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NHTSA
Executive Secretariat
1200 New Jersey Avenue, SE
West Building, 41-304
Washington, D.C. 20590
Fax: (202) 493-2929
[Online FOIA Request Email submission form](#)

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U.S. Department
of Transportation

National Highway
Traffic Safety
Administration

1200 New Jersey Avenue, SE
Washington, DC 20590

VIA ELECTRONIC MAIL

April 7, 2017

Re: Freedom of Information Act (FOIA) Request ES17-000561

This responds to your February 24, 2017 FOIA request for a copy of the National Highway Traffic Safety Administration's Comprehensive Records Schedule.

Enclosed is information responsive to your request.

Pursuant to 49 C.F.R. Part 7, there is no charge for this response.

I am the person responsible for this determination. If you wish to appeal this decision, you may do so by writing to the Chief Counsel, National Highway Traffic Safety Administration, 1200 New Jersey Avenue, S.E., West Building, W41-227, Washington, DC 20590, pursuant to 49 C.F.R. § 7.32(d). Alternatively, you may submit your appeal via electronic mail to nhtsa.foia.appeal@dot.gov. An appeal must be submitted within 90 days from the date of this determination. It should contain any information and argument upon which you rely. The decision of the Chief Counsel will be administratively final.

You also have the right to seek dispute resolution services from NHTSA's FOIA Public Liaison, Mary Sprague, who may be contacted on (202) 366-3564 or by electronic mail at Mary.Sprague@dot.gov. Further dispute resolution is available through the Office of Government Information Services (OGIS). You may contact OGIS on (202) 741-5770 or by electronic mail at ogis@nara.gov.

Very Truly Yours,

Andrew J. DiMarsico
Senior Attorney

Enclosure

NHTSA Comprehensive Records Schedule

FILENAME	AGENCY OFFICE CODE	AGENCY OFFICE NAME	RECORD TYPE	RECORD DESCRIPTION	DISPOSITION
N1-416-86-001	NOA-001	OFFICE OF ADMINISTRATOR	Email	Email of the NHTSA Administrator.	Permanent
N1-416-86-001	NOA-002	DEPUTY ADMINISTRATOR	Email	Email of the NHTSA Deputy Administrator.	Permanent
N1-416-86-001	NOA-003	EXECUTIVE DIRECTOR	Email	Email of the Executive Director.	Permanent
N1-416-05-004	NCC-010	OFFICE OF THE CHIEF COUNSEL	Email	Email of the Chief Counsel.	Permanent

N1-416-05-004	NCC-300	LITIGATION & GENERAL LAW	Rulemaking & Interpretation Files	In general, records relating to the creation and interpretation of all NHTSA regulations, under 49 CFR Parts 501 to 599.	Permanent. Cut off files every 5 years at the end of the calendar year. Transfer to the WNRC after cutoff. Transfer to the National Archives 20 years after cutoff.
N1-416-05-004	NCC-300	LITIGATION & GENERAL LAW	Card Catalog	The card catalog is used to track the status of and responsibility for rulemakings. This information is also available in an electronic database.	Temporary. Destroy/delete when case is closed.
N1-416-05-004	NCC-300	LITIGATION & GENERAL LAW	Confidentiality Files	Consist of requests from manufacturers seeking confidential treatment for information submitted to NHTSA.	Temporary. Cut off files when the period of confidentiality has expired. Transfer to the WNRC 5 years after cutoff. Destroy/delete 10 years after cutoff.

N1-416-05-004	NCC-300	LITIGATION & GENERAL LAW	Confidentiality Files	Requests for which confidentiality is granted.	Temporary. Cut off files when the period of confidentiality has expired. Transfer to the WNRC 5 years after cutoff. Destroy/delete 10 years after cutoff.
N1-416-05-004	NCC-300	LITIGATION & GENERAL LAW	Confidentiality Files	Requests for which confidentiality is denied.	Temporary. Cut off files at the end of the calendar year. Destroy/delete 6 years after cutoff.
N1-416-05-004	NCC-300	LITIGATION & GENERAL LAW	Confidentiality Files	Reconsideration of denials for which confidentiality is granted.	Temporary. Cut off files when the period of confidentiality has expired. Transfer to the WNRC 5 years after cutoff. Destroy/delete 10 years after cutoff.
N1-416-05-004	NCC-300	LITIGATION & GENERAL LAW	Confidentiality Files	Reconsideration of denials that are denied.	Temporary. Cut off files at the end of the calendar year. Destroy/delete 6 years after cutoff.

N1-416-05-004	NCC-300	LITIGATION & GENERAL LAW	Review Files	Reviews of state legislation for compliance with NHTSA regulations Records document the decision making process, and the history of rulemaking effect.	Permanent. Cut off files when the program is discontinued. Transfer to the National Archives 5 years after cutoff.
N1-416-05-004	NCC-300	LITIGATION & GENERAL LAW	Review Files	Requests for reviews of agency documents.	Temporary. Destroy/delete when 1 year old.
N1-416-05-004	NCC-300	LITIGATION & GENERAL LAW	Review Files	Cooperative Agreements	Permanent. Cut off when the program is discontinued. Transfer to National Archives 5 years after cutoff.
N1-416-05-004	NCC-300	LITIGATION & GENERAL LAW	Review Files	All other records.	Temporary. Cut off files at the end of calendar year. Destroy/delete 5 years after cutoff.
N1-416-05-004	NCC-300	LITIGATION & GENERAL LAW	Litigation Case Files	Consist of chronologically arranged copied of pleadings, briefs, depositions, complaints and NHTSA responses.	Permanent. Cut off files every 5 years at the end of the calendar year. Transfer to the WNRC after cutoff. Transfer to the National Archives 20 years after cutoff.

N1-416-05-004	NCC-300	LITIGATION & GENERAL LAW	Litigation Case Files	Personnel Actions (Merit Systems Protection Board and Equal Employment Opportunity Commission matters)	Temporary. Cutoff when cases closed destroy or delete 10 years after cutoff.
N1-416-05-004	NCC-300	LITIGATION & GENERAL LAW	Litigation Case Files	Significant case files, includes but not limited to cases challenging agency rulemaking, enforcement of Statutory provisions of the Safety Act.	Permanent. Cut off when case is closed. Transfer to WNRC 5 years after cutoff, or when no longer needed for reference, whichever is later. Transfer to the National Archives 10 years after cutoff.
N1-416-05-004	NCC-300	LITIGATION & GENERAL LAW	Litigation Case Files	All other files.	Temporary. Cut off when case is closed, or after last action. Destroy or delete 10 years after cutoff.
N1-416-05-004	NCC-300	LITIGATION & GENERAL LAW	FOIA Files	Consist of requests in chronologically arrange requests, usually on technical matters, and include the agency's final response.	Temporary. Cut off files when response is sent. Transfer to WNRC 3 years after cutoff. Destroy/delete 6 years after cutoff.
N1-416-05-004	NCC-300	LITIGATION & GENERAL LAW	Legislation Files	Files compiled by NCC on legislative topics of interest to the agency.	Temporary. Destroy/delete when no longer needed for reference.

N1-416-05-001	NCR-010	OFFICE OF CIVIL RIGHTS	Americans with Disabilities Act Compliant Files	Chronologically arranged copies of complaint letters, respondent's reply, reports of investigations of persons with disabilities that alleged discriminations against state facilities that received funding from NHTSA.	Temporary. Close case file, place in closed case file series. Closed case files at the end of (calendar/fiscal) year. Transfer to WNRC 5 years after cutoff.
N1-416-05-001	NCR-010	OFFICE OF CIVIL RIGHTS	Equal Employment Opportunity Complaint Files	Chronologically arranged copies of Equal Employment Opportunity Counselor's reports, pleadings, briefs, depositions, and general correspondence of employees that allege discrimination on the basis of race, color, religion, sex, national origin, age or disability.	Temporary. Close case file, place in closed case file series. Closed case files at the end of (calendar/fiscal) year. Transfer to WNRC 5 years after cutoff.
N1-416-07-001	NCR-010	OFFICE OF CIVIL RIGHTS	Administrative Files	Includes correspondence relating to in-house and external inquiries regarding complaints and requests for information.	Temporary. Review annually. Destroy/delete when 2 years old, or when superseded, outdated, or no longer needed for reference.
N1-416-07-001	NCR-010	OFFICE OF CIVIL RIGHTS	Annual Reports	Consists of various reports issued by the Office of Civil Rights and provided to the Office of the Secretary of Transportation. Equal Employment Opportunity Commission, and others.	Temporary. Cut off at the end of the calendar year. Destroy/delete 3 years after cutoff.

N1-416-07-001	NCR-010	OFFICE OF CIVIL RIGHTS	Compliance Files	NHTSA Office of Civil Rights issues a report for each state describing its compliance with Title 6, the Civil Rights Act.	Temporary. Cut off at the end of the calendar year in which the report is produced. Destroy/delete after EEOC audit, or 3 years after cutoff, whichever is sooner
N1-416-07-001	NCR-010	OFFICE OF CIVIL RIGHTS	Compliance Reports	Narrative reports on the status of the program in each state and the findings of the review and visit. One report is issued per state every year.	Temporary. Cut off at the end of the calendar year in which the report is produced. Destroy/delete 10 years after cutoff.
N1-416-07-001	NCR-010	OFFICE OF CIVIL RIGHTS	Special Emphasis Files	Contains materials relating to the planning of programs and observances organized by the Office of Civil Rights.	Temporary. Cut off at the end of the calendar year. Destroy/delete 1 year after cutoff.
GRS	NGA-010	OFFICE OF GOV. AFFAIRS, POLICIES & STRATEGIC PLANNING	Email	NHTSA Policies and Strategic Plans.	Permanent. Updated when transition takes place.
GRS 16	NAD-010	AA FOR ADMINISTRATION	Email	Email of the AA for Administration.	Permanent
GRS 16	NAD-100	OFC. OF ADMINISTRATIVE & MGMT SERVICES	NHTSA Orders	Orders for all policies for NHTSA and approvals for orders.	Temporary. Destroy when superseded. (N1-GRS-91-5 item 1a)

GRS 16	NAD-100	OFC. OF ADMINISTRATIVE & MANAGEMENT SERVICES	Organizational Charts	NHTSA & Vehicle Safety Photo Organizational Charts.	Temporary. Destroy when superseded or obsolete.
GRS 16	NAD-100	OFC. OF ADMINISTRATIVE & MANAGEMENT SERVICES	Organizational Charts	NHTSA Photo Organization Chart.	Temporary. Destroy when superseded or obsolete.
GRS 16	NAD-100	OFC. OF ADMINISTRATIVE & MANAGEMENT SERVICES	General Administrative Files	Energy and Environmental.	Temporary. Destroy when 2 years old.
GRS 16	NAD-100	OFC. OF ADMINISTRATIVE & MANAGEMENT SERVICES	General Administrative Files	Motor Vehicle Fleet Management.	Temporary. Destroy when 2 years old
GRS 3	NAD-100	OFC. OF ADMINISTRATIVE & MANAGEMENT SERVICES	Sun flower replaced Property plus	Property files for Govt.-held,	Temporary. Transfer to purchaser after unconditional sale or release by the Government of conditions, restrictions, mortgages, or other liens.
GRS 3	NAD-100	OFC. OF ADMINISTRATIVE & MANAGEMENT SERVICES	Property Records	NHTSA owned assets for Headquarters, Regional Offices, Vehicle Research Test Center (VRTC), San Angelo Test Facility (SATF) and Contractor Held equipment.	Temporary. Destroy 2 years after date of survey action or date of posting medium.

GRS 1	NAD-100	OFC. OF ADMINISTRATIVE & MANAGEMENT SERVICES	Chron Files	Accident/Illness Report.	Temporary. Destroy 3 years after cutoff. N1-GRS-86-4 item 32
GRS 1	NAD-100	OFC. OF ADMINISTRATIVE & MANAGEMENT SERVICES	Chron Files	Annual Occupational Safety & Health Report.	Temporary. Records must be kept 5 years.
N1-416-11-0002	NAD-100	OFC. OF ADMINISTRATIVE & MANAGEMENT SERVICES	Sunflower	Asset Management System.	Pending
	NAD-100	OFC. OF ADMINISTRATIVE & MANAGEMENT SERVICES	PRISM	Procurement Management System.	Pending
N1-416-09-004	NAD-200	OFFICE OF EXECUTIVE CORRESPONDENCE	Program Subject Files	Files consist of subjectively arranged correspondence, reports and other records pertaining to various aspects of NHTSA programs.	Temporary. Cut off at the end of fiscal year. Destroy/delete when 10 years old or when no longer needed for operational purposes.

