

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0416-2019-0004

Status: APPROVED
Date Approved: 08/06/2024

General Information

Agency or Establishment	National Highway Traffic Safety Administration
Record/Scheduling Group	0416 - Records of the National Highway Traffic Safety Administration
Records Schedule Applies To	Agency Subdivision
Major Subdivision	Office of Enforcement
Minor Subdivision	Office of Vehicle Safety Compliance
Schedule Subject	Office of Vehicle Safety Compliance Records Schedule
Additional Schedule Information	The Office of Vehicle Safety Compliance (OVSC) will implement the following plan with respect to the retention of records generated, received, and maintained by OVSC.
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

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Item Count

Total number of disposition items: 17

Number of Temporary disposition items: 17

Number of Permanent disposition items: 0

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-0416-2019-0004

Item #	Title	Disposition
0001	Investigation Files "Other than CAFE"	Temporary
0002	Corporate Average Fuel Economy Reports (Submissions per 49 CFR Parts 537)	Temporary
0003	Corporate Average Fuel Economy (CAFÉ) and Fuel Consumption (FC) Enforcement Investigation Files	Temporary
0004	Corporate Average Fuel Economy (CAFÉ) and Fuel Consumption (FC) Annual Credit Status Documents	Temporary
0005	Compliance Test Procedures	Temporary
0006	Non-Investigative Files	Temporary
0007	Vehicle Modifications for Persons with Disabilities (CFR Part 595)	Temporary
0008	Manufacturer registration submissions (49 CFR Part 566) and manufacturer VIN decoding submissions (49 CFR Part 565)	Temporary
0009	Automobile Parts Content Labeling Files (CFR Part 583)	Temporary
0010	Test Vehicles Purchase and Disposal Files	Temporary
0011	Nonconforming vehicle eligibility petition (49 CFR Part 593) records	Temporary
0012	Registered importer registration (49 CFR Part 592) and associated documentation	Temporary
0013	Vehicle importation permission letters (49 CFR Part 591): HS-7 Box 7, (Except Box 7 AV), Box 8, Box 10 and Box 13.	Temporary
0014	New Tire and Tire Retread registration submissions (49 CFR Parts 574.6)	Temporary
0015	Brake Hose registration submissions (49 CFR Part 571. 106).	Temporary
0016	Glazing Materials submissions (49 CFR Part 571.205).	Temporary
0017	Vehicle importation permission letters (49 CFR Part 591): HS-7 Box 7 AV	Temporary

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Records Schedule Items

DAA-0416-2019-0004-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Investigation Files "Other than CAFE"	
Item Description	Documents and information gathered by OVSC that are used to base decisions for Investigations. Files contain correspondence with manufacturers, test and/or inspection reports (including OVSC test reports), closing reports, internal documentation. The files may also contain research studies, meeting notes, slides, photographs or other related material. Audiovisual materials are located in the supplemental information files which are maintained with the investigation file.	
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
N1-416-11-003 / 1	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cutoff at the end of the FY in which file is closed.	
Retention Period	Destroy 20 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0416-2019-0004-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Corporate Average Fuel Economy Reports (Submissions per 49 CFR Parts 537)	

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Item Description	Contains information related to manufacturer's vehicle product fuel economy, including manufacturer's bi-annual fuel economy values, described by model year, fleet, average fuel economy and sales information.	
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
N1-416-11-003 / 2	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cutoff at the end of the CY that pertains to the reported vehicle fleet model year.	
Retention Period	Destroy 10 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0416-2019-0004-0003		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Corporate Average Fuel Economy (CAFÉ) and Fuel Consumption (FC) Enforcement Investigation Files	
Item Description	Contains annual agency enforcement letters to manufacturers when they fall below the required standards, including associate documents and correspondence required. Investigation may also include enforcement action for other related CAFÉ and FC violations.	
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?	No	

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Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff at the end of the FY in which file is closed.
Retention Period	Destroy 20 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0416-2019-0004-0004		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title	Corporate Average Fuel Economy (CAFÉ) and Fuel Consumption (FC) Annual Credit Status Documents		
Item Description	Contains annual agency credit status letters to manufacturers required by regulation, including associated documents and correspondence.		
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	
N1-416-11-003 / 4 in part	Yes	Supersedes CAFE and FC documents previously filed in N1-416-11-003 / 4. All other files in N1-416-11-003 / 4 are superseded by item 0006 of this schedule.	
Is this item a deviation from the GRS?	No		
DISPOSITION INSTRUCTION			
Final Disposition	Temporary		
Cutoff Instructions	Other: Cutoff at the end of the FY in which file is closed.		
Retention Period	Destroy 15 year(s) after cutoff		
ADDITIONAL INFORMATION			

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Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0416-2019-0004-0005	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Compliance Test Procedures
Item Description	Files contain issued test procedures and test procedure revisions.
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?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff at the end of the FY in which the test procedure is no longer active or when no longer needed for business needs.
Retention Period	Destroy 25 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0416-2019-0004-0006	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Non-Investigative Files
Item Description	Files contain letters, reports, summaries and other documentation relating to an event which does NOT warrant an investigation, but is recorded for traceability.
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

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Superseded Item	Item Superseded in Part?	Explanation
N1-416-11-003 / 4 in part	Yes	Supersedes all other files except CAFE/FC documents in N1-416-11-003 / 4.
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cutoff at the end of the FY in which file is closed.	
Retention Period	Destroy 10 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0416-2019-0004-0007		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Vehicle Modifications for Persons with Disabilities (CFR Part 595)	
Item Description	Files contain information that identifies, and provides contact information for, businesses modifying vehicles to enable persons with disabilities to operate the vehicle, or ride as a passenger. (595.6 Modifier identification. (a) Any motor vehicle repair business that modifies a motor vehicle to enable a person with a disability to operate, or ride as a passenger in, the motor vehicle and intends to avail itself of the exemption provided in 49 CFR 595.7 shall furnish the information specified in paragraphs (a)(1) through (3))	
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
N1-416-11-003 / 5	No	
Is this item a deviation from the GRS?	No	

