

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>590</i> <i>NI-398-04-17</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>8-16-2004 (10-22-2004)</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <i>1-10-05</i>	ARCHIVIST OF THE UNITED STATES <i>J. W. Paul</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 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 <i>10-20-04</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Stacy Murphy</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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>Reports to Congress and/or the President</u> This record series consists of reports made to Congress and/or the President by BTS in accordance with congressional mandates. Report presents the objectives and accomplishments of the agency, a summary of program initiatives and other plans for program activities during the next fiscal year. Work files pertaining to the organization, design, construction, evaluation, and revision of the report generated by participating program offices are to be maintained by the program offices involved. These work files will vary according to the participation of the program and may include requests to form work groups, work plans, minutes of work group meetings, initial and revised drafts of reports or parts of reports, distribution lists, and comments on drafts. All other office and information copies of the final reports and drafts are to be destroyed when no longer needed. This schedule applies to all the described records regardless of physical media. If permanent records		

are on CD-ROM, in accordance with 36 CFR 1228.80 (b)(i), transfer to NARA as soon as the records become closed (inactive) or if the agency cannot meet the maintenance requirements found in 36 CFR 1228.270..

a. Final Report.

Disposition: **Permanent**. Close file upon transmission to Congress or President. Keep files in the office for 5 years after closure, then retire to FRC. Transfer to NARA in 5 year blocks 20 years after closure.

b. Work Files.

Disposition: **Disposable**. Close file upon transmission to Congress or the President. Keep files in the office for 2 years after closure, then retire to the FRC. Destroy 6 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.