

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-416-11-2</i>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>2/15/11</i>	
1 FROM (Agency or establishment) Department of Transportation		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION National Highway Traffic Safety Administration		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE	DATE <i>9/20/11</i>	ARCHIVIST OF THE UNITED STATES <i>WITHDRAWN</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 now needed for the business of 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, G is not required, G is attached, or G has been requested			
DATE <i>02/08/11</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Carolyn Green</i> Carolyn Green	TITLE Program Specialist/Records Manager	
7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)

REQUEST FOR RECORDS DISPOSITION AUTHORITY			JOB NUMBER		
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10		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 National Highway Traffic Safety Admin (NHTSA)					
3 MINOR SUBDIVISION Office of Administrative and Management Services (OAMS) NPO-340					
4 NAME OF PERSON WITH WHOM TO CONFER John Hart		5 TELEPHONE NUMBER (202) 366-9556	DATE	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,					
<input type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested					
DATE		SIGNATURE OF AGENCY REPRESENTATIVE		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)	
1.	This schedule covers Government-owned personal property files, both paper and electronic, maintained by the Office of Administrative and Management Services (OAMS) at the Headquarters of the National Highway Traffic Safety Administration (NHTSA) PERSONAL PROPERTY FILES DISPOSITION TEMPORARY				
a	<u>Paper Only</u> working files are destroyed in Agency when 3 years old- annual working files Personal property sales files are destroyed in Agency after 10 years				
b	<u>Electronic Only</u> Agency personal property tracking database ("Property Plus") files <i>are not reviewed</i> after any time period, the database is <i>not purged</i> of any records regardless of time period The database retains the history and disposition of all personal property items tracked				

A copy of the database *is not sent* to the National
Records Center