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DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff 25 years after applicable model year
Retention Period	Destroy immediately after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0416-2019-0004-0008		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title	Manufacturer registration submissions (49 CFR Part 566) and manufacturer VIN decoding submissions (49 CFR Part 565)		
Item Description	Files contain communication and registration submission from businesses that are authorized to produce vehicles and vehicle equipment for sale in the United States. (566.1 Scope. This part requires manufacturers of motor vehicles and of motor vehicle equipment to which a motor vehicle safety standard applies, to submit identifying information and a description of the items they produce)		
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	
N1-416-11-003 / 6	No		
Is this item a deviation from the GRS?	No		
DISPOSITION INSTRUCTION			
Final Disposition	Temporary		
Cutoff Instructions	Other: Cutoff 25 years after applicable model year		
Retention Period	Destroy immediately after cutoff		
ADDITIONAL INFORMATION			

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Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0416-2019-0004-0009	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Automobile Parts Content Labeling Files (CFR Part 583)
Item Description	Files contain correspondence with vehicle manufacturers pertaining to the value of domestic and foreign content in new vehicles produced for sale in the United States.
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 Explanation in Part?
N1-416-11-003 / 7	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff at the end of the CY that pertains to the reported vehicle fleet model year.
Retention Period	Destroy 15 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0416-2019-0004-0010	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Test Vehicles Purchase and Disposal Files
Item Description	Files contain documents and information relating to the purchase, delivery, transfer and disposal of vehicles acquired for compliance testing.
Is this item media neutral?	Yes

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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
N1-416-11-003 / 8	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff at the end of the FY in which file is closed
Retention Period	Destroy 5 year(s) after disposal of the test vehicles
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0416-2019-0004-0011	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Nonconforming vehicle eligibility petition (49 CFR Part 593) records
Item Description	Files that contain correspondence with Registered Importers, manufacturers, test and/or inspection results, and internal documentation. The files may also contain research studies, meeting notes, slides, photographs or other related material.
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
N1-416-11-003 / 9	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	

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Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff 25 years after applicable model year.
Retention Period	Destroy immediately after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0416-2019-0004-0012		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title	Registered importer registration (49 CFR Part 592) and associated documentation		
Item Description	Files that contain correspondence with Registered Importers, inspection results and internal documentation. The files may also contain research studies, meeting notes, slides, photographs or other related material.		
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	
N1-416-11-003 / 11	No		
Is this item a deviation from the GRS?	No		
DISPOSITION INSTRUCTION			
Final Disposition	Temporary		
Cutoff Instructions	Other: Cutoff at end of calendar year when no longer a Registered Importer		
Retention Period	Destroy 15 year(s) after cutoff		
ADDITIONAL INFORMATION			
Are any of the records covered by this item national security classified?	No		
GAO Approval Required	No		

DAA-0416-2019-0004-0013	STATUS: Active
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ITEM GENERAL INFORMATION	
Item Title	Vehicle importation permission letters (49 CFR Part 591): HS-7 Box 7, (Except Box 7 AV), Box 8, Box 10 and Box 13.
Item Description	Files that contain correspondence with registered importers, manufacturers, test and/or inspection results, and internal documentation. The files may also contain research studies, meeting notes, slides, photographs or other related material. Note: Transfers currently at the FRC should be treated as contingent with an initial 25 year retention.
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?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff 25 years after the model year.
Retention Period	Destroy immediately after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0416-2019-0004-0014	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	New Tire and Tire Retread registration submissions (49 CFR Parts 574.6)
Item Description	Files that contain registration submissions, including contact, plant and product information. Also includes unique manufacturer identification mark from businesses that are authorized, and seek authorization to produce motor vehicle tires for sale in the United States.
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

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Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
N!-416-11-003 / 16	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff at the end of the FY in which file is closed.
Retention Period	Destroy 15 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0416-2019-0004-0015	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Brake Hose registration submissions (49 CFR Part 571.106).
Item Description	Files that contain registration submissions, including contact, plant and product information. Also includes unique manufacturer identification mark from businesses that are authorized, and seek authorization to produce motor vehicle brake hoses for sale in the United States.
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
N1-416-11-003 / 17	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff at the end of the FY in which file is closed
Retention Period	Destroy 15 year(s) after cutoff
ADDITIONAL INFORMATION	

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Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0416-2019-0004-0016	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Glazing Materials submissions (49 CFR Part 571.205).
Item Description	Files that contain registration submissions, including contact, plant and product information. Also includes unique manufacturer identification mark from businesses that are authorized, and seek authorization to produce glazing for motor vehicles and motor vehicle equipment sold in the United States.
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 Explanation in Part?
N1-416-11-003 / 18	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff at the end of the FY in which file is closed
Retention Period	Destroy 15 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0416-2019-0004-0017	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Vehicle importation permission letters (49 CFR Part 591): HS-7 Box 7 AV

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Item Description	Files that contain correspondence with registered importers, manufacturers, test and/or inspection results, and internal documentation. The files may also contain research studies, meeting notes, slides, photographs or other related material.
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?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff at the end of the FY in which file is closed
Retention Period	Other: Destroy 15 years after cutoff
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
Accept	Data Migration	03/16/2021
Approve	Colleen Shogan	08/06/2024