N1-416-09-004	NAD-200	OFFICE OF EXECUTIVE CORRESPONDENCE	Files of the Executive Correspondence	Consists of correspondence and reports signed by the Administrator, Deputy Administrator, the Secretary and the Deputy Secretary.	Permanent. Cut off annually. Retire to WNRC when 3 years old. Offer to the Archives in 5 year blocks when 10 year old.
N1-416-09-004	NAD-200	OFFICE OF EXECUTIVE CORRESPONDENCE	Controlled Correspondence Mail CCM Mercury	The CCM Mercury System IS a correspondence tracking (or control) system which (1) provides a central repository for agency correspondence, (2) tracks and manages correspondence, and (3) tracks and manages correspondence letters.	Temporary. Cut off at the end of fiscal year. Destroy/delete when 10 years old or when no longer needed for operational purposes.
GRS 16	NAD-300	OFFICE OF HUMAN RESOURCES	Records Management Files	Internal Control documents organized by FY ICSMC Charter, AU/business process documentation [profiles, internal MRs, RAs, CAPs, working copies, etc.	Temporary. Destroy when 5 years old.
N1-416-86	NAD-300	OFFICE OF HUMAN RESOURCES	Administrative Files	One record copy of the NHTSA Strategic Plan publication	Permanent. Retire to WNRC when 3 years old. Offer records in 5 year blocks when 10 years old.
GRS	NFO-010	CHIEF FINANCIAL OFFICER	Email	Emails of Chief Financial Officer.	Permanent

GRS 6	NFO-100	OFFICE OF BUDGET	Audit Reports	Audit Responses signed by the Administrator or SAA.	Temporary. Destroy 1 year after exception has been reported as cleared by GAO.
GRS 23	NFO-100	OFFICE OF BUDGET	Meeting/Conference Files	Conferences, Workshops and Related Gathering Requests.	Temporary. Destroy when no longer needed for reference.
GRS 5	NFO-100	OFFICE OF BUDGET	Budget Files	Financial information, reports, budget analysis and spreadsheets	Temporary. Cut off annually, Destroy when 6 years old
N1-416-11-0009	NFO-200	OFFICE OF FINANCE	Management & Activity Planning System (MAPS)	The integration of document management and project management toolsets supplemented by Department procurement and financial data.	Temporary. Destroy/Delete when the agency no longer needs electronic information for business/reference.
GRS 3	NFO-300	OFFICE OF ACQUISITION MANAGEMENT	Contract Procurement Files	Includes, contracts, interagency agreements.	Temporary. Cut off when contract or grant is closed out. Destroy 3 years after closeout.
GRS 27	NIO-010	OFFICE OF CHIEF INFORMATION OFFICER	Information Technology (IT) Program Planning Records	Records relating to the development of agency IT programs.	Temporary. Cut off annually. Destroy/delete when 7 years old or when no longer needed, whichever is later.

GRS 27	NIO-010	OFFICE OF CHIEF INFORMATION OFFICER	Enterprise Architecture Records	Records identifying the IT systems and networks required to perform the agency's mission and the transitional processes required to implement comprehensive programs to support that mission.	Temporary. Cut off when superseded by a new iteration of the enterprise architecture. Destroy/delete when 7 years old or when no longer needed, whichever is later.
GRS 27	NIO-010	OFFICE OF CHIEF INFORMATION OFFICER	IT Capital Investment Records	Records documenting the integration of IT investments with agency-wide strategic planning, budgeting, procurement, and management.	Temporary. Cut off annually. Destroy/delete when 7 years old or when no longer needed, whichever is later.
GRS 27	NIO-010	OFFICE OF CHIEF INFORMATION OFFICER	Legal and Regulatory Compliance Records	Reports prepared in compliance with Federal laws and regulations, such as the E-Government Act (Public Law 107-347), Title III (Federal Information Security Management Act), and Title V (Confidential Information Protection and Statistical Efficiency Act), as codified in 44 U.S.C. §101.	Temporary. Cut off annually. Destroy/delete 5 years after submission of report, but longer retention is authorized if required for business use.
GRS 27	NIO-010	OFFICE OF CHIEF INFORMATION OFFICER	CIO Committee Records	Records maintained by committees, boards, task forces, conferences, or other IT advisory.	Temporary. Cut off annually. Destroy/delete when 5 years old.

GRS 3.1	NIO-010	OFFICE OF CHIEF INFORMATION OFFICER	Financing of IT Resources and Services	Information Technology Operations and Maintenance records relate to the activities associated with the operations and maintenance of the basic systems and services used to supply the agency and its staff with access to computers and data telecommunications.	Temporary Destroy/delete 3 years after agreement is superseded or terminated.
GRS 24	NIO-010	OFFICE OF CHIEF INFORMATION OFFICER	IT Customer Service Files	Records related to providing help desk information to customers, including pamphlets, responses to "Frequently Asked Questions," and other documents prepared in advance to assist customers.	Temporary. Destroy/delete when 1 year old or when no longer needed for review and analysis, whichever is later.
GRS 3.1	NIO-010	OFFICE OF CHIEF INFORMATION OFFICER	IT Operations Records	Information Technology Operations and Maintenance records relate to the activities associated with the operations.	Temporary. Destroy 3 years after date of report
GRS 3.1	NIO-010	OFFICE OF CHIEF INFORMATION OFFICER	Oversight and Compliance Files.	Information Technology (IT) Oversight and Compliance records relate to compliance with IT policies, directives, and plans.	Temporary. Destroy/delete when 3 years old or 1 year after responsible office determines that there are no unresolved issues, whichever is longer.
GRS 23	NIO-010	OFFICE OF CHIEF INFORMATION OFFICER	Administrative Files	Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists.	Temporary. Review annually and destroy when material is of no further value.

GRS 3.1	NIO-010	OFFICE OF CHIEF INFORMATION OFFICER	Asset and Configuration Management Files	Information Technology Operations and Maintenance records relate to the activities associated with the operations.	Temporary. Destroy/delete 1 year after termination of system.
GRS 3.1	NIO-010	OFFICE OF CHIEF INFORMATION OFFICER	IT Facility, Site Management, and Equipment Support Services Records	Information Technology Operations and Maintenance records relate to the activities associated with the operations.	Temporary. Destroy/delete when 3 years old, or when superseded or obsolete, whichever is longer.
GRS 3.2	NIO-010	OFFICE OF CHIEF INFORMATION OFFICER	Files Related to Maintaining the Security of Systems and Data	These are records related to maintaining the security of information technology (IT) systems and data.	Temporary. Destroy/delete 1 year after system is superseded.
GRS 3.1	NIO-010	OFFICE OF CHIEF INFORMATION OFFICER	IT Infrastructure Design and Implementation Files	Information Technology (IT) infrastructure, systems, and services project records document the basic systems and services used to supply the agency and the staff with access to computers and data telecommunications.	Temporary. Destroy/delete 1 year after termination of system.
GRS 3.1	NIO-010	OFFICE OF CHIEF INFORMATION OFFICER	NHTSA Asset Framework	Information Technology Operations and Maintenance records relate to the activities associated with the operations and maintenance of the basic systems and services.	Temporary. Destroy/delete 1 year after termination of system.

GRS 27	NIO-010	OFFICE OF CHIEF INFORMATION OFFICER	Project Management Records	Records relating to the development of agency IT programs.	Temporary. Cut off annually. Destroy/delete when 7 years old or when no longer needed, whichever is later.
GRS 3.2	NIO-010	OFFICE OF CHIEF INFORMATION OFFICER	Public Key Infrastructure (PKI) Records	Records are PKI-unique administrative records that establish or support authentication by tying the user to a valid electronic credential and other administrative non-PKI records.	Temporary. (1) FBCA CAs. Destroy/delete when 7 years 6 months, 10 years 6 months, or 20 years, 6 months.
GRS 3.2	NIO-010	OFFICE OF CHIEF INFORMATION OFFICER	System Backups and Tape Library Records	Electronic copy, considered by the agency to be a Federal record, of the master copy of an electronic record or file and retained in case the master file or database is damaged or inadvertently erased.	Temporary. Destroy immediately after the identical records have been captured in a subsequent backup file.
GRS 27	NIO-010	OFFICE OF CHIEF INFORMATION OFFICER	Program Planning Records	Records relating to the development of agency IT programs.	Temporary. Cut off annually. Destroy/delete when 7 years old or when no longer needed, whichever is later.
TBD	NIO-010	OFFICE OF CHIEF INFORMATION OFFICER	Content Management System	Pending	Pending Approval

GRS 3.1	NIO-100	OFFICE OF IT SERVICES	TBD	TBD	TBD
GRS 3.1	NIO-110	IT OPERATIONS DIVISION	TBD	TBD	TBD
GRS 4.1	NIO-120	TECHNICAL INFORMATION SERVICES DIVISION	Technical Information Service	Copies of documents from the official ODI file retained strictly for reference and informational purposes.	Temporary. Review annually and destroy material of no further value.
N1-416-11-001	NIO-120	TECHNICAL INFORMATION SERVICES DIVISION	Airbag Information System	Installation of aftermarket airbag control switches or permanent deactivation of passenger vehicle airbags.	Temporary. Cut off at the end of the calendar year. Destroy/delete 1 year after cutoff.
N1-416-11-001	NIO-120	TECHNICAL INFORMATION SERVICES DIVISION	Letters and Applications	Tracked in electronic form and Congressional & statistical reports.	Temporary. Cut off at the end of the calendar year. Destroy/delete 1 year after cutoff.
N1-416-11-001	NIO-120	TECHNICAL INFORMATION SERVICES DIVISION	Letters and Applications	Not tracked in electronic form and Master files.	Temporary. Cut off at the end of the calendar year. Destroy/delete 10 years after cutoff.
N1-416-11-001	NIO-120	TECHNICAL INFORMATION SERVICES DIVISION	Master Files	Information extracted from each individual application such as vehicle identification number, name, and address of requestor and reason for request.	Temporary. Cut off at the end of the calendar year. Destroy/delete 10 years after cutoff.

N1-416-11-001	NIO-120	TECHNICAL INFORMATION SERVICES DIVISION	Master Files	Inputs consist of letters and applications along with supporting documentation. Information is entered manually into the database or spreadsheet.	Temporary. Cut off at the end of the calendar year. Destroy/delete 1 year after cutoff.
N1-416-11-001	NIO-120	TECHNICAL INFORMATION SERVICES DIVISION	Master Files	Outputs include Congressional and statistical reports.	Temporary. Cut off at the end of the calendar year. Destroy/delete 1 year after cutoff.
N1-416-11-001	NIO-120	TECHNICAL INFORMATION SERVICES DIVISION	Card Catalog	The card catalog is used to identify location of literature and documents requested by customers.	Indefinite
GRS 4.1, item 020	NIO-200	OFFICE OF INFORMATION MANAGEMENT	Records Management	Records related to the policies, procedures, and management of agency business records from creation to eventual disposition. Includes records created and maintained while planning, managing, evaluating, administering, and performing the function of agency records management.	Temporary. Destroy no sooner than 6 years after the project, activity or transaction is completed or superseded, but longer retention is authorized if needed for business use.
GRS 24	NIO-300	OFFICE OF IT COMPLIANCE	eRAMS	E-Risk Assessment Management System.	Withdrawn 7/6/11
GRS 24	NIO-400	OFFICE OF PROJECT MANAGEMENT	TBD	TBD	TBD

N1-416-09-003	NIO-400	OFFICE OF PROJECT MANAGEMENT	The Grants Tracking System	A Windows based database program developed by NHTSA to assist states in the financial management of Federal grants.	Temporary. Cut off when contract or grant is closed out (GRS). Destroy 6 years after closeout.
N1-416-05-002	NCO-010	OFFICE OF COMMUNICATIONS & CONSUMER INFORMATION	Email	Email of Associate Administrator.	Permanent
GRS 23	NCO-010	OFFICE OF COMMUNICATIONS & CONSUMER INFORMATION	Administrative Files	Records accumulated in the offices within Communications and Consumer Information that relate to the internal administration or house keeping activities. In general these records relate to the office.	Temporary. Review annually and destroy superseded or obsolete documents or destroy file relating to an employee within 1 year after separations or transfer.
N1-416-86-001	NCO-010	OFFICE OF COMMUNICATIONS & CONSUMER INFORMATION	Project Files	Records accumulated in the office of Consumer Information that relate to the account management of national media campaigns and other Agency priority projects. In general these records relate to the office.	Temporary. Transfer to inactive file upon receipt of project completion or termination notice. Destroy 6 years after project completion or termination.
GRS 1	NCO-010	OFFICE OF COMMUNICATIONS & CONSUMER INFORMATION	Personnel Files	Signed Performance Plans, memos to file, personnel notes.	Temporary. Destroy 2 years after approval or disapproval

GRS 23	NCO-010	OFFICE OF COMMUNICATIONS & CONSUMER INFORMATION	Administrative Files	In general these records relate /to the office organization, expenditure of funds, including budget and procurement documents; They may include copies of internal activity and workload reports.	Temporary. Destroy when 3 years old or when no longer needed whichever is sooner.
GRS 5	NCO-010	OFFICE OF COMMUNICATIONS & CONSUMER INFORMATION	Budget Files	NPO-500 Operating Budget files	Temporary. Cut off Annually. Destroy when 6 years old.
N1-416-05-002	NCO-010	OFFICE OF COMMUNICATIONS & CONSUMER INFORMATION	Administrator's Public Speeches - Paper	Records documenting public speeches and presentations given by the Administrator, excluding Congressional testimony.	Permanent. Cut off at the end of the calendar year. Transfer to the National Archives 5 years after cutoff.
N1-416-05-002	NCO-010	OFFICE OF COMMUNICATIONS & CONSUMER INFORMATION	Administrator's Public Speeches - Electronic	Records documenting public speeches and presentations given by the Administrator, excluding Congressional testimony.	Permanent. Cut off at the end of the calendar year. Transfer to the National Archives in accordance with 36 CFR 1228.270.

N1-416-05-002	NCO-010	OFFICE OF COMMUNICATIONS & CONSUMER INFORMATION	Background Materials	Includes notes, drafts, comments, and convenience copies.	Temporary. Cut off at the end of the calendar year. Delete/delete 5 years after cutoff.
N1-416-05-002	NCO-010	OFFICE OF COMMUNICATIONS & CONSUMER INFORMATION	Event Planning Files	Files used to coordinate events and press conferences for the Administrator. Records include correspondence, acceptance and regret letters, and invitations.	Temporary. Cut off at the end of the calendar year. Destroy/delete 1 year after cutoff.
N1-416-05-002	NCO-100	OFFICE OF MEDIA RELATIONS	NHTSA News Clips	Compiled daily from newspapers and electronic news sites, converted to pdf, and distributed internally to program offices through the NHTSA intranet. Arranged in chronological order.	Temporary. Cut off at the end of the calendar year. Destroy/delete 3 years after cutoff, or when no longer needed for reference, whichever is later.
N1-416-05-002	NCO-100	OFFICE OF MEDIA RELATIONS	Press Releases	Consisting of all press releases issued by NHTSA from approximately 1970 to the present, arranged in chronological order. Press releases 10 1996 retain n binders.	Permanent. Transfer immediately to the National Archives

N1-416-05-002	NCO-100	OFFICE OF MEDIA RELATIONS	Press Releases	All other NHTSA press releases. After 1996, press releases were created electronically and converted to PDF files.	Permanent. Cut off at the end of the calendar year, transfer to the National Archives in accordance with PDF transfer requirements.
N1-416-05-002	NCO-100	OFFICE OF MEDIA RELATIONS	Audio Visual Library	VHS or Beta tapes of video news releases, public service announcements, testimony before Congress by NHTSA official, network coverage and crash test footage. Up to 2 copies of VHS or Beta tapes.	Permanent. Transfer immediately to the National Archives.
N1-416-05-002	NCO-100	OFFICE OF MEDIA RELATIONS	Audio Visual Library	All other tapes.	Temporary. Destroy after copies to DVD and verification for accuracy.
N1-416-05-002	NCO-100	OFFICE OF MEDIA RELATIONS	Audio Visual Library	DVDs and CDs for which no tape exist.	Permanent. Cut off at the end of the calendar year, transfer two copies to the National Archives in accordance with 36 CFR 1228.270. If copies exist on VHS or Beta tape, transfer one copy to the National Archives along with corresponding tapes.

