

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0398-2024-0002

Status: APPROVED
Date Approved: 12/19/2024

General Information

Agency or Establishment	Department of Transportation
Record/Scheduling Group	0398 - General Records of the Department of Transportation
Records Schedule Applies To	Agency Subdivision
Major Subdivision	Volpe National Transportation Systems Center
Schedule Subject	Volpe Technical Program and Project Case Files
Additional Schedule Information	<p>The U.S. Department of Transportation (U.S. DOT) established the John A. Volpe National Transportation Systems Center (Volpe Center) in 1970 to serve as a federal resource positioned to provide world-renowned, multidisciplinary, multimodal transportation expertise on behalf of U.S. DOT's operating administrations, the Office of the Secretary, and other federal agencies, state and local governments, academia, and industry. The Volpe Center is a federal fee-for-service research and innovation center in the U.S. DOT, authorized by Congress to conduct business through a Working Capital Fund.</p> <p>NOTE: Contract and financial related records are not considered part of a Technical Program of Project Case file and they should adhere to NARA approved General Record Schedules for final disposition authority.</p> <p>This schedule supersedes N1-467-94-002 and N1-398-78-0003, Item 2 (Project Memoranda).</p>
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No - the records covered by this schedule do not implicate Tribal interests

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Item Count

Total number of disposition items: 2

Number of Temporary disposition items: 1

Number of Permanent disposition items: 1

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0398-2024-0002

Item #	Title	Disposition
0001	Technical Program and Project Case Files : Technical Program and Project Case Files – Landmark	Permanent
0002	Technical Program and Project Case Files : Technical Program and Project Case Files – Routine or Cancelled	Temporary

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Records Schedule Items

Group Title	Technical Program and Project Case Files
Group Description	Technical Program and Project Case file records created or developed based on directly funded assignments by non-Volpe or external sponsors/customers, such as DOT departmental or operating administrations, other government agencies, private sector businesses or other collaborators. Copies of final records of such assignments and/deliverables are retained as part of the case file.
	Technical Program and Project Case files should provide a reasonable record of a Volpe Center scientific or technological project which would allow another person to reconstruct and/or verify the procedures and analyses. A project case file may contain, but is not limited to:
	<ul style="list-style-type: none"> • project related incoming and outgoing correspondence and memoranda • project design and change records, including specifications and drawings • invention, patent, and copyright information • drafts of published technical papers, reports, journal articles and/or studies • final research data (raw data) and analyses of research data, as needed • final statistical analyses, tables, charts, graphs • final approved standards • project related photos, drawings, maps, charts and video footage • references or indexes to related records and data • presentations related to the project • project progress reports • significant internal draft documents, if required for data quality purposes • working papers and background materials
DAA-0398-2024-0002-0001	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Technical Program and Project Case Files – Landmark

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Item Description	<p>Technical program and project case files that are particularly significant for documenting Volpe Center research projects that meet any of the following criteria:</p> <ul style="list-style-type: none"> • Received national or international awards of distinction, i. e. the Nobel Prize. • Work of prominent Volpe Center staff of widely recognized professional stature, or who have received national or international recognition outside their professional discipline. • Subject of widespread national or international media attention. • Resulted in significant social, political, or scientific controversy. • Subject of extensive Congressional, DOT, or other government agency scrutiny or investigation. • Established a precedent for significantly changing Volpe Center research or administrative policies. 	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-467-94-002 / 1a	No	
N1-467-94-002 / 1b	No	
N1-467-94-002 / 1c	No	
N1-467-94-002 / 1d	No	
N1-398-78-003 / 2	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Cut off after close or completion of the project	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff	
ADDITIONAL INFORMATION		
Current Records Format	Textual data:5GB	
Approximate first year of records covered by this authority	1970	

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End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 01/01/1970 To: 12/31/2008
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	FOIA (b)(4) Trade Secrets and Commercial or Financial Information
DAA-0398-2024-0002-0002	
STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Technical Program and Project Case Files – Routine or Cancelled
Item Description	Technical program and project case files that are routine in nature and do not have significant precedential or historic value. Also covers information related to cancelled projects.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded in Part? Explanation
N1-467-94-002 / 2	No
N1-398-78-003 / 2	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off after close, completion or cancellation of the project
Retention Period	Other: Destroy 15 years after cutoff, but longer retention is authorized if required for business use
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

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Signatory Information

Action	User	Date
Approve	Colleen Shogan	12/19/2024