

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER NI-570-04-27	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 12/30/2004 (8/16/2004)	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 3-31-05	ARCHIVIST OF THE UNITED STATES <i>Alta 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 12/28/04	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 GRS OR SUPERSEDED JOB CITATION	10.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>Management Studies</u> This record series consists of staff studies; analyses of administrative policies and procedures; manpower studies and surveys; methods studies and surveys; activity, progress, management improvement, and other reports; and other related 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. Excludes Organization or Reorganization studies or reports which are scheduled separately. a. Record Copy – Final Report Disposition: Permanent. Close file when superseded or cancelled. Keep files in the office for 4 years after closure, then retire to the FRC. Transfer to NARA in 5year blocks when the most recent record is 20 years old.		

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	<p>b. Working Files</p> <p>Disposition: Disposable. Destroy 3 years after completion of the report.</p> <p>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.</p> <p>Disposition: Disposable. Destroy/delete within 180 days after the recordkeeping copy has been produced.</p> <p>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.</p> <p>Disposition: Disposable. Destroy/delete when dissemination, revision, or updating is completed.</p>		
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