N1-416-05-002	NCO-100	OFFICE OF MEDIA RELATIONS	Video Library Database	Electronic spreadsheet that tracks each tape by format, type, number, and title, and also contains information on running time and date of release. Serves as a finding aid to the video library. Inputs information from 5a and 5c.	Temporary. Destroy after data are entered and verified.
N1-416-05-002	NCO-100	OFFICE OF MEDIA RELATIONS	Video Library Database	Master file electronic spreadsheet.	Permanent. Transfer to National Archives along with the tapes in accordance with 36 CFR 1228.270.
N1-416-05-002	NCO-100	OFFICE OF MEDIA RELATIONS	Video Library Database	Outputs reports and printout.	Temporary. Destroy/delete when no longer needed.
N1-416-05-002	NCO-100	OFFICE OF MEDIA RELATIONS	DVD Database	Electronic spreadsheet that tracks each event by type, number, title, and date of release. Serves as a finding aid to the DVD library. Inputs information from item 5c.	Temporary. Destroy after data are entered and verified.
N1-416-05-002	NCO-100	OFFICE OF MEDIA RELATIONS	DVD Database	Master file electronic spreadsheet.	Permanent. Cut off at the end of the calendar year. Transfer to the National Archives along with the corresponding DVDs.

N1-416-05-002	NCO-100	OFFICE OF MEDIA RELATIONS	DVD Database	Outputs reports and printouts.	Temporary. Destroy/delete when no longer needed.
N1-416-05-002	NCO-100	OFFICE OF MEDIA RELATIONS	NHTSA NOW Newsletters	(Supersedes N1-416-86-1, item 44. Record copy of newsletter from 1994 to 1997, maintained in binders and available only in paper. Volume approx. 1 ft. Arrangement chronological.	Transfer immediately to the National Archives in accordance with 36 CFR 1228.270.
N1-416-05-002	NCO-100	OFFICE OF MEDIA RELATIONS	NHTSA NOW Newsletters	Electronic copy of newsletters, from 1994 to 1997.	Permanent. Transfer immediately to the National Archives in accordance with 36 CFR 1228.270.
N1-416-05-002	NCO-100	OFFICE OF MEDIA RELATIONS	NHTSA NOW Newsletters	Electronic copy of newsletters, from 1997 to 2005.	Permanent. Cut off at the end of the calendar year. Transfer to the National Archives in accordance with 36 CFR 1228.270.
N1-416-05-002	NCO-100	OFFICE OF MEDIA RELATIONS	Correspondence	Reading files maintained in chronological order. (Supersedes NI-416-81, Item 2).	Temporary Cut off at the end of the calendar year. Destroy 1 year after cutoff.

N1-416-05-002	NCO-100	OFFICE OF MEDIA RELATIONS	Staff Directories	Staff Directories.	Temporary. Destroy/delete when superseded.
N1-416-05-002	NCO-100	OFFICE OF MEDIA RELATIONS	OST Weekly Reports	Providing a summary of all of NHTSA's weekly activities for the Office of the Secretary. Significant events are incorporated into reports submitted to the White House. These reports are available on the intranet.	Temporary Cut off at the end of the calendar year. Destroy 1 year after cutoff.
N1-416-05-002	NCO-100	OFFICE OF MEDIA RELATIONS	OST Weekly Reports	Paper reports.	Temporary Cut off at the end of the calendar year. Destroy 1 year after cutoff.
N1-416-05-002	NCO-100	OFFICE OF MEDIA RELATIONS	OST Weekly Reports	Electronic reports.	Temporary. Cut off at the end of the calendar year. Destroy 3 year after cutoff.
N1-416-10-001	NCO-100	OFFICE OF MEDIA RELATIONS	Materials Control System (MCS)	A web-based catalog for the public to order certain agency publications.	Temporary. Cut off at the end of the calendar year. Destroy 1 year after cutoff.

DAA-0416-2015-0004	NCO-100	OFFICE OF MEDIA RELATIONS	Social Media	Social Networking Sites: NHTSA has an account for each of several commercial social networking sites in order to provide information to the public. These social networking sites include Facebook, Twitter, YouTube, Instagram, Flickr and Google+. Only authorized individuals in NHTSA's Office of Communications and Consumer Information (OCCI) have access to these accounts. NHTSA's Social Media accounts are listed as below.	Temporary. Cut off at the end of the calendar year. Destroy 3 year after cutoff.
GRS 23	NCO-200	OFFICE OF CONSUMER INFORMATION	Administrative Files	Records accumulated in the offices within Communications and Consumer Information that relate to the internal administration or house keeping activities. In general these records relate to the office.	Temporary. Review annually and destroy superseded or obsolete documents or destroy file relating to an employee within 1 year after separations or transfer.
N1-416-86-001	NCO-200	OFFICE OF CONSUMER INFORMATION	Archives/Historical Files.	Digital files for publications.	Permanent
N1-416-86-001	NCO-200	OFFICE OF CONSUMER INFORMATION	Contract Files	Files consist of copies of contract and grant documents used by program analysts in administering contracts and grants under various sections of Highway Safety Act.	Temporary. Cut off when contract or grant is closed out. Destroy 3 years after closeout.

N1-416-86-001	NCO-200	OFFICE OF CONSUMER INFORMATION	Contract Procurement Files	Includes, contracts, interagency agreements.	Temporary. Cut off when contract or grant is closed out. Destroy 3 years after closeout.
N1-416-86-001	NCO-200	OFFICE OF CONSUMER INFORMATION	Project Files	Records accumulated in the office of Consumer Information that relate to the account management of national media campaigns and other Agency priority projects. In general these records relate to the office.	Temporary. Transfer to inactive file upon receipt of project completion or termination notice. Destroy 6 years after project completion or termination.
TRD	NCO-200	OFFICE OF CONSUMER INFORMATION	Research Files	Includes market research, tables, maps, and graphs, produced by the agency to support State, regional and national demonstration and communication programs.	Temporary. Destroy 7 years old or when no longer needed
N1-416-86-001	NCO-200	OFFICE OF CONSUMER INFORMATION	Co Op Agreements	Co Op Agreements for Various Programs.	Temporary. Review annually and destroy superseded or obsolete documents or destroy file relating to an employee within 1 year after separations or transfer.

N1-416-05-002	NCO-200	OFFICE OF CONSUMER INFORMATION	Demographic/Market ing Research Files	Files created to identify and craft targeted messages to specific audiences by analyzing information drawn from databases.	Temporary. Cut off files at the end of the calendar year in which the project is completed. Transfer to the Records Center 1 year after cutoff. Destroy/delete 10 years after cutoff.
N1-416-05-002	NCO-200	OFFICE OF CONSUMER INFORMATION	Demographic/Market ing Research Files	Films acquired from outside sources for personnel and management training.	Temporary. Destroy 1 year after completion of training program.
N1-416-05-002	NCO-200	OFFICE OF CONSUMER INFORMATION	Demographic/Market ing Research Files	Routine testing or engineering footage.	Temporary. Destroy 2 years old or when no longer needed
N1-416-05-002	NCO-200	OFFICE OF CONSUMER INFORMATION	Demographic/Market ing Research Files	Duplicate prints and preprint elements require for preservation.	Temporary. Destroy when no longer needed
N1-416-05-002	NCO-200	OFFICE OF CONSUMER INFORMATION	Demographic/Market ing Research Files	Agency-sponsored films intended for public distribution. These include informational and educational films, television news releases or spot announcements.	Permanent. Offer to NARA when 10 years old.

N1-416-05-002	NCO-200	OFFICE OF CONSUMER INFORMATION	Demographic/Market ing Research Files	Films produced under grants and contracts relating to research, testing, safety programs, etc. that are submitted to the agency or used to carry out agency programs..	Permanent. Retire to WNRC when 5 years old. Offer to NARA when 10 years old.
N1-416-05-002	NCO-200	OFFICE OF CONSUMER INFORMATION	Demographic/Market ing Research Files	Documentary footage (except that footage identified in-house in Item (12) shot for research and development testing or other studies.	Permanent. Retire to WNRC when 5 years old. Offer to NARA when 10 years old.
N1-416-05-002	NCO-200	OFFICE OF CONSUMER INFORMATION	Demographic/Market ing Research Files	Stock footage, outtakes and trims created during the course of an agency sponsored production.	Permanent. Offer immediately for deposit in the stock film collection, Special Archive Division, NARA
N1-416-05-002	NCO-200	OFFICE OF CONSUMER INFORMATION	Video Records	Items 23-25 are maintained by cassette number (149 video tapes) and indexed in the Technical Reference Division.	Temporary
N1-416-05-002	NCO-200	OFFICE OF CONSUMER INFORMATION	Record Elements	The original or earliest generation of recording, and a dubbing if one exist.	Temporary

N1-416-05-002	NCO-200	OFFICE OF CONSUMER INFORMATION	Record Elements	Internal personnel and administrative training programs that do not reflect the mission of the agency. (These include "role-play" sessions, management and supervisory instructions, etc.).	Temporary. Destroy 1 year after completion of training program.
N1-416-05-002	NCO-200	OFFICE OF CONSUMER INFORMATION	Record Elements	Routine testing or engineering recordings.	Temporary. Destroy when 2 years old or when no longer needed
N1-416-05-002	NCO-200	OFFICE OF CONSUMER INFORMATION	Related Documentation	Production files or similar files that document origin, development, acquisition, use and ownership. (May include scripts, contracts, transcripts, releases, etc.)	Temporary. Dispose of according to instructions covering the related audio-visual records.
N1-416-05-002	NCO-200	OFFICE OF CONSUMER INFORMATION	Related Documentation	Finding aids for identification, retrieval, or use. (May include indexes, catalogs, shelf lists, log books, caption sheets, shortlists, continuities, etc., and may be text, card, microform, or machine-readable format.).	Temporary. Dispose of according to instructions covering the related audio-visual records.
N1-416-05-002	NCO-200	OFFICE OF CONSUMER INFORMATION	Related Documentation	Record copies of publications accumulated in offices having responsibility for the agency function documented in the publication.	Permanent

N1-416-05-002	NCO-200	OFFICE OF CONSUMER INFORMATION	Related Documentation	In-house publications. Arranged chronologically within functional areas.	Permanent. Retire to WNRC when 3 years old. Offer records to NARA in 5 year blocks when 10 years old.
N1-416-05-002	NCO-200	OFFICE OF CONSUMER INFORMATION	Related Documentation	Publications prepared under grants and contracts. Arranged chronologically within the type of project activity.	Permanent. Retire to WNRC when 3 years old. Offer records to NARA in 5 year blocks when 10 years old.
N1-416-05-002	NCO-200	OFFICE OF CONSUMER INFORMATION	Related Documentation	Reference copies of publications.	Temporary. Review annually and destroy materials of no further reference value.
N1-416-05-002	NCO-200	OFFICE OF CONSUMER INFORMATION	Related Documentation	Operating documents consisting of the charter, bylaws and membership lists.	Permanent. Offer to NARA when 10 years old in 5 year blocks or upon discontinuance of committee or subcommittee whichever is sooner.
N1-416-05-002	NCO-200	OFFICE OF CONSUMER INFORMATION	Related Documentation	Meeting files consisting of agendas, minutes of meeting, committee recommendations and reports and related records. 18 cubic feet, 4 feet annual accumulation.	Permanent. Cut off annually. Transfer to WNRC when 2 years old. Offer to NARA when 10 years old in five year blocks.

