

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <u>570-</u> <u>N1-398-04-2</u>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <u>8/16/04</u>	
1 FROM (Agency or establishment) U S. Department of Transportation		<b>NOTIFICATION TO AGENCY</b>  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <u>12-15-04</u>	ARCHIVIST OF THE UNITED STATES <u>John W. Paul</u>
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 <u>8/12/04</u>	SIGNATURE OF AGENCY REPRESENTATIVE <u>Stacy Murphy</u>		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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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>Grants and Other Program Support Agreements</u>  This record series includes records that document all types of agreements with other federal, state, or local government agencies, universities and other institutions to which BTS is a party, and which support BTS' transportation programs Specific types of agreements include assistance agreements, grants, cooperative agreements, Inter-agency Agreements, and other types of program support agreements administered by the agency and which provide for research, demonstration projects, training, investigations, surveys, studies, or other types of program support activities.  Includes: Supporting documentation – specific types of records include documentation of significant actions and decisions, justifications, cost estimates, scopes of work, correspondence applications, pre-award reviews, funding decisions, award documentation, commitment notices, transmittal correspondence, agreements, agreement oversight activities, non-compliance/dispute documentation,		

*cc Agencies, NWMW*

audit records, close out documentation for completed agreements, and reports and evaluations resulting from agreements.

Excludes: Final products and deliverables which are scheduled separately.

This schedule applies to all the described records regardless of physical media

a. Record copy

Disposition: **Disposable.** Close file immediately after close-out of the agreement. Keep files in the office at least 1 year after closure, then retire to the FRC. Destroy 7 years after closure.

b. Copies on diskette or CD-ROM.

Disposition: **Disposable.** Destroy/delete when no longer needed for reference; retention should not exceed 7 years after closure.

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.