

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-406-09- 13	
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 (DOT)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Highway Administration (FHWA)			
3 MINOR SUBDIVISION Office of Research, Development, and Technology (HRT), Office of Safety R&D (HRDS)			
4. NAME OF PERSON WITH WHOM TO CONFER Carol Tan	5 TELEPHONE NUMBER (202) 493-3315	DATE 9-2-09	ARCHIVIST OF THE UNITED STATES <i>Adrienne Thomas</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 ___5___ 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 <i>June 29, 2009</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Victor S. Wagner</i>	TITLE Records Officer	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	This schedule covers the Highway Safety Information System (HSIS) in the Office of Research, Development, and Technology's (HRT's), Office of Safety Research and Development (HRDS), maintained in the Washington Headquarters Office of the Federal Highway Administration (FHWA). The HSIS contains sensitive information and requires controlled access and handling to safeguard against a breach of information (<i>Privacy Act of 1974</i> and the <i>Federal Information Security Management Act of 2002</i>). See attached.		

	<p>Highway Safety Information System (HSIS)</p> <p>The Highway Safety Information System (HSIS) is a database that contains crash, roadway inventory, and traffic volume data for a select group of States and urban centers. Currently, the participating States are California, Illinois, Maine, Minnesota, North Carolina, Ohio, and Washington. Data are only collected for the roadway systems under State Department of Transportation (DOT) control (i.e., the “State system”) except in Maine, where data on all roadways are included. The urban centers are Charlotte, North Carolina, and the Bangor Area Comprehensive Transportation System in Maine. HSIS also contains historical data from Michigan and Utah DOTs.</p> <p>HSIS uses data already being collected by States for managing the highway system and studying highway safety. The participating States voluntarily provide FHWA with the data with the condition that the data be used solely for furthering highway safety research that is to be published publicly. For any other use (e.g., private use by a business), the data request is forwarded to the State, or permission is given by the State to HSIS staff to fulfill the request. HSIS data are used to support the FHWA safety research program and as input to program and policy decisions. HSIS data are also available to analysts conducting research under the National Cooperative Highway Research Program, university researchers, and others involved in the study of highway safety.</p> <p>HSIS is a roadway-based system which provides quality data on a large number of accident, roadway, and traffic variables. HSIS contains only police-reported accident data on the State-maintained highway system. Data for the original five HSIS States (Illinois, Maine, Michigan, Minnesota, and Utah) are available from 1985, while data for the newer HSIS States are available from 1991 (California and North Carolina), 1993 (Washington), and 1997 (Ohio). The data are acquired annually and processed into a common computer format (i.e., similar variables in different States are given the same name, but State-specific coding is retained), quality-control checked, documented, and prepared for analysis. The data does not reside on the Web. Data requests are made via the HSIS website (http://www.hsinfo.org/). Extract files of the data are provided to the requesting researcher if the criteria noted above are met – the research is to be conducted in the general public interest and is intended</p>	New	
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<p>1.</p> <p>2.</p>	<p>for publication in a scientific journal or other national publication. Requests for an entire State's data files are directed to the specific State DOT in question.</p> <p>Inputs.</p> <p>HSIS currently receives data from seven State DOTs (California, Illinois, Maine, Minnesota, North Carolina, Ohio, and Washington) and two urban centers (Charlotte, North Carolina, and the Bangor Area Comprehensive Transportation System in Maine). Data collected include electronic files of State Police accident reports as well as roadway inventories and traffic flow data from the participating State DOTs and local transportation departments. Crash data include only those crashes that can be linked to specific route segments found in the DOT roadway inventory file. Crash variables vary by State but include subsets of variables concerning the crash (e.g., crash type, location type, time of day, weather), each vehicle in the crash (e.g., vehicle maneuver prior to crash, vehicle type, damage sustained) and each driver and most occupants in each vehicle (e.g., age, gender, injury severity, occupant restraint use, alcohol use). The roadway inventory data are captured in subfiles which also vary between States. All States provide basic inventory on State system roadway segments (e.g., number of lanes, shoulder width and type, divided or undivided, median type and width, estimated average daily traffic) and some provide data on roadway segment alignment (e.g., degree and length of horizontal curve, percent, length and direction of grade), intersection inventory (e.g., type of intersection, number of entering legs, traffic control type), ramp inventory (e.g., location and length of ramp, type of ramp) and miscellaneous inventory subfiles (e.g., location of rest areas on Interstate highways).</p> <p>DISPOSITION— Destroy/delete when data have been entered into master file or database and verified, or when no longer needed to support reconstruction of, or serve as backup to, the master file or database, whichever is later.</p> <p>Master Files.</p> <p>The verified data from all participating States as described in the Inputs. The data resides on an Oracle 11g server on Windows 2003 Operating System in Oracle's proprietary format. The data files from each State are organized into individual tables by TYPE of data and the YEAR. Following are the different tables.</p>	<p>GRS 20, Item 2c.</p>	
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Note that all the States do not have all the tables

Accidents Curve	Vehicles Grade	Occupants Intersections	Roadway Ramps
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Following are the years of data available currently in the system for each of the States:

California	1991 to 2007
Illinois	1985 to 2007
Maine	1985 to 2006
Michigan	1985 to 1997
Minnesota	1985 to 2007
North Carolina	1991 to 2005
Ohio	1997 to 2007
Utah	1985 to 2000
Washington	1993 to 1996, 2002 to 2007

DISPOSITION: **PERMANENT.** Cut off at end of calendar year Transfer a copy of the master data file to NARA every two years at the end of the calendar year, in accordance with 36 CFR 1228.270.

3.

Outputs.

GRS 20/12a

~~The HSIS is used by HSIS staff, FHWA staff, and FHWA contractors for highway safety research. The HSIS data can be used to analyze a large number of safety problems, ranging from the more basic "problem identification" issues to identify the size and extent of a safety problem to modeling efforts that attempt to predict future accidents from roadway characteristics and traffic factors. The HSIS data are used in support of the FHWA safety research program and as input to program and policy decisions. The HSIS data in the form of extract files are also available to analysts conducting research under the National Cooperative Highway Research Program, university researchers, and others involved in the study of highway safety. The extract files of HSIS data are made available at no cost for use by any researcher who is conducting research for the general public interest that will be published in a scientific journal or other national publication. HSIS staff will work with the researcher in fine tuning the data request, and will then extract, link and format the data as requested. Primarily the data are manipulated in SAS format using SAS software. The data are provided to customers in various formats such as SAS, Excel, ASCII and MS ACCESS.~~

4	<p>DISPOSITION: Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.</p> <p>System Documentation.</p> <p>Includes functional requirements, system design, test plans, system and database architecture, charts, trend tables, and other system documentation. The System Documentation includes a description of Client Server architecture consisting of Oracle server and SAS Client. A general description of table structure consisting of data from each of the files from all the HSIS States is included. Each variable in each file is documented in a State "Guidebook." This documentation includes not only file and variable formats, but also variable specific notes concerning data accuracy and issues that are important to researchers and other users. These notes are based on quality control checks, State inputs, and information developed from past usage of the data.</p> <p>DISPOSITION: PERMANENT. Transfer to the National Archives with the permanent electronic records to which the documentation relates.</p>	GRS 20, Item 11a(2)	
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