N1-416-05-002	NCO-200	OFFICE OF CONSUMER INFORMATION	Related Documentation	Administrative Files consisting of records on personnel and routine administrative matters of the committees.	Temporary. Destroy when 3 years old or sooner if purpose has been served.
N1-416-05-002	NCO-300	OFFICE OF COMMUNICATIONS SERVICES	Publications Tracking System	Used to track the development of publications from customer request to production.	Temporary.
N1-416-05-002	NCO-300	OFFICE OF COMMUNICATIONS SERVICES	Publications Tracking System	Inputs: Project Folders. Data from project folders including final initialed requests/approvals, forms, indices, and correspondence.	Temporary. Cut off at the end of the calendar year in which project is completed. Transfer to the WNRC 4 years after cutoff. Destroy/delete 7 years after cutoff
N1-416-05-002	NCO-300	OFFICE OF COMMUNICATIONS SERVICES	Publications Tracking System	Master Files.	Temporary. Cut off at the end of the calendar year in which project is completed. Destroy/delete 7 years after cutoff
N1-416-05-002	NCO-300	OFFICE OF COMMUNICATIONS SERVICES	Publications Tracking System	Outputs. Reports used to manage and monitor projects, sorted by customer, status, designer, open jobs by due date, etc.	Temporary. Destroy/delete when no longer needed

N1-416-05-002	NCO-300	OFFICE OF COMMUNICATIONS SERVICES	Publications Tracking System	Documentation. User manual.	Temporary. Destroy/delete when superseded or obsolete
N1-416-05-002	NCO-300	OFFICE OF COMMUNICATIONS SERVICES	Publications Tracking System	Printing & Graphics Spreadsheets. Used to track printing and graphic costs. Inputs Email notices from the Office Chief.	Temporary. Cut off at the end of the month. Destroy/delete 1 month after cutoff.
N1-416-05-002	NCO-300	OFFICE OF COMMUNICATIONS SERVICES	Exhibits Database	Used to track NHTSA exhibitors and participation in NHTSA-sponsored and related events and conferences.	Temporary.
N1-416-05-002	NCO-300	OFFICE OF COMMUNICATIONS SERVICES	Exhibits Database	Master File.	Temporary. Cut off at the end of the fiscal year. Destroy/delete 2 years after cutoff.
N1-416-05-002	NCO-300	OFFICE OF COMMUNICATIONS SERVICES	Exhibits Database	Outputs. Monthly spreadsheets detailing expenses per office and per show.	Cut off at the end of the fiscal year. Destroy/delete 3 years after cutoff

N1-416-05-002	NCO-300	OFFICE OF COMMUNICATIONS SERVICES	Exhibits Database	Documentation. Procedures manual.	Temporary. Destroy/delete when superseded or obsolete
N1-416-05-002	NCO-300	OFFICE OF COMMUNICATIONS SERVICES	NHTSA Publications on CD & DVD	Consisting of publications created for commercial printing and for which graphic services were requested, that have been copied onto CD and DVD for future updating and reference.	Temporary. Review annually; discard when superseded or obsolete
N1-416-05-002	NCO-300	OFFICE OF COMMUNICATIONS SERVICES	Graphics Library	Consisting of photographs, logos, and other graphics available for use by the media, public, and traffic safety partners.	Temporary. Review annually; delete when superseded or obsolete
N1-416-05-002	NCO-400	OFFICE OF DIGITAL STRATEGIES	NHTSA Website	Consists of a collection of linked electronic pages and databases used to disseminate information about NHTSA to the public via the Internet.	Temporary. Review annually; delete superseded or obsolete pages.
N1-416-86-001	NPD-010	RESEARCH & PROGRAM DEVELOPMENT	Email	Email of AA Research & Program Development.	TBD

N1-416-86-001	NPD-010	RESEARCH & PROGRAM DEVELOPMENT	Highway Safety Plans (HSP)	File include copies of States and Indian programs plans and changes, Federal aid agreements, revisions, financial data, summary of costs, progress reports and evaluations, with related correspondence Headquarters files.	Temporary. Cut off at end of fiscal year. Transfer to the Federal Records Center 4 years after period the account. Destroy 6 years and 3 months after period of the account
N1-416-86-001	NPD-010	RESEARCH & PROGRAM DEVELOPMENT	State Legislation Files	Copies of introduced and enacted state legislation related to various aspects of Highway Traffic Safety, including alcohol, and drunk driving, legal age for drinking, etc.	Temporary. Destroy when 2 years old or when no longer needed, whichever is sooner.
N1-416-86-001	NPD-010	RESEARCH & PROGRAM DEVELOPMENT	Regional Action Plan Files	Action plans (form HS 357 or its equivalent) by Regions on activities planned for the year.	Temporary. Cut off at end of fiscal year. Transfer to the Federal Records Center 4 years after period the account. Destroy 6 years and 3 months after period of the account
N1-416-86-001	NPD-010	RESEARCH & PROGRAM DEVELOPMENT	Headquarters Files	Copies of action plans submitted by regions.	Temporary. Destroy when 1 year old.
N1-416-86-001	NPD-010	RESEARCH & PROGRAM DEVELOPMENT	Regional Files	Regional Files	Temporary. Cut off annually. Destroy when 3 years old.

N1-416-86-001	NPD-010	RESEARCH & PROGRAM DEVELOPMENT	Project Files	Records accumulated in the offices within the Traffic Safety Injury and relate to the internal administration or house keeping activities. In general these records relate to the office.	Temporary. Transfer to inactive file upon receipt of project completion or termination notice. Destroy 6 years after project completion or termination.
N1-416-86-001	NPD-010	RESEARCH & PROGRAM DEVELOPMENT	NHTSA Electronic Template	Information is created, organized, transcribed and retained in electronic repository.	Temporary. Destroy 15 years after release date.
N1-416-86-001	NPD-010	RESEARCH & PROGRAM DEVELOPMENT	CD-ROM Publication	Other copies destroyed when no longer needed for business.	Permanent. Transfer on copy to NARA upon approval
N1-416-86-001	NPD-010	RESEARCH & PROGRAM DEVELOPMENT	Project Files	Records accumulated in the offices within the Traffic Safety Injury and relate to the internal administration or house keeping activities. In general these records relate to the office.	Temporary. Transfer to inactive file upon receipt of project completion or termination notice. Destroy 6 years after project completion or termination.
N1-416-86-001	NPD-010	RESEARCH & PROGRAM DEVELOPMENT	Drug Recognition Expert	Sobriety web data base system providing a nationwide house of individuals driving privileges having been revoked, suspended or cancelled.	Temporary. Delete/destroy 7 years after cut-off.

N1-416-11-008	NPD-010	RESEARCH & PROGRAM DEVELOPMENT	Pedestrian Safety Testing for Law Enforcement	Computer based training and resource guide.	Temporary. Retain for 15 years from CD Rom release date.
DAA-0416-2014-0001	NPD-300	OFFICE OF BEHAVIORAL SAFETY RESEARCH	Motor Vehicle Occupant Safety Survey (MVOSS)	The cognitive test will obtain responses and reactions by subjects to child restraints and emergency medical service questions.	Temporary. Destroy when 3 years old.
N1-416-86-001	NPD-400	OFFICE OF EMERGENCY MEDICAL SERVICES	Emergency Medical Services	Travel Vouchers.	Temporary. Cut off files annually. Retire to WNRC 3 years after cut off. Destroy when 6 years old.
N1-416-86-001	NRO-010	AA REGIONAL OPERATIONS & PROGRAM DELIVERY	Email	Email of AA Regional Operations' & Program Delivery	Permanent
GRS 9	NRO-011	OFFICE OF GRANTS MGMT & OPERATIONS	General Administrative Files	Travel Vouchers.	Temporary. Destroy when 6 years old.
GRS 16	NRO-011	OFFICE OF GRANTS MGMT & OPERATIONS	Administrative Files	Personnel Information for Employees in the NTI Department.	Temporary. Destroy when 3 years old.

GRS 23	NRO-011	OFFICE OF GRANTS MGMT & OPERATIONS	Administrative Files	T & A's Personnel Timesheets.	Temporary. Destroy after GAO audit or when 6 years old, whichever is sooner.
TRD	NRO-011	OFFICE OF GRANTS MGMT & OPERATIONS	Assessment Records	Emergency Medical Services Assessments.	Temporary. Cut off files annually. Retire to WNRC 3 years after cut off. Destroy when 6 years old.
N1-416-86-001	NRO-011	OFFICE OF GRANTS MGMT & OPERATIONS	Authorization Files	Authorization, new documents, publications approvals.	Temporary. Cut off files annually. Retire to WNRC 2 years after cut off. Destroy when 5 years old
GRS 5	NRO-011	OFFICE OF GRANTS MGMT & OPERATIONS	Budget Files	Estimates, spreadsheets and expenditures plans. Funding break downs, & project descriptions.	Temporary. Cutoff annually destroy 1 year after the close of the fiscal year covered by the budget.
TBD	NRO-011	OFFICE OF GRANTS MGMT & OPERATIONS	Case Files	Licensing technical results, study servicing results.	Temporary. Destroy 5 years after closing.
N1-416-86-001	NRO-011	OFFICE OF GRANTS MGMT & OPERATIONS	Chron Files	Correspondence, memos within NHTSA's NTI department.	Temporary. Destroy 2 years.

GRS 23	NRO-011	OFFICE OF GRANTS MGMT & OPERATIONS	Correspondence Files	Regulations, memos, congressional letters.	Temporary. Cut off files annually. Retire to WNRC 2 years after cut off. Destroy when 5 years old
N1-416-86-001	NRO-011	OFFICE OF GRANTS MGMT & OPERATIONS	Grant Files	Grant application, award letter and reports for highway safety initiatives. Funds recouped in fiscal year.	Temporary. Cutoff when grant or contract is closed. Destroy 3 years.
N1-416-86-001	NRO-011	OFFICE OF GRANTS MGMT & OPERATIONS	Highway Safety Plans	Highway Safety Plans. Annual reports for budget on how each state spends its money.	Temporary. Destroy 5 years.
N1-416-86-001	NRO-011	OFFICE OF GRANTS MGMT & OPERATIONS	Procurement Files	Contracts, requisitions and purchase orders.	Temporary. Destroy 6 years and 3 months after payment.
N1-416-86-001	NRO-011	OFFICE OF GRANTS MGMT & OPERATIONS	Project Files	Research and development project card file consisting of a complete history of each project. Taken under section 403 of the Highway Safety Act from initiation through complete.	Temporary. Transfer to inactive file upon receipt of project completion or termination notice. Destroy 6 years after project completion or termination.

N1-416-86-001	NRO-011	OFFICE OF GRANTS MGMT & OPERATIONS	Property Files	Contract, property records, procurement / purchase organization copies and papers.	Temporary. Transfer to purchaser after unconditional sale or release by the Government of conditions, restrictions, mortgages, or other liens.
N1-416-86-001	NRO-011	OFFICE OF GRANTS MGMT & OPERATIONS	Publications.	Technical publications prepared for grants.	Temporary. Retire to WNRC when 3 years old offer records to NARA in 5 years blocks when 10 years old.
GRS 1	NRO-011	OFFICE OF GRANTS MGMT & OPERATIONS	Management Personnel Files	Appraisals, evaluations and position descriptions	Temporary. Review annually and destroy superseded or obsolete documents or destroy file relating to an employee within 1 year after separations or transfer
N1-416-86-001	NRO 101	REGION 1 - CAMBRIDGE, MA	Regional Action Plan Files	Action plans (form HS 357 or its equivalent) by Regions on activities planned for the year.	Temporary. Cut off at end of fiscal year. Destroy when 3 years old.

N1-416-86-001	NRO-102	REGION II - WHITE PLAINS, NY	Regional Action Plan Files	Action plans (form HS 357 or its equivalent) by Regions on activities planned for the year.	Temporary. Cut off at end of fiscal year. Destroy when 3 years old.
N1-416-86-001	NRO-103	REGION III - BALTIMORE, MD	Regional Action Plan Files	Action plans (form HS 357 or its equivalent) by Regions on activities planned for the year.	Temporary. Cut off at end of fiscal year. Destroy when 3 years old.
N1-416-86-001	NRO-104	REGION IV - ATLANTA, GA	Regional Action Plan Files	Action plans (form HS 357 or its equivalent) by Regions on activities planned for the year.	Temporary. Cut off at end of fiscal year. Destroy when 3 years old.
N1-416-86-001	NRO-105	REGION V - MATTESON, IL	Regional Action Plan Files	Action plans (form HS 357 or its equivalent) by Regions on activities planned for the year.	Temporary. Cut off at end of fiscal year. Destroy when 3 years old.
N1-416-86-001	NRO-106	REGION VI - FT. WORTH, TX	Regional Action Plan Files	Action plans (form HS 357 or its equivalent) by Regions on activities planned for the year.	Temporary. Cut off at end of fiscal year. Destroy when 3 years old.
N1-416-86-001	NRO-107	REGION VII - KANSAS CITY, MO	Regional Action Plan Files	Action plans (form HS 357 or its equivalent) by Regions on activities planned for the year.	Temporary. Cut off at end of fiscal year. Destroy when 3 years old.

N1-416-86-001	NRO-108	REGION VIII - LAKEWOOD, CO	Regional Action Plan Files	Action plans (form HS 357 or its equivalent) by Regions on activities planned for the year.	Temporary. Cut off at end of fiscal year. Destroy when 3 years old.
N1-416-86-001	NRO-109	REGION IX - SACRAMENTO, CA	Regional Action Plan Files	Action plans (form HS 357 or its equivalent) by Regions on activities planned for the year.	Temporary. Cut off at end of fiscal year. Destroy when 3 years old.
N1-416-86-001	NRO-110	REGION X - SEATTLE, WA	Regional Action Plan Files	Action plans (form HS 357 or its equivalent) by Regions on activities planned for the year.	Temporary. Cut off at end of fiscal year. Destroy when 3 years old.
N1-416-86-001	NRM 010	RULEMAKING	Rulemaking Docket File	File arranged numerically by docket number, consists of all rulemaking standards and regulations pertaining to rules established under the NHTSA Act. Included are FR Notices, comments from the public, staff interpretations, Impact Analysis report, film records, press notices, etc. Except for the film file, documents are microfiche.	Permanent. Cut off closed dockets at end of FY. Transfer to WNRC when 5 years old. Transfer to NARA when 10 years old in five year blocks

N1-416-86-001	NRM 010	RULEMAKING	Rulemaking Docket File	Paper Records. 1981 -	Temporary. Destroy when microfiche has been determined to be a satisfactory substitute for the original records.
N1-416-86-001	NRM 010	RULEMAKING	Rulemaking Docket File	Microfiche File, 1981 Optical Disk records. Silver halide copy and one diazo copy of microfiche.	Permanent. Retire to WNRC after filming. Offer to NARA when 10 years old.
N1-416-86-001	NRM 010	RULEMAKING	Rulemaking Docket File	Reference (diazo) copies of microfiche	Temporary. Destroy when no longer usable for reference.
N1-416-86-001	NRM 010	RULEMAKING	Rulemaking Docket File	Original Docket Records c.a. 1968-1980. The silver master copy for these records has been lost. Arranged by docket number. 200 cubic feet.	Permanent. Retire to WNRC immediately. Offer to NARA when 10 years old. Transfer related finding aid with Docket and film to NARA.
N1-416-86-001	NRM 010	RULEMAKING	Rulemaking Docket File	Docket audio-visual items	Permanent. Offer to NARA in accordance with dispositions under items I3c-17, I3c-18 and I3c-19. If not accepted by NARA, destroy immediately.

