

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <b>570</b> <del>721-398-04-31</del>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <b>8-16-04</b>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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>8/26/04</i>	ARCHIVIST OF THE UNITED STATES <i>A. H. W. ...</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 <b>8/12/04</b>	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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>Rulemaking Committees</u>  This record series includes records of rulemaking committees and work groups. Records consist of meeting notes, organizing charter, reports, and correspondence pertaining to policy matters. Committee chair is record custodian and designates and maintains the official copy of committee records.  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. Published regulations, standards, and guidelines.  Disposition: <b>Permanent</b> . Close file when committee is superseded or canceled. Keep files in the office for 5 years after closure, then retire to the FRC. Transfer to NARA 20 years after closure.  <i>cc Agency, DUMD, NWMW</i>		

b. Unpublished regulations, standards, and guidelines.

Disposition: **Disposable**. Close file when the committee is superseded or cancelled. Keep files in the office for 3 years after closure, then retire to the FRC. Destroy 10 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.