REQUEST FOR RECORDS DISPOSITION AUTHORITY			JOB NUMBER 570			
T			71-398-04-19			
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001			Date received 8 - 16 - 04			
FROM (Agency or establishment)     U.S. Department of Transportation			NOTIFICATION TO AGENCY			
MAJOR SUBDIVISION     Bureau of Transportation Statistics			In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved			
3. MINOR SUBDIVISION			except for items that may be marked "disposition not approved" or "withdrawn" in column 10.			
4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE NUMBER		DATE ARCHIVIST OF THE UNITED STATES 2-15-05 Les Bellord				
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,  is not required is attached; or has been requested.						
DATE	TITLE					
8 12 04 Jany 11 Junely				Administrative Specialist		
7. ITEM NO.	8. DESCRIPTION OF ITEM A	ND PROPOSED DISPOSITION	9. GRS SUPERSEI CITAT	DED JOB	10. ACTION TAKEN (NARA USE ONLY)	
1.	Federal Register Notice Fi	<u>les</u>				
	the publication of notice Includes drafts and final n Federal Register, newspap	ts of documents related to s in the Federal Register notices, tear sheets from the per clippings, press releases articles, correspondence and ms.	: e	·		
	regardless of physical med	all the described recordalia.	S			
	of the calendar year. Kee	sable. Close file at the ender files in the office for 3 FRC. Destroy 5 years after	3			
	b(1). Electronic mail and copies – copies that have n value after the recordkeepi copies maintained by indiv	no further administrative ing copy is made. Includes	60 /		. murmu	

personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Disposition: Disposable. Destroy/delete within 180 days after the recordkeeping copy has been produced.

b(2). Electronic mail and word processing system copies – copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Disposition: Disposable. Destroy/delete when dissemination, revision, or updating is completed.