N1-416-86-001	NRM 010	RULEMAKING	Rulemaking Docket File	Docket finding aid.	Permanent. Transfer finding aid to NARA with related dockets.
N1-416-86-001	NRM 010	RULEMAKING	Motor Vehicle Standard Files	Copies of standards and regulations (final rules and amendments) published in the Federal Register. These are copies of the FMVSS rules with agency concurrences signed by the Administrator and maintained by the Executive Secretariat.	Temporary. Cut off files annually. Transfer to WNRC 2 years after cutoff. Destroy when 10 years old.
N1-416-86-001	NRM 010	RULEMAKING	NHTSA/Industry	TBD	Temporary. Cut off files annually. Transfer to WNRC 2 years after cutoff. Destroy when 5 years old.
N1-416-86-001	NRM 010	RULEMAKING	Rulemaking Reference Files	Copies of Notice of proposed Rulemaking, Notice of Receipt of Petition and Denial of Petition on Rulemaking, and signed copies indicating clearances with background material of those rules signed by the Associate Administrator for Rulemaking and information copies of Final Rules and Amendments.	Temporary. Cut off files annually. Destroy when 5 years old.

N1-416-86-001	NRM 010	RULEMAKING	Confidential Business Information Files	Confidential data that is provided by manufacturers and used by the rulemaking staff in the development of standards and for other reference purposes.	Temporary. Cut off files annually. Transfer to WNRC 2 years after cutoff. Destroy when 10 years old.
N1-416-86-001	NRM 010	RULEMAKING	Retread Tire Files	Correspondence and related material pertaining to manufacturers of retread tires request for NHTSA tire codes or cancellation of code.	Temporary. Destroy when superseded, obsolete or no longer needed for reference.
	NRM 010	RULEMAKING	Retread Tire Files	Correspondence.	Temporary. Destroy 2 years after cancellation of code.
	NRM 010	RULEMAKING	Retread Tire Files	Printouts of codes.	Temporary. Destroy when updated.
N1-416-86-001	NRM 010	RULEMAKING	New Car Assessment Program (NCAP) Files	TBD	Permanent. Digital Crash Test Videos are maintained in the Research database and are transferred to the National Archives Annually.

N1-416-86-001	NRM 010	RULEMAKING	Crash Test Reports	Can be found at the below dockets on (regulations.gov). NHTSA-1999-4962; NHTSA-1998-3835; NHTSA-2008-0140; NHTSA 2008-0141; NHTSA 2010-0138; NHTSA 2010-0093; NHTSA-2011-0137; NHTSA 2012-0054; NHTSA 2013-0052; NHTSA-2014-0042.	Permanent
N1-416-86-001	NRM 010	RULEMAKING	Petition Files	Files maintained in the Executive Secretariat consisting of petitions received from outside sources requesting from NHTSA a right or benefit under existing Federal Law and Regulations relating to motor vehicles standards.	Temporary. Destroy when reference use has been exhausted..
N1-416-86-001	NRM 010	RULEMAKING	Petition Files. (1) Rulemaking -Vehicle Standards	Files maintained in the Executive Secretariat consisting of petitions received from outside sources requesting from NHTSA a right or benefit under existing Federal Law and Regulations relating to motor vehicles standards.	Temporary. Cut off after action on petition is taken. Destroy 5 years after action is taken.

N1-416-86-001	NRM 010	RULEMAKING	Petition Files. (2) Rulemaking - Enforcement Procedures	Files maintained in the Executive Secretariat consisting of petitions received from outside sources requesting from NHTSA a right or benefit under existing Federal Law and Regulations relating to motor vehicles standards.	Temporary. Cut off after action on petition is taken. Destroy 5 years after action is taken.
N1-416-86-001	NRM 010	RULEMAKING	Petition Files. (3) Rulemaking - Procedural Rules	Files maintained in the Executive Secretariat consisting of petitions received from outside sources requesting from NHTSA a right or benefit under existing Federal Law and Regulations relating to motor vehicles standards.	Temporary. Cut off after action on petition is taken. Destroy 5 years after action is taken.
N1-416-86-001	NRM 010	RULEMAKING	Petition Files. (4) Temporary Safety Exemption	Files maintained in the Executive Secretariat consisting of petitions received from outside sources requesting from NHTSA a right or benefit under existing Federal Law and Regulations relating to motor vehicles standards.	Temporary. Cut off after action on petition is taken. Destroy 5 years after action is taken.

N1-416-86-001	NRM 010	RULEMAKING	Petition Files. (5) Inconsequential Defect or Noncompliance	Files maintained in the Executive Secretariat consisting of petitions received from outside sources requesting from NHTSA a right or benefit under existing Federal Law and Regulations relating to motor vehicles standards.	Temporary. Cut off after action on petition is taken. Destroy 5 years after action is taken.
N1-416-86-001	NRM 010	RULEMAKING	Petition Files. (6) Fuel Economy Exemption	Files maintained in the Executive Secretariat consisting of petitions received from outside sources requesting from NHTSA a right or benefit under existing Federal Law and Regulations relating to motor vehicles standards.	Temporary. Cut off after action on petition is taken. Destroy 5 years after action is taken.
N1-416-86-001	NRM 010	RULEMAKING	Petition Files. (7) Fuel Economy Standard Reduction	Files maintained in the Executive Secretariat consisting of petitions received from outside sources requesting from NHTSA a right or benefit under existing Federal Law and Regulations relating to motor vehicles standards.	Temporary. Cut off after action on petition is taken. Destroy 5 years after action is taken.

N1-416-86-001	NRM 010	RULEMAKING	Petition Files. (8) Defect or Noncompliance Investigation	Files maintained in the Executive Secretariat consisting of petitions received from outside sources requesting from NHTSA a right or benefit under existing Federal Law and Regulations relating to motor vehicles standards.	Temporary. Cut off after action on petition is taken. Destroy 5 years after action is taken.
N1-416-86-001	NRM 010	RULEMAKING	Petition Files. (9) Hearing on Adequacy of Defects on Noncompliance Remedy	Files maintained in the Executive Secretariat consisting of petitions received from outside sources requesting from NHTSA a right or benefit under existing Federal Law and Regulations relating to motor vehicles standards.	Temporary. Cut off after action on petition is taken. Destroy 5 years after action is taken.
N1-416-09-005	NRM 010	RULEMAKING	Document Management Systems (regulations.gov)	OST managed system used by all modes for Docket Management. To be migrated to the Environmental Protection Agency's FDMS.	Permanent
N1-416-05-003	NEF-100	OFFICE OF DEFECTS INVESTIGATIONS	Investigations, Recalls, Petitions, Consumer Correspondence and EWR data	Paper, film, microfiche, CD-ROM and electronic records are all covered by this disposition schedule.	Indefinite. Retain Indefinitely.

N1-416-05-003	NEF-100	OFFICE OF DEFECTS INVESTIGATIONS	Investigations, Recalls, Petitions, Consumer Correspondence and EWR data	Recall Files.	Temporary. Retain for 20 years from the date of the petition resolution.
N1-416-05-003	NEF-100	OFFICE OF DEFECTS INVESTIGATIONS	Investigations, Recalls, Petitions, Consumer Correspondence and EWR data	Petition Files: (RP and DP).	Indefinite. Retain Indefinitely.
N1-416-05-003	NEF-100	OFFICE OF DEFECTS INVESTIGATIONS	Investigations, Recalls, Petitions, Consumer Correspondence and EWR data	Investigation Files Where the Investigation Led to Court Decisions.	Temporary. Retain for 20 years from the date of the investigation resolution.
N1-416-05-003	NEF-100	OFFICE OF DEFECTS INVESTIGATIONS	Investigations, Recalls, Petitions, Consumer Correspondence and EWR data	All Other Investigation Files: (C, PE, EA, RQ, SQ, TQ, AQ).	Temporary. Retain for 5 years from the date of creation of IE package.

N1-416-05-003	NEF-100	OFFICE OF DEFECTS INVESTIGATIONS	Investigations, Recalls, Petitions, Consumer Correspondence and EWR data	IE Non-Investigation Pursuit Files.	Temporary. Retain for 3 years from the date of receipt of the IR response.
N1-416-05-003	NEF-100	OFFICE OF DEFECTS INVESTIGATIONS	Investigations, Recalls, Petitions, Consumer Correspondence and EWR data	All Other Non-investigations Pursuit Files (EQ, IQ, AL, DI).	Temporary. Retain for 10 years from the date of receipt.
N1-416-11-010	NEF-100	OFFICE OF DEFECTS INVESTIGATIONS	Car Allowance Rebate System (CARS)	Consumer Correspondence; EWR Aggregate Data; Death and Injury Data; Copies of Field Reports; Historical Data; Foreign Recalls; and Substantially similar vehicles. Service Bulletins, Manuals and Owners Manuals.	Temporary. Cut off at the end of the transaction processing period. Delete 3 years after cutoff.
N1-416-05-003	NEF-100	OFFICE OF DEFECTS INVESTIGATIONS	Artemis Electronic System	Pending	Pending

N1-416-09-003	NEF-100	OFFICE OF DEFECTS INVESTIGATIONS	Motor Vehicle Importation Information (MVII)	The Motor Vehicle Importation Information System is a tracking system that enables the Office of Vehicle Safety Compliance (OVSC) to record and report basic identifying information on vehicles Imported into the United States.	TBD
N1-416-86-001	NEF-100	OFFICE OF DEFECTS INVESTIGATIONS	Subject Files	1970-1978. Arranged chronologically. 36 cubic feet annually. These files consist of official copies of correspondence reports and other documentary materials pertaining to the development of Federal Motor Vehicles rules and regulations and the development of policy relating to the Agency's mission.	Permanent. Offer to NARA immediately. Records covered by GRS are disposable.
N1-416-86-001	NEF-100	OFFICE OF DEFECTS INVESTIGATIONS	General Law Subject Files	Correspondence, reports, legal opinions, and other documents pertaining to the application of general law. Arranged subjectively. 4 cubic ft., 2 cubic feet annually.	Permanent. Cut off files annually. Retire to WNRC when 5 years old, Offer to NARA in 5 years block when 10 years old.

N1-416-86-001	NEF-100	OFFICE OF DEFECTS INVESTIGATIONS	General Information Correspondence Files	Routine correspondence pertaining to inquiries received that relate to a variety of subjects on Federal motor vehicle and equipment standards and regulations and other matters to NHTSA's involvement in motor vehicle safety.	Temporary. Cut off annually. Destroy when 2 years old..
N1-416-86-001	NEF-100	OFFICE OF DEFECTS INVESTIGATIONS	Foreign Importers' Agent Files	These files consist of correspondence pertaining to the appointment by foreign importers of motor vehicles and equipment of agents to represent them in the United States.	Temporary. Destroy when information is superseded or obsolete or no longer needed.
N1-416-86-001	NEF-100	OFFICE OF DEFECTS INVESTIGATIONS	Federal Motor Vehicles Standards & Regulations File	This file arranged numerically by standard number, consists of notices of correspondence, internal memoranda, and related material pertaining to the issuance of rules, regulations and interpretations for motor vehicles and motor vehicle equipment and fuel economy standards.	Permanent. Cut off annually. Retire to WNRC when 5 years old. Offer to NARA when 5 years old in 10 year blocks.
N1-416-86-001	NEF-100	OFFICE OF DEFECTS INVESTIGATIONS	Legislative Files	TBD	Temporary. Destroy when 10 years old.

N1-416-86-001	NEF-100	OFFICE OF DEFECTS INVESTIGATIONS	Litigation Case Files	Chronologically arranged copies of pleadings, briefs, depositions, general correspondence and other court documents pertaining to court proceedings in which NHTSA has an interest.	Permanent. Cut off when case is closed. Retire to WNRC 5 years after case is close. Offer in 5 year blocks to NARA 10 years after case is closed.
N1-416-86-001	NEF-100	OFFICE OF DEFECTS INVESTIGATIONS	Odometer Rollback Files	Correspondence and reports on alleged odometer rollbacks on used cars sold or offered for sale.	Temporary. Cut off when case has been closed. Destroy 2 years after case has been closed.
N1-416-86-001	NEF-100	OFFICE OF DEFECTS INVESTIGATIONS	Safety Related Defects Case Files	Correspondence and other documents relating to matters involving equipment and vehicle safety defects referred to the Chief counsel for action.	Temporary. Cut off when case is closed. Destroy 5 years after case is closed.
N1-416-86-001	NEF-100	OFFICE OF DEFECTS INVESTIGATIONS	Vehicle Safety Standards Enforcement Case Files	The files contain all documentary materials accumulated by the Office of Chief Counsel in resolving safety standards compliance standards cases forwarded by the Office of Vehicle Safety Compliance for further action.	Temporary. Cut off when case is closed. Destroy 3 years after case is closed.

N1-416-11-003	NEF-200	OFFICE OF VEHICLE SAFETY COMPLIANCE	Investigatory Files (PE-Preliminary Evaluation	CI-Compliance Investigation). Documents and information gathered by OVSC that are used to base decisions for investigations.	Temporary. Cutoff at the end of the FY. Destroy 15 years after the date of the investigation resolution, or when no longer needed for business needs.
N1-416-11-003	NEF-200	OFFICE OF VEHICLE SAFETY COMPLIANCE	Corporate Average Fuel Economy Files	Contains information related to the 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.	Temporary. Cutoff at the end of the FY. Destroy 5 years after the date of the investigation resolution, or when no longer needed for business needs.
N1-416-11-003	NEF-200	OFFICE OF VEHICLE SAFETY COMPLIANCE	Compliance Test Reports	Files contain test results, vehicle information, photographs and supporting documentation.	Temporary. Cutoff at the end of the FY. Destroy 15 years after cutoff, or when no longer needed for business needs.

