

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <u>510</u> <u>71-71-04-15</u>	
TO NATIONAL ARCHIVES & RECORDS ADMINISTRATION 601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <u>8-16-2004</u>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Bureau of Transportation Statistics			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE NUMBER	DATE <u>10/13/04</u>	APPROVED BY WITHDRAWN
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"/> attached <input type="checkbox"/> has been requested			
DATE <u>8/12/04</u>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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>Agency-wide Directives</u> This record series consists of all records of each BTS internal directive which are retained as basic documentation of agency policy, programs, and procedures. Records consist of official policy decisions, delegations of authority, memos which set policy or issue guidance, operating guidance, procedures manuals, other procedural materials, technical resource documents, regulatory interpretation and implementation documents. The Directive case file will contain approved directive, copies of appropriate coordination, drafts, and other appropriate material relating to the directive. This schedule applies to all the described records regardless of physical media. If permanent records are on CD-ROM, they must conform to existing standards for transfer to the National Archives. a(1) Record copy (record copy set includes any background materials and drafts)		

programs such as the annual "Transportation Statistics Annual Report" (TSAR), the "Pocket Guide to Transportation," state transportation profiles, transportation survey reports, etc

Disposition: **Permanent**. Close file upon publication or when the document becomes obsolete, is superseded, or is no longer needed to support program activities. Keep in the office for 5 years after closure, then retire to the FRC. Transfer to NARA 20 years after closure.

b. Routine publications or promotional items. These items are routine in nature and do not document the mission of the agency or its programs.

Disposition: **Disposable**. Close file after publication or when the document becomes obsolete, is superseded, or is no longer needed to support program activities. Keep in the office for 1 year after closure, then retire to the FRC. Destroy 5 years after closure.

c. In-house distribution copies.

Disposition: **Disposable**. Close file after publication or when the document becomes obsolete, is superseded, or is no longer needed to support program activities. Keep in the office for 3 years after closure, then destroy.

d. Working papers and background materials.

Disposition: **Disposable**. Close file after publication or when document becomes obsolete, is superseded, or is no longer needed to support program activities. Keep in the office for 2 years after closure, then destroy

d(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.

d(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.