

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER NI-557-05- <i>13</i> <i>"P"</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>March 23, 2005</i>	
1. FROM (Agency or establishment) U.S. Department of Transportation		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Federal Motor Carrier Safety Administration (FMCSA)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Office of Communications			
4. NAME OF PERSON WITH WHOM TO CONFER Theresa Rowlett	5. TELEPHONE NUMBER (202) 385-2316	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, <div style="text-align: center;"> <input checked="" type="checkbox"/> X is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. </div>			
DATE 03/23/2005	SIGNATURE OF AGENCY REPRESENTATIVE		TITLE FMCSA Records Management Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED PAGES.		

**Department of Transportation
Federal Motor Carrier Safety Administration**

Safety Violations and Consumer Complaint Hotline Database

The Safety Violations and Consumer Complaint Hotline Database (SVCCCHS) is a complaint tracking information system that receives complaints regarding motor carrier safety and/or commercial consumers primarily for household goods movers. The data collected provides FMCSA with statistical information regarding commercial motor carriers to promote compliance with the Federal Motor Carrier Safety and Commercial Regulations. The system is authorized by 49 USC 14104 and 49 USC 14702.

1. Safety Violations and Consumer Hotline Database.

- a. Inputs.** May include telephone messages, electronic mail, telefaxed messages, letters, or input via website interface.

Disposition: **Temporary.** Cut off annually at end of calendar year. Destroy or delete 36 months after the information has been converted into an electronic medium, backed up, and verified.

b. Master Data Files.

Disposition: **Temporary.** Cut off annually at end of calendar year in which cases are closed. Delete closed cases 6 years after cutoff or when no longer needed for reference, whichever is sooner.

- c. Documentation.** Maybe electronic or paper record copy documents that describe the system, how it is used, and identifies the data files. May include data dictionary, data field and table layouts, user manuals and, other related materials.

Disposition: **Temporary.** Destroy or delete 2 years after superseded or becomes obsolete or when no longer needed for reference, whichever is sooner.

- d. Outputs.** Maybe electronic or paper record copy documents. My include regular and ad hoc reports on carrier complaint history, searches, safety violation reports, and letter notifications to carriers and complainants.

- 1)** Record output issuances that are filed to other recordkeeping systems (paper or electronic).

Disposition: **Temporary.** Cut off when report or issuance is run. File to appropriate recordkeeping system (paper or electronic) and use that recordkeeping system's disposal authority.

- 2) Record output issuances that are not file to a separate recordkeeping system.

Disposition: **Temporary.** Destroy or delete 36 months after issue run or when no longer needed for reference, whichever is sooner.

2. Word Processing and Electronic Mail Copies.

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record keeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- a. Copies that have no further administrative value after the record keeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other directories on hard disk or network drives, and copies on shared network drives that are used only to produce the record keeping copy.

Disposition: **Temporary.** Destroy/delete within 180 days after the record keeping copy has been produced.

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the record keeping copy.

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