N1-416-11-003	NEF-200	OFFICE OF VEHICLE SAFETY COMPLIANCE	Office Activity (OA) Files	Files contain letters, reports, summaries and other documentation relating to an event which does NOT warrant an investigation but is recorded for tractability.	Temporary. Cutoff at the end of the FY. Destroy 5 years after cutoff, or when no longer needed for business needs.
N1-416-11-003	NEF-200	OFFICE OF VEHICLE SAFETY COMPLIANCE	Vehicle Modifications for Persons with Disabilities (CFR Part 595)	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.	Temporary. Cutoff at the end of the FY. Destroy 15 years after cutoff, or when no longer needed for business needs.
N1-416-11-003	NEF-200	OFFICE OF VEHICLE SAFETY COMPLIANCE	Manufacturer Registration Submissions	(49 CFR Part 566) & Manufacturer VIN Decoding Submissions (49 CFR 565). Files contain communication and registration submission from businesses that are authorized to produce vehicles and vehicle equipment for sale in the United States.	Temporary. Cutoff at the end of the FY. Destroy 25 years after cutoff, or when no longer needed for business needs.

N1-416-11-003	NEF-200	OFFICE OF VEHICLE SAFETY COMPLIANCE	Automobile Parts Content Labeling Files	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.	Temporary. Cutoff at the end of the FY. Destroy 15 years after cutoff, or when no longer needed for business needs.
N1-416-11-003	NEF-200	OFFICE OF VEHICLE SAFETY COMPLIANCE	Test Vehicles Purchase & Disposal Files	Files contain documents and information relating to the purchase, delivery, transfer and disposal of vehicles acquired for compliance testing.	Temporary. Cutoff at the end of the FY. Destroy 5 years after cutoff, or when no longer needed for business needs.
N1-416-11-003	NEF-200	OFFICE OF VEHICLE SAFETY COMPLIANCE	Non-conforming Vehicle Eligibility Petition	(49 CFR Part 593) Records. Files that contain correspondence with registered importer, manufacturers, test and/or inspection results, and internal documentation.	Temporary. Cutoff at the end of the FY. Destroy 25 years after cutoff, or when no longer needed for business needs.
N1-416-11-003	NEF-200	OFFICE OF VEHICLE SAFETY COMPLIANCE	Vehicle Statements of Conformity (49 CFR Part 592)	Files that contain correspondence with registered importer, manufacturers, test and/or inspection results, and internal documentation.	Temporary. Cutoff at the end of the FY. Destroy after 25 years after cutoff.

N1-416-11-003	NEF-200	OFFICE OF VEHICLE SAFETY COMPLIANCE	Registered Importer Registration (49 CFR Part 592) & Associated Documentation	Files that contain correspondence with registered importer, manufacturers, test and/or inspection results, and internal documentation.	Temporary. Cutoff at the end of FY. Destroy 10 years after cutoff, or when no longer needed for business needs.
N1-416-11-003	NEF-200	OFFICE OF VEHICLE SAFETY COMPLIANCE	Vehicle Importation Permission Letters (49 CFR Part 591): HS-7 Boxes 7, 8, 10 & 13	Files that contain correspondence with registered importers, manufactures, test and/or inspection results, and internal documentation.	Temporary. Cutoff at the end of FY. Destroy 5 years after cutoff, or when no longer needed for business needs.
N1-416-11-003	NEF-200	OFFICE OF VEHICLE SAFETY COMPLIANCE	Show or Display Files (49 CFR Part 591)	Files that contain correspondence with registered importers, manufactures, test and/or inspection results, and internal documentation.	Temporary. Cutoff at the end of FY. Destroy 25 years after cutoff, or when no longer needed for business needs.
N1-416-11-003	NEF-200	OFFICE OF VEHICLE SAFETY COMPLIANCE	Replacement DOT Bond Release Letters (49 CFR Part 591 & Part 592)	Files that contain correspondence with registered importers, manufactures, test and/or inspection results, and internal documentation.	Temporary. Cutoff at the end of the FY. Destroy after 5 years after cutoff or when no longer needed for business needs.

N1-416-11-003	NEF-200	OFFICE OF VEHICLE SAFETY COMPLIANCE	New Tire & Tire Retread Registrations Submission (49 CFR Parts 574.6)	Files that contains registration submissions, including contact, plant and product information.	Temporary. Cutoff at the end of FY. Destroy 15 years after cutoff, or when no longer needed for business needs.
N1-416-11-003	NEF-200	OFFICE OF VEHICLE SAFETY COMPLIANCE	Brake Hose Regulation Submissions (49 CFR Part 571.106)	Files that contains registration submissions, including contact, plant and product information.	Temporary. Cutoff at the end of the FY. Destroy after 15 years after cutoff or when no longer needed for business needs.
N1-416-11-003	NEF-200	OFFICE OF VEHICLE SAFETY COMPLIANCE	Glazing Materials Submissions (49 CFR Part 571.205)	Files that contains registration submissions, including contact, plant and product information. sold in the United States.	Temporary. Cutoff at the end of the FY. Pre-accession 15 years after cutoff. Transfer legal custody to NARA after 15 years.
N1-416-11-003	NEF-200	OFFICE OF VEHICLE SAFETY COMPLIANCE	Compliance Automated Reporting System (CARS II)	Compliance testing of the Federal Motor Vehicle Safety Standards (FMVSS).	Temporary

N1-416-86-001	NEF-300	AA OFFICE OF ODOMETER FRAUD INVESTIGATION	Email	Email of AA for Office of Odometer Fraud Investigation.	Permanent
DAA-0416-2015-0001	NEF-300	OFFICE OF ODOMETER FRAUD INVESTIGATION	Spartacus	Spartacus is an electronic case management system used by OFI personnel to facilitate the criminal investigative process. Spartacus is a central repository of data containing personally identifiable information (PII) and law-enforcement sensitive but unclassified information.	Temporary. Cutoff 5 years after initial hearings. Cutoff 5 years for the appeal process. Destroy 10 years after case is closed.
N1-416-86-001	NEF-300	OFFICE OF ODOMETER FRAUD INVESTIGATION	R&D Project Proposal Files	Files pertaining to the unsolicited proposals for research projects.	TBD

N1-416-86-001	NEF-300	OFFICE OF ODOMETER FRAUD INVESTIGATION	R&D Project Proposal Files	Proposals resulting in authorized projects.	File with project file and follow disposition instructions as indicated in Item 48.
N1-416-86-001	NEF-300	OFFICE OF ODOMETER FRAUD INVESTIGATION	R&D Project Proposal Files	Rejected proposals.	Temporary. Destroy 5 years after proposals are rejected.
N1-416-86-001	NEF-300	OFFICE OF ODOMETER FRAUD INVESTIGATION	R&D Project Files	Project files documenting a complete history of each project from initiation through research and testing to completion.	Temporary. Transfer to inactive file upon receipt of project closeout. Destroy 6 years after project closeout.
N1-416-86-001	NEF-300	OFFICE OF ODOMETER FRAUD INVESTIGATION	Project Procurement Files	The files consist of pre-award document.	Temporary. Transfer to inactive file upon receipt of project closeout. Destroy 6 years after project closeout.

N1-416-86-001	NEF-300	OFFICE OF ODOMETER FRAUD INVESTIGATION	In-House Project Files	The files consist of all project documentation on projects initiated and performed by agency staff in Headquarters and the Vehicle Research and Test Center (VRTC).	Temporary. Transfer to inactive file upon receipt of project closeout. Destroy 6 years after project closeout.
N1-416-86-001	NEF-300	OFFICE OF ODOMETER FRAUD INVESTIGATION	Program Files	Biomechanical Crash Database & Vehicle Crash Test Database.	Temporary. Transfer to inactive file upon receipt of project closeout. Destroy 6 years after project closeout.
N1-416-86-001	NEF-300	OFFICE OF ODOMETER FRAUD INVESTIGATION	Project's Technical Reports & Publications	Publications and preliminary, progress and final reports of R&D projects whether undertaken by NHTSA staff or done under contract by outside sources.	TBD
N1-416-86-001	NEF-300	OFFICE OF ODOMETER FRAUD INVESTIGATION	Project's Technical Reports & Publications	Preliminary and progress reports (official file copies).	File with appropriate case file.

N1-416-86-001	NEF-300	OFFICE OF ODOMETER FRAUD INVESTIGATION	Project's Technical Reports & Publications	Final project reports and technical publications (official file copies).	Permanent. Retire to WNRC when 3 years old. Offer to NARA in 5 year blocks when 10 years old .
N1-416-86-001	NEF-300	OFFICE OF ODOMETER FRAUD INVESTIGATION	Project's Technical Reports & Publications	Extra copies of all reports and publications used for reference.	Temporary. Destroy when no longer needed for reference in individual offices.
N1-416-86-001	NEF-300	OFFICE OF ODOMETER FRAUD INVESTIGATION	Machine Readable Files	Date used in research and development projects created under contract and are in the possession of the contractor.	Temporary. Transfer to NHTSA. See items 48d-2 and 48d-3 for authorized disposition
N1-416-86-001	NEF-300	OFFICE OF ODOMETER FRAUD INVESTIGATION	Machine Readable Files	Data used in the development, fabrication, construction, testing, and/or routine operation of vehicles, vehicle parts and accessories created in research and development programs.	Temporary. Dispose of after three or more update cycles or when no longer required for the program.

N1-416-86-001	NEF-300	OFFICE OF ODOMETER FRAUD INVESTIGATION	Machine Readable Files	Digital or analog data in research and development programs not calibrated or validated.	Temporary. Dispose of after subsequent magnetic media have been created.
N1-416-86-001	NEF-300	OFFICE OF ODOMETER FRAUD INVESTIGATION	Dynamic Crash & Bio-mechanics Data Files	Test records on the crashworthiness of a vehicle where anthropomorphic test dummies are used. Files consist of data tapes, reports and film.	TBD
N1-416-86-001	NEF-300	OFFICE OF ODOMETER FRAUD INVESTIGATION	Dynamic Crash & Bio-mechanics Data Files	Reports and Film.	Temporary. Transfer originals to docket file in TRD. Destroy duplicates when no longer needed.
N1-416-86-001	NEF-300	OFFICE OF ODOMETER FRAUD INVESTIGATION	Dynamic Crash & Bio-mechanics Data Files	Data Tapes.	Temporary. Destroy taped when 15 years old.

N1-416-86-001	NSR-100	VEHICLE RESEARCH TEST CENTER	Dynamic Crash & Bio-mechanics Data Files	Files of all other Headquarters offices and the Vehicle Research and Test Center (VRTC).	Permanent. Cut off annually. Retire to WNRC when 2 years old. Destroy when 5 years old.
N1-416-86-001	NSR-110	APPLIED BIOMECHANICS DIVISION	Vehicle, Biomechanics & Component Test	The crash test database consists of three collections, Vehicle tests, Dummy and Cadaver tests and Safety Equipment or Component test collections.	Pending
N1-416-86-001	NSA-010	NATIONAL CENTER OF STATISTICS & ANALYSIS	Email	Email of the AA for National Center of Statistics & Analysis.	Permanent.
N1-416-86-001	NSA-010	NATIONAL CENTER OF STATISTICS & ANALYSIS	Correspondence Files	NHTSA responses to congressional inquiries on complaints regarding vehicles.	Temporary. Cut off annually. Retire to WNRC when 2 years old, destroy when 5 years old.

N1-416-86-001	NSA-010	NATIONAL CENTER OF STATISTICS & ANALYSIS	Procurement	Federal procurement Data System Sheets.	Temporary. Destroy when 2 years old.
N1-416-86-001	NSA-010	NATIONAL CENTER OF STATISTICS & ANALYSIS	Administrative Files	Personnel files; travel authorizations; vouchers; Training; Telework Agreement; Time Cards; Credit Card Statement; Performance Appraisals.	Temporary. Review annually and destroy superseded or obsolete documents, or destroy file relating to an employee when 1 year after suspension or transfer.
N1-416-86-001	NSA-010	NATIONAL CENTER OF STATISTICS & ANALYSIS	Office Administrative Files	Terry Shelton's Activity Calendar.	Temporary. Destroy when no longer needed.
N1-416-86-001	NSA-100	OFFICE OF DATA ACQUISITION	Office Administrative Files	Records relating to office organization, staffing, procedures, day to day administrations of office personnel.	Temporary. Review annually and destroy superseded or obsolete documents, or destroy file relating to an employee when 1 year after suspension or transfer.

N1-416-86-001	NSA-100	OFFICE OF DATA ACQUISITION	Active Files	FARS SAS and DBF; GES,SAS and Text Format; State Crash Data, SAS; CDS Paper cases; SAS and DBF; SCI, paper cases and DBF; Tire Pressure Special Study SAS; Large Truck Crash Causation Study SAS; Tire Pressure Monitoring System Study DBF; National Motor Vehicle Crash Causation Survey DBF and SAS.	Permanent. Transfer to WNRC when no longer needed.
N1-416-86-001	NSA-100	OFFICE OF DATA ACQUISITION	R. L. Polk	Vehicle Registration Listing.	Temporary. Cut off when contract is closed out. Destroy 3 years after close out.
N1-416-86-001	NSA-100	OFFICE OF DATA ACQUISITION	Project Files	Project Planning Monitoring/Controlling and Reporting Data.	Temporary. Review annually and destroy any superseded or obsolete documents. Any paper record is transcribed to the electronic Project Management tools described under Location.

NC1-64-77-010	NSA-110	CRASH INVESTIGATION DIVISION	Personnel Files	Supervisors' Personnel Files - Correspondence forms, and other records relating to positions, authorizations, pending actions, position descriptions, requests for personnel action, and records on individual employees duplicated in or not appropriate for the OPF.	Temporary. Review annually and destroy superseded or obsolete documents or destroy file relating to an employee within 1 year after separation or transfer.
N1-416-86-001	NSA-110	CRASH INVESTIGATION DIVISION	Paper Records	35 mm slides and microfiche of all NASS accident cases.	Temporary. Cut off when contract or grant is closed out. Destroy 3 years after close out.
N1-416-86-001	NSA-110	CRASH INVESTIGATION DIVISION	Case Files	Original Form Paper Case Documents for NASS Cases Through 1996.	Temporary. Review annually and destroy any superseded or obsolete documents.
N1-416-86-001	NSA-110	CRASH INVESTIGATION DIVISION	Contract Files	WinSMASH; National Automotive Sampling System; Transportation Safety Institute & Special Crash Investigation.	Temporary. Cut off when contract or grant is closed out. Destroy 3 years after closeout.

