

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
 (See Instructions on reverse)

LEAVE BLANK	
JOB NO NCL-406-85-8	
DATE RECEIVED 12-20-84	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
11-13-86 Date	<i>Francis Bunde</i> Archivist of the United States

TO: GENERAL SERVICES ADMINISTRATION,  
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)

Department of Transportation

2. MAJOR SUBDIVISION

Federal Highway Administration

3. MINOR SUBDIVISION

Motor Carrier and Highway Safety - Field offices

4. NAME OF PERSON WITH WHOM TO CONFER

John H. Schnackenberg

5. TEL EXT

6. CERTIFICATE OF AGENCY REPRESENTATIVE.

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of \_\_\_\_\_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
12-2-83	<i>J. Schnackenberg</i>	Chief, Organization and Management Programs Division

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<u>Accident Report Files:</u> Completed forms (MCS-50 T and 50-B) relating to accidents of buses and trucks of commercial carriers.  Disposition: Destroy 6 years after case is closed.		
2.	<u>Annual Work Program (AWP):</u> Correspondence from the Division Offices and working papers used in preparation of the AWP which establishes priorities for development of the safety program for the year.  Disposition: Destroy when 5 years old.		
3.	<u>Complaints, Miscellaneous Files:</u> Miscellaneous complaints from drivers, carriers, and individuals concerning interstate motor carriers; State contact point for trucker's complaints about State safety enforcement.  Disposition: Destroy when 6 years old.		

17 items

115-107 Copy to Agency 11/14/86, emb.  
 12/12/86 NNA, NNF

1/16/87 NC

## Request for Records Disposition Authority - Continuation

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
4.	<p><u>Conference Files:</u> Agendas, minutes, and related records pertaining to Regional Motor Carrier Safety Directors' Conferences, OMCS Regional Office Conferences, and <del>miscellaneous conferences involving outside agencies.</del></p> <p>Disposition: Destroy when no longer needed.</p>		
5.	<p><u>Demonstration Project Files:</u> Communications and cooperative agreements on the Commercial Motor Carrier Safety Inspection and Weighing Demonstration Program.</p> <p>Disposition: Destroy when superseded or obsolete, whichever comes first.</p>		
6.	<p><u>Driver Disqualification Files:</u> Documents pertaining to the minimum qualification requirements identified in 49 CFR Part 391.</p> <p>Disposition: Transfer basic document to records center when 5 years old. Destroy when 15 years old.</p>		
7.	<p><u>Driver Waiver Files:</u> Personal qualification files for handi-capped drivers.</p> <p>Disposition: Destroy when 3 years old or upon separation of employee.</p>		
8.	<p><u>Hazardous Material Exemption Files:</u> Applications and related material for exemptions to transport hazardous materials. Although this function is housed in the Materials Transportation Bureau, exemptions are coordinated with and may be initiated through the Bureau of Motor Carrier Safety.</p> <p>Disposition: Destroy files upon revised issuance.</p>		
9.	<p><u>Highway and Pedestrian Safety File:</u> Correspondence documenting the interpretation, administration, execution and general supervision of the FHWA, NHTSA, highway, highway design, and pedestrian safety programs with the Divisions and various State agencies.</p> <p>Disposition: Transfer to records center when 3 years old. Destroy when 8 years old.</p>		

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10.	<p><u>Interpretation of Regulations:</u> Correspondence, directives and related background material concerning FHWA's interpretation of regulations on specific hazardous materials. In most instances this material traces the steps involved in making the policy statement on a hazardous material.</p> <p>Disposition: Destroy when superseded.</p>		
11.	<p><u>Motor Carrier Safety Management Studies:</u> Files on various management studies, including management reviews of OMCS, Inspector General study of BMCS, etc.</p> <p>Disposition: Destroy after 5 years old or when no longer needed, whichever comes first.</p>		
12.	<p><u>Motor Carrier Case Files:</u> Correspondence, accident reports, inspection reports, hazardous materials incident reports, safety review (survey) reports, and other documents pertinent to a company's safety report.</p> <p>Disposition: Destroy 6 years after case is closed.</p>		
13.	<p><u>NHTSA Correspondence:</u> Legislation affecting NHTSA, State legislation, accounting procedures, status of funds, project applications and related correspondence, reports, annual work program, evaluation data relative to the State and Community Highway Safety (402) Program.</p> <p>Disposition: <del>Purge files every 2 years; retain material pertinent to agency programs and transfer to records center.</del> Destroy when 5 years old.</p>		
14.	<p><u>NHTSA Projects and Program:</u> Individual National Highway Traffic Safety Administration funded projects and programs administered through the division office.</p> <p>Disposition: Transfer to records center when 2 years old. Destroy when 5 years old.</p>		
15.	<p><u>Occupational Health and Safety Research Files:</u> Background research and copies of final reports and regulations pertaining to both in-house and contract medical research done in the development of regulations dealing with the physical qualifications required of truck drivers.</p> <p>Disposition: <del>Transfer to records center when 5 years old.</del> Destroy when <del>10</del><sup>5</sup> years old.</p>		

115-203

Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A  
Revised July 1974  
Prescribed by General Services  
Administration  
FPMR (41 CFR) 101-11.4

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16.	<p><u>Occupational Health and Safety Program Files:</u> Correspondence, official file copies, reference material, working papers, reports, and other related documents pertaining to the accident prevention program and FHWA Occupational Health and Safety Program.</p> <p>Disposition: Transfer to records center when 3 years old.                      Destroy when 8 years old.</p>		
17.	<p><u>Motor Carrier Safety Training Course Files:</u> Contains material used in the development of various training courses offered by Headquarters, including copies of contracts, training guides, the Washington manuals, and slides.</p> <p>Disposition: Destroy when course is discontinued.</p>		