

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER 570-04-26	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 8/16/04 (rev. - 12/28/04)	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Bureau of Transportation Statistics			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE NUMBER	DATE 3-31-05	ARCHIVIST OF THE UNITED STATES <i>Atkinson</i>
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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 12/28/04	SIGNATURE OF AGENCY REPRESENTATIVE <i>Stacy M. ...</i>		TITLE Administrative Specialist
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<u>Intra-Agency and Internal Committees Related to an Agency's Mission</u> This record series includes records of meetings of Intra-Agency (DOT/BTS) or internal (BTS only) committees, task forces, and non-rulemaking workgroups established by agency authority for facilitative or operational purposes related to the agency's mission and composed wholly of full-time officers or employees of the federal government. Records include any files created and/or maintained by the committee including meeting agenda, official copies of minutes or transcripts of meetings, copies of official committee reports, background papers, and related records documenting accomplishments of the committee. The "secretariat" is any person or office designated to keep the official records of the committee. In some cases it may be the committee chair, but not always. If the group rotates the secretariat, custodianship of all the official records collected to that point must be		

SA 4/5/05 copies sent to Agency INWMD, NWMD

transferred to the new secretariat. (Transfer may be effected either physically or via a complete inventory of the records and their current location(s)).

Excludes: Federal Advisory Committees, Boards, and Councils which are scheduled under GRS 26/2.

This schedule applies to all the described records regardless of physical media. If permanent records are on CD-ROM, they must conform to existing standards for transfer to the National Archives.

a. If BTS is the committee secretariat.

Disposition: **Permanent**. Close file when the committee is superseded or cancelled. Keep files in the office for 1 year after closure, then retire to the FRC. Transfer to NARA in 5 year blocks when the most recent record is 20 years old.

b. If BTS is not the committee secretariat (member only), or the records are of an internal (BTS only) group.

GRS 26/3

Disposition: **Disposable**. Destroy when 3 years old.

c(1). Electronic mail and word processing system copies – copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, 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.

c(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.