N1-416-86-001	NSA-110	CRASH INVESTIGATION DIVISION	Project Files.	VTECH source code, final reports, etc.	Permanent.
NC1-64-77-010	NSA-120	STATE DATA REPORTING SYSTEMS	Personnel Files	Supervisors' Personnel Files - Correspondence forms, and other records relating to positions, authorizations, pending actions, position descriptions, requests for personnel action, and records on individual employees duplicated in or not appropriate for the OPF.	Temporary. Review annually and destroy superseded or obsolete documents or destroy file relating to an employee within 1 year after separation or transfer.
N1-416-86-001	NSA-120	STATE DATA REPORTING SYSTEMS	Quality Control, Coding, Training Contract	Contract files, progress reports, work plan/work processes documentation, invoices relating to quality control/coding/training of FARS and NASS GES.	Temporary. Cut off when contract or grant is closed out. Destroy 3 years after closeout.

N1-416-86-001	NSA-120	STATE DATA REPORTING SYSTEMS	Project Files - Control Actions	Control charts/graphs based on FARS and GES data. Using the information from these two systems, a graph is created that examines the data for anomalies and to find changes in the data.	Permanent.
N1-416-86-001	NSA-120	STATE DATA REPORTING SYSTEMS	FARS Encyclopedia	Pending	Permanent.
N1-416-86-001	NSA-120	STATE DATA REPORTING SYSTEMS	State Data Systems Contract	Obtain state crash files from 34 States convert to SAS format. Invoices and documents relating to SDS contract.	Temporary. Cut off when contract is closed out. Destroy 3 years after closeout.
N1-416-86-001	NSA-120	STATE DATA REPORTING SYSTEMS	Project Files - Sampling Operations	Sampling documentation are maintained and electronically stored on local network.	Permanent.

N1-416-86-001	NSA-120	STATE DATA REPORTING SYSTEMS	Crash Outcome Data Evaluation System (CODES) Cooperative Agreements	5 year cooperative agreements - agreements with grantees in States conducting data linkage and analysis. Contract files, mods, invoices, quarterly progress reports, linkage documentation, annual meeting materials, correspondence.	Temporary. Cut off when contract or IAA is closed out. Destroy 3 years after closeout.
N1-416-86-001	NSA-120	STATE DATA REPORTING SYSTEMS	Not-in-Traffic Surveillance (NITS) Contract & Interagency Agreement (IAA)	Support contract/agreement - nonfatal crashes and injuries. Invoices and documents.	Temporary. Cut off when contract or IAA is closed out. Destroy 3 years after closeout.
N1-416-86-001	NSA-120	STATE DATA REPORTING SYSTEMS	MMUCC Cooperative Agreements	Materials related to Co-op agreements between NHTSA & GHSA to update the MMUCC guideline. The MMUCC update occurs every five years. Includes original co-op, progress reports, vouchers, mods., etc.	Temporary. Cut off when agreements is closed out. Destroy 3 years after closeout. Updated MMUCC Guidelines are Permanent.

N1-416-86-001	NSA-120	STATE DATA REPORTING SYSTEMS	Fatality Analysis Reporting System (FARS) Cooperative Agreements	5 year cooperative agreements - agreements with 50 States, DC & Puerto Rico to collect fatality data. Contract files, invoices, FARS State unit documentation.	Temporary. Cut off when contract is closed out. Destroy 3 years after closeout.
N1-416-86-001	NSA-120	STATE DATA REPORTING SYSTEMS	Project Files - Coding & Validation Manuals	Instruction for analysts and data coders.	Permanent.
N1-416-86-001	NSA-120	STATE DATA REPORTING SYSTEMS	Analytical guide	instruction for SAS data users.	Permanent.
NC1-64-77-010	NSA-130	SAFETY SYSTEMS MANAGEMENT DIVISION	Personnel Files	Supervisors' Personnel Files - Correspondence forms, and other records relating to positions, authorizations, pending actions, position descriptions, requests for personnel action, and records on individual employees duplicated in or not appropriate for the OPF.	Temporary. Review annually and destroy superseded or obsolete documents or destroy file relating to an employee within 1 year after separation or transfer.

	NSA-130	SAFETY SYSTEMS MANAGEMENT DIVISION	Electronic Data System (EDS)	Pending	Pending
	NSA-130	SAFETY SYSTEMS MANAGEMENT DIVISION	Police Accident Reporting System Engine (PARSE)	Pending	Pending
NC1-64-77-010	NSA-200	OFFICE OF TRAFFIC RECORDS & ANALYSIS	Personnel Files	Supervisors' Personnel Files - Correspondence forms, and other records relating to positions, authorizations, pending actions, position descriptions, requests for personnel action, and records on individual employees duplicated in or not appropriate for the OPF.	Temporary. Review annually and destroy superseded or obsolete documents or destroy file relating to an employee within 1 year after separation or transfer.

N1-416-86-001	NSA-200	OFFICE OF TRAFFIC RECORDS & ANALYSIS	GES Reports 1991 - 1998	Annual Reports on the Fatality Analysis Reporting System (FARS) which is data regarding fatalities that is collected by a FARS analyst from each State and provided to NHTSA.	Permanent.
GRS 23	NSA-200	OFFICE OF TRAFFIC RECORDS & ANALYSIS	FARS & GES Annual Reports 1981 - 1994	Annual reports on the General Estimates System (GES) which is data provided to NHTSA from police accident reports. Once the data is collected it is coded by a contractor and submitted to NHTSA.	Temporary. Destroy when 7 years old when no longer needed.
N1-416-86-001	NSA-200	OFFICE OF TRAFFIC RECORDS & ANALYSIS	FARS & GES Annual Reports 1992 - 2009	Pending	Temporary. Destroy when 2 years old.

N1-416-86-001	NSA-200	OFFICE OF TRAFFIC RECORDS & ANALYSIS	NASS-CDS Reports 1988-1990 & 1991-1993	Pending	Temporary. Destroy when 7 years old when no longer needed.
N1-416-86-001	NSA-200	OFFICE OF TRAFFIC RECORDS & ANALYSIS	Data Reports	Printed reports covering NASS, GES, NASS CSS, and FARS data. These reports may contain historical data.	Temporary. Paper records will be destroyed once quality control of scan activity is completed.
DAA-0416-20162-0002	NSA-200	OFFICE OF TRAFFIC RECORDS & ANALYSIS	Customer Automated Tracking System (CATS)	Pending	Permanent

NC1-64-77-010	NSA-210	MATHEMATICAL ANALYSIS DIVISION	Personnel Files	Supervisors' Personnel Files - Correspondence forms, and other records relating to positions, authorizations, pending actions, position descriptions, requests for personnel action, and records on individual employees duplicated in or not appropriate for the OPF.	Temporary. Review annually and destroy superseded or obsolete documents or destroy file relating to an employee within 1 year after separation or transfer.
N1-416-86-001	NSA-210	MATHEMATICAL ANALYSIS DIVISION	National Occupant Protection Use Survey (NOPUS)	Findings, data and background material, NOPUS is a survey of national seat belt use conducted every year.	Temporary. Paper records will be destroyed once quality control of scan activity is completed.
N1-416-86-001	NSA-210	MATHEMATICAL ANALYSIS DIVISION	Seat Belt Use Survey Designs	Current Survey Design in Use to measure belt use in the States for the 50 States, DC, PR and U.S. Territories.	Permanent. Maintain if office for research purposes.

NC1-64-77-010	NSA-220	NATIONAL DRIVER REGISTER & TRAFFIC RECORDS	Personnel Files	Supervisors' Personnel Files - Correspondence forms, and other records relating to positions, authorizations, pending actions, position descriptions, requests for personnel action, and records on individual employees duplicated in or not appropriate for the OPF.	Temporary. Review annually and destroy superseded or obsolete documents or destroy file relating to an employee within 1 year after separation or transfer.
N1-416-86-001	NSA-220	NATIONAL DRIVER REGISTER & TRAFFIC RECORDS	State Programs Assistance Records	TBD	TDB
N1-416-86-001	NSA-220	NATIONAL DRIVER REGISTER & TRAFFIC RECORDS	Disclosure Letters	Correspondence pertaining to requests from States regarding drivers' previous driving records in other states.	Temporary. Cut off annually. Destroy when 7 years old.

N1-416-86-001	NSA-220	NATIONAL DRIVER REGISTER & TRAFFIC RECORDS	National Driver Register (NDR) Master File	Magnetic tape/disc records of drivers whose licenses have been denied or revoked by State driver licensing officials as reported to the NOR by those officials. Headquarters maintains a copy of the magnetic tape master files along with a Computer Center under contract, updating this backup files every three months.	Records on the NDR Master File are protected under the Privacy Act and State recordkeeping requirements and are maintained according to those requirements.
N1-416-86-001	NSA-220	NATIONAL DRIVER REGISTER & TRAFFIC RECORDS	National Driver Register (NDR) Master File	Non-Mandatory Offense Information.	Temporary. Destroy when 5 years old.
N1-416-86-001	NSA-220	NATIONAL DRIVER REGISTER & TRAFFIC RECORDS	National Driver Register (NDR) Master File	Mandatory Offense Information.	Temporary. Destroy when 7 years old.

N1-416-86-001	NSA-220	NATIONAL DRIVER REGISTER & TRAFFIC RECORDS	Delayed Search File	Consists of individual names submitted to the NDR by the States, to be searched for a period of 104 days.	Temporary. Destroy when 105 days old.
N1-416-86-001	NSA-220	NATIONAL DRIVER REGISTER & TRAFFIC RECORDS	NDR One-Year Manual Back file	(Source Documents) Consists of manual backup source documents submitted by State driver licensing officials concerning license withdrawal and denial actions taken against drivers in the respective States, types of records included State source documents (punched card and manual forms and computer printout listings produced from State-submitted magnetic Tape records).	Temporary. Destroy when 1 year old.

N1-416-86-001	NSA-220	NATIONAL DRIVER REGISTER & TRAFFIC RECORDS	Matched Driver Record Report Files	Consists of computer-produced match records representing identifications with reports on the NDR Master file resulting from search request submitted by State and Federal driver licensing officials. Originals are transmitted to inquiring States and Federal agencies. There are two types of matched records: Automated, stored in disk packs and manual file.	Temporary. Destroy when 7 years old.
N1-416-86-001	NSA-220	NATIONAL DRIVER REGISTER & TRAFFIC RECORDS	State General Correspondence Files	A file of general correspondence concerning matters related to the operating procedures regarding State intersections with the NDR.	Temporary. Destroy when 5 years old or when obsolete (whichever is longer).

N1-416-86-001	NSA-220	NATIONAL DRIVER REGISTER & TRAFFIC RECORDS	State Technical Correspondence File.	Consists of correspondence of technical nature regarding the computer operations of NDR.	Temporary. Destroy when 5 years old or when obsolete (whichever is longer).
N1-416-86-001	NSA-220	NATIONAL DRIVER REGISTER & TRAFFIC RECORDS	FIOLC02A - Conversion statistical Report	Recurring NDR Listing. Consists of computer-produced listings from daily, bi-weekly, and disclosure file processing including but not limited to the following: * A unique job number for each State's conversion run.	Temporary. Destroy when 90 days old.

N1-416-86-001	NSA-220	NATIONAL DRIVER REGISTER & TRAFFIC RECORDS	FIRE - State Conversion Stat Listings	Recurring NDR Listing. Consists of computer-produced listings from daily, bi-weekly, and disclosure file processing including but not limited to the following: * A unique job number for each State's conversion run.	Temporary. Destroy when 90 days old.
N1-416-86-001	NSA-220	NATIONAL DRIVER REGISTER & TRAFFIC RECORDS	FIOLPOIA - Batch Statistics (Edit) Listing	Recurring NDR Listing. Consists of computer-produced listings from daily, bi-weekly, and disclosure file processing including but not limited to the following: * A unique job number for each State's conversion run.	Temporary. Destroy when 90 days old.

N1-416-86-001	NSA-220	NATIONAL DRIVER REGISTER & TRAFFIC RECORDS	FIOLPOIA - Control Card Listing	Recurring NDR Listing. Consists of computer-produced listings from daily, bi-weekly, and disclosure file processing including but not limited to the following: * A unique job number for each State's conversion run.	Temporary. Destroy when 90 days old.
N1-416-86-001	NSA-220	NATIONAL DRIVER REGISTER & TRAFFIC RECORDS	FIOLD06A - Backup-generated Transactions File Stat Rprt	Recurring NDR Listing. Consists of computer-produced listings from daily, bi-weekly, and disclosure file processing including but not limited to the following: * A unique job number for each State's conversion run.	Temporary. Destroy when 90 days old.

N1-416-86-001	NSA-220	NATIONAL DRIVER REGISTER & TRAFFIC RECORDS	FIOLMOID - Update Audit Trail Stat Listing	Recurring NDR Listing. Consists of computer-produced listings from daily, bi-weekly, and disclosure file processing including but not limited to the following: * A unique job number for each State's conversion run.	Temporary. Destroy when 90 days old.
N1-416-86-001	NSA-220	NATIONAL DRIVER REGISTER & TRAFFIC RECORDS	FIOMOID - Update Stat Listing	Recurring NDR Listing. Consists of computer-produced listings from daily, bi-weekly, and disclosure file processing including but not limited to the following: * A unique job number for each State's conversion run.	Temporary. Destroy when 90 days old.

