

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>570</i> <i>71-398-04-32</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>8-16-2004</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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>8/16/04</i>	ARCHIVIST OF THE UNITED STATES <i>Allen 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 <i>8/12/04</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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>Program Management Records</u>  This record series includes records which relate to the ongoing management of programs and routine projects within programs. The records document the high level activities of the Director, Deputy Director, and Executive staff, including Associate Directors and Assistant Directors. Types of files include both mission and operational programs and may be maintained by one or more organizational units. Specific types of records include correspondence; memoranda; staff meeting records such as agendas, background papers, attendance lists, and meeting minutes or summaries; speeches; travel itineraries and related records and conference participation; reports relating to general policy and program matters; oversight reviews; interagency activity; program implementation records; strategy papers; budget planning records; research and other similar materials. Subjects include communications with Congress, DOT Secretary, and other Federal administrators on transportation policies, planning, and management as well as contacts with state, local,		

*cc Agency, NARA  
NARA*

professional, and civic interests.

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. Program Management records held by the Office of the Director.

Disposition: **Permanent**. Close file at the end of the calendar year. Keep files in the office for 3 years after closure, then retire to the FRC. Transfer to NARA 10 years after closure.

b. Program Management records held by the Deputy Director, Office of the Director's Executive Staff, and Associate Directors.

Disposition: **Disposable**. Close file at the end of the calendar year. Keep files in the office for 2 years after closure, then retire to the FRC. Destroy 10 years after closure.

c. Program Management records held by Assistant Directors and other than senior Federal employees.

Disposition: **Disposable**. Close file at the end of the calendar year. Keep files in the office for 2 years after closure, then retire to the FRC. Destroy 5 years after closure.

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.