permanent Disposition Authority

(1)

Disposition **Temporary.**

Cut off when no longer needed for reference Destroy/ delete when 10 years old

c ~~Outputs. The results of EMIS are reports, alert letters, NOCs~~

~~Disposition: Temporary.~~

~~Destroy or delete when no longer needed for reference.~~

~~GRS 20, Item 16~~

d ~~System Documentation Data system specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file or database.~~

~~Disposition: Temporary.~~

~~Destroy / delete when superseded or obsolete~~

~~GRS 20, Item 11a(1)~~

2. FMCSA Internet Public Web Site and KnowZone Intranet

Description: FMCSA's primary internet web is a resource providing information about FMCSA services to the public or internal employees, contractors, other DOT components, and supporting the mission of agency programs. The website is also used to distribute software programs, models, and textual, video, sound, or image files.

The www.fmcsa.dot.gov website is maintained by the Office of Information Technology, Web Development Team, which is responsible for the technology requirements associated with the website. This schedule covers reports such as contents on the site, site management documentation, and backwards systems that are not covered by other schedules. It applies to the internet, intranet, extranet, and portals.

The KnowZone is an informal internal FMCSA web site, with access restricted to FMCSA employees. Contents include administrative policies, new items, directives and policy memos, headquarters rosters, calendar of significant internal and external meetings, training and job/promotion opportunities, and security processes.

Web contents records are covered by the applicable records schedules for the functions they support. If the Web content records are unique and not covered by existing schedules, they must be scheduled separately.

(27) 1 Site Management and Operations Files

Includes reports, statistics, procedures and approvals

Disposition: Temporary. Cutoff inactive records at the end of the calendar year. Destroy 5 years after cutoff.

2 Log Files

Includes unprocessed log files, application logs and similar files that are automatically created and maintained by a server to examine traffic patterns by time of day, day of

week, referrer, or user agent. These data can be combined into a single file, or separated into distinct logs, such as an access log, error log, or referrer log. The files are not accessible to general internet users, only to the webmaster or other administrative person.

(3)

Disposition: Temporary. Destroy when 2 years old.

3. Web Content—**Not Unique**

Includes markup language, code, textual and audiovisual files, contextual hyperlinks, and content from backend systems used to generate static or dynamic content on the site(s), as well as screen captures and site snapshots when the record copy is captured elsewhere.

(4)

Disposition: Temporary. Destroy when superseded, obsolete, or no longer needed for agency business, whichever is later, but not longer than the retention of the record copy.

Web Content—**Unique**

Includes markup language, code, textual and audiovisual files, contextual hyperlinks, and content from backend systems used to generate static or dynamic content on the site(s), as well as screen captures and site snapshots when the record copy is captured elsewhere.

a. Records covered by existing schedules

Disposition: Varies. Follow the disposition instructions for the applicable records schedule.

b. Records not covered by existing schedules

Contact the FMSCA Records Management Officer (RMO) to schedule the records.

Note. Web content records documenting FMSCA's operations, decisions, and actions that are needed to protect the legal and financial rights of the government and the public must be captured in a recordkeeping system and retained in accordance with the applicable records schedules.

Additional guidance on managing Web records is available at www.archives.gov/records-mgmt/policy/managing-web-records.html

This schedule also covers podcasts, streaming media, and other popular forms of transmission.