N1-416-86-001	NSA-220	NATIONAL DRIVER REGISTER & TRAFFIC RECORDS	FIOLIOIA - Inquiry Stat Report	Recurring NDR Listing. Consists of computer-produced listings from daily, bi-weekly, and disclosure file processing including but not limited to the following: * A unique job number for each State's conversion run.	Temporary. Destroy when 90 days old.
N1-416-86-001	NSA-220	NATIONAL DRIVER REGISTER & TRAFFIC RECORDS	FIOLD07A - Seq Disclosure Master File Update Stat rpt	Recurring NDR Listing. Consists of computer-produced listings from daily, bi-weekly, and disclosure file processing including but not limited to the following: * A unique job number for each State's conversion run.	Temporary. Destroy when 90 days old.

N1-416-86-001	NSA-220	NATIONAL DRIVER REGISTER & TRAFFIC RECORDS	FIOLR02A - Transactions by Jurisdiction Stat Listing	Recurring NDR Listing. Consists of computer-produced listings from daily, bi-weekly, and disclosure file processing including but not limited to the following: * A unique job number for each State's conversion run.	Temporary. Destroy when 90 days old.
N1-416-86-001	NSA-220	NATIONAL DRIVER REGISTER & TRAFFIC RECORDS	FIOLR02A - Batch Reconstruction Error Listing	Recurring NDR Listing. Consists of computer-produced listings from daily, bi-weekly, and disclosure file processing including but not limited to the following: * A unique job number for each State's conversion run.	Temporary. Destroy when 90 days old.

N1-416-86-001	NSA-220	NATIONAL DRIVER REGISTER & TRAFFIC RECORDS	FIOLR02A - Batch Reconstruction Unmatched Deletions Report	Recurring NDR Listing. Consists of computer-produced listings from daily, bi-weekly, and disclosure file processing including but not limited to the following: * A unique job number for each State's conversion run.	Temporary. Destroy when 90 days old.
N1-416-86-001	NSA-220	NATIONAL DRIVER REGISTER & TRAFFIC RECORDS	FIOLR02A - Deleted/Disclosed Report	Recurring NDR Listing. Consists of computer-produced listings from daily, bi-weekly, and disclosure file processing including but not limited to the following: * A unique job number for each State's conversion run.	Temporary. Destroy when 90 days old.

N1-416-86-001	NSA-220	NATIONAL DRIVER REGISTER & TRAFFIC RECORDS	State Participation Summary Totals Report	A monthly automated report of statistical data regarding the usage of the NDR system by its full user community.	Temporary. Destroy the monthly reports only after the calendar year report for the following year has been received.
N1-416-86-001	NSA-220	NATIONAL DRIVER REGISTER & TRAFFIC RECORDS	Original Source (Search) Inquiries File	Consists of documents submitted by State and Federal driver licensing officials requesting an automated search of the NDR master file as follows:	Temporary. Destroy when 7 years old.
N1-416-86-001	NSA-220	NATIONAL DRIVER REGISTER & TRAFFIC RECORDS	Original Source (Search) Inquiries File	State-submitted inquiries.	Temporary. Destroy when 2 weeks old.
N1-416-86-001	NSA-220	NATIONAL DRIVER REGISTER & TRAFFIC RECORDS	Original Source (Search) Inquiries File	Federally-submitted inquiries.	Temporary. Destroy when 105 days old.

GRS 26	NSA-220	NATIONAL DRIVER REGISTER & TRAFFIC RECORDS	National Driver Register Advisory Committee.	Files documenting the Commission's establishment, membership, policy, organization, deliberations, findings, and recommendations.	Temporary. Destroy when no longer needed for administrative purposes.
N1-416-86-001	NSA-220	NATIONAL DRIVER REGISTER & TRAFFIC RECORDS	Government Request for NDR File Check	Requests from Federal Government agencies for a NDR file check on employees who drive vehicles and are issued a Government Driver License.	Temporary. Destroy when 104 days old.
N1-416-86-001	NSA-220	NATIONAL DRIVER REGISTER & TRAFFIC RECORDS	Manual Deletions	Fax requests from States authorizing the NDR to remove a record from the master file database.	Temporary. Destroy when 104 days old.

N1-416-86-001	NSA-220	NATIONAL DRIVER REGISTER & TRAFFIC RECORDS	Office Administrative Files	Records relating to office organization, staffing, procedures, day to day administrations of office personnel.	Temporary. Destroy when 2 years old.
N1-416-86-001	NSA-220	NATIONAL DRIVER REGISTER & TRAFFIC RECORDS	Privacy Act Request	Requests from individuals for a National Driver Register (NDR) file check.	Temporary. No hit response. Destroy 1 year from date of response. Hit response. Destroy 5 years from date of response.
GRS 20, Item 2	NSA-220	NATIONAL DRIVER REGISTER & TRAFFIC RECORDS	Problem Driver Pointer System	Pointer records submitted electronically by the State identifying problem drivers.	N1-416-86-001

GRS 20, Item 2	NSA-220	NATIONAL DRIVER REGISTER & TRAFFIC RECORDS	National Driver Register - Problem Driver Pointer System	The Problem Driver Pointer System consists of identification data for problem drivers provided by all 51 U S jurisdictions.	Temporary. Cut off at end of fiscal year. Delete/destroy 7 years after cut-off.
GRS 20, Item 2	NSA-220	NATIONAL DRIVER REGISTER & TRAFFIC RECORDS	National Driver Register - Problem Driver Pointer System	Mater File: Problem driver identification data such as name, date of birth, sex, driver license number, information collected by the state (State of Record).	Temporary. Cut off at end of fiscal year. Delete/destroy 7 years after cut-off.

N1-416-86-001	NSA-220	NATIONAL DRIVER REGISTER & TRAFFIC RECORDS	State Traffic Records Assessment Process	NDR - A document management system & a database for collecting/assessing information on State Traffic Records Systems & a data analytic system for aggregating States data.	TBD
N1-416-86-001	NSA-220	NATIONAL DRIVER REGISTER & TRAFFIC RECORDS	Data Report	Vehicle Registration Listing.	Temporary. Cut off when contract or grant is closed out. Destroy 3 years after close out.
DAA-0416-2012-0007	NSA-220	NATIONAL DRIVER REGISTER & TRAFFIC RECORDS	TRIPPRS	Reporting tool supported by NCSA.	Temporary. Cut off the end of the year. Destroy 7 year(s) after cut-off, or when no longer needed for business operations.

NC1-64-77-010	NSA-230	DATA REPORTING & INFORMATION DIVISION	Personnel Files	Supervisors' Personnel Files - Correspondence forms, and other records relating to positions, authorizations, pending actions, position descriptions, requests for personnel action, and records on individual employees duplicated in or not appropriate for the OPF.	Temporary. Review annually and destroy superseded or obsolete documents or destroy file relating to an employee within 1 year after separation or transfer.
GRS 23	NSA-230	DATA REPORTING & INFORMATION DIVISION	Traffic Safety Facts	Report presents descriptive statistics about traffic crashes of all severities.	Permanent

NC1-64-77-010	NSA-300	OFC. OF REGULATORY ANALYSIS & EVALUATION	Personnel Files	Supervisors' Personnel Files - Correspondence forms, and other records relating to positions, authorizations, pending actions, position descriptions, requests for personnel action, and records on individual employees duplicated in or not appropriate for the OPF.	Temporary. Review annually and destroy superseded or obsolete documents or destroy file relating to an employee within 1 year after separation or transfer.
N1-416-86-001	NSA-300	OFC. OF REGULATORY ANALYSIS & EVALUATION	Regulatory Analyses Evaluation Files	Copies of proposed standards or regulations, staff comments, a copy of the Regulatory Impact Analysis and related correspondence.	Temporary. Review files annually. Destroy when files are no longer needed for reference.

N1-416-86-001	NSA-300	OFC. OF REGULATORY ANALYSIS & EVALUATION	Special Studies Files	Arranged by subject.	Permanent. Cut off when study is completed. Retire to WNRC when 3 years old. Offer to NARA in 5 year blocks when 10 years old.
N1-416-86-001	NSA-300	OFC. OF REGULATORY ANALYSIS & EVALUATION	Agency Safety Planning File	One record copy of the Planning for Safety Priorities publication. Arranged chronologically.	Permanent. Retire to WNRC when 3 years old. Offer to NARA in 5 year blocks when 10 years old.
N1-416-86-001	NSA-300	OFC. OF REGULATORY ANALYSIS & EVALUATION	Agency Safety Planning File	Copies of Plan used for reference.	Temporary. Destroy when no longer needed.

N1-416-86-001	NSA-300	OFC. OF REGULATORY ANALYSIS & EVALUATION	Evaluation Project Files	Final Evaluation Reports and related correspondence regarding the effectiveness of existing MV standards and regulations.	Permanent. Cut off when evaluation or study is completed. Retire to WNRC when 3 years old. Offer to NARA in 5 year blocks when 10 years old.
N1-416-86-001	NSA-300	OFC. OF REGULATORY ANALYSIS & EVALUATION	Background Material	Pertaining to studies and evaluations.	Temporary. Cut off when study or evaluation is completed. Destroy 3 years after cutoff.

NC1-64-77-010	NSA-310	EVALUATION DIVISION	Personnel Files	Supervisors' Personnel Files - Correspondence forms, and other records relating to positions, authorizations, pending actions, position descriptions, requests for personnel action, and records on individual employees duplicated in or not appropriate for the OPF.	Temporary. Review annually and destroy superseded or obsolete documents or destroy file relating to an employee within 1 year after separation or transfer.
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N1-416-86-001	NSA-310	EVALUATION DIVISION	Data Files	Final SAS and other formatted databases/data files that have been created after the collection and/or compilation of data for evaluations and that are determined to be permanently significant.	Permanent. Cut off when data collection/compilation, as well as data technical documentation, is completed. Retire to WNRC when 3 years old. Offer to NARA in 5 year blocks when 10 years old.
N1-416-86-001	NSA-310	EVALUATION DIVISION	Data Files	Final SAS and other formatted databases/data files that have been created after the collection and/or compilation of data for evaluations and that are not determined to be permanently significant.	Temporary. Retain for agency use as long as needed. Review and destroy superseded or obsolete data.

DAA-GRS=2013-0005-0002	NSA-310	EVALUATION DIVISION	Data Administrative Records	Documentation necessary for preservation of permanent electronic records. Data administration records and documentation relating to electronic records scheduled as permanent in the GRS or in a NARA-approved agency schedule must be transferred to the National Archives to allow for continued access to the records including: data/database dictionary records; data systems specifications; file specifications; code books; records layouts; metadata; user guides; and output specifications.	Permanent. Transfer to NARA with permanent electronic records to which the documentation relates.
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DAA-GRS=2013-0005-0003	NSA-310	EVALUATION DIVISION	Data Administrative Records	All documentation for temporary electronic records and not for preservation of permanent electronic records. Data administration records and documentation relating to electronic records scheduled as temporary in the GRS or in a NARA-approved agency schedule or any types of data administration records not listed as permanent in item DAA-GRS-2013-0005-0002, including: data/database dictionary records; data systems specifications; file specifications; code books; records layouts; metadata; user guides; and output specifications.	Temporary. Destroy 5 years after the project/activity/transaction is completed or superseded, or the associated system is terminated, or the associated data is migrated to a successor system, but longer retention is authorized if required for business use.
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DAA-GRS=2013-0001-0002	NSA-310	EVALUATION DIVISION	Hardcopy or analog records	Previously scheduled as permanent that are used to create, update or modify electronic records and whose content is incorporated in its entirety into an electronic system in accordance with NARA's electronic records standards.	Temporary. Destroy 60 days after submitting notification to NARA per CFR 1225.24(a)(1) and verification of successful conversion, but longer retention is authorized if required for business use.
N1-416-86-001	NSA-310	EVALUATION DIVISION	Contract Files	Files consist of copies of contract and grant documents used in administering contracts and grants under various sections of the Highway Safety Act.	Temporary. Cut off when contract is closed out. Destroy 3 years after closeout.

N1-416-86-001	NSA-310	EVALUATION DIVISION	Contract Files.	Contract final reports, arranged chronologically within the type of project activity.	Permanent. Retire to WNRC when 3 years old. Offer to NARA in 5 year blocks when 10 years old.
N1-416-86-001	NSA-310	EVALUATION DIVISION	NCSA Publications	Publications staff and contractor evaluations of safety standards and programs	Permanent. Transfer to WNRC when no longer needed.
N1-416-86-001	NSA-310	EVALUATION DIVISION	NCSA Publications	Publications NHTSA contractor reports on safety equipment.	Permanent. Transfer to WNRC when no longer needed.

NC1-64-77-010	NSA-320	REGULATORY EVALUATION DIVISION	Personnel Files	Supervisors' Personnel Files - Correspondence forms, and other records relating to positions, authorizations, pending actions, position descriptions, requests for personnel action, and records on individual employees duplicated in or not appropriate for the OPF.	Temporary. Review annually and destroy superseded or obsolete documents or destroy file relating to an employee within 1 year after separation or transfer.
N1-416-86-001	NSA-320	REGULATORY EVALUATION DIVISION	FMV Safety Standard	Draft versions of Preliminary and Final Regulatory Impact Analyses and Regulatory Evaluations.	Temporary. Review annually and destroy any superseded or obsolete documents.

GRS 1	NSA-320	REGULATORY EVALUATION DIVISION	Contract Files	Contract run by NSA-300, Regulatory Reviews from Battelle. Unreported Telephone Survey, peer, review, etc.	Temporary. Cut off when contract is closed out. Destroy 3 years after closeout.
N1-416-86-001	NSA-320	REGULATORY EVALUATION DIVISION	Contract Files	Contract final reports, arranged chronologically within the type of project activity.	Permanent. Retire to WNRC when 3 years old. Offer to NARA in 5 year blocks when 10 years old.

N1-416-86-001	NSA-320	REGULATORY EVALUATION DIVISION	Technical Reports/NHTSA Report Files	Background and development files for various technical reports and regulatory analyses.	Temporary. Review annually and destroy any superseded or obsolete documents.
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***LAST UPDATED 4/5/17**