



Association of Transportation Safety
Information Professionals

Dear Traffic Records Professional:

You have been identified, by virtue of your participation in Association of Transportation Safety Information Professionals (ATSIP) activities or past State traffic records assessments, as a potential contributor to the rewrite of the National Highway Traffic Safety Administration's (NHTSA) *Traffic Records Highway Safety Program Advisory*. As NHTSA moves forward with its redesign of the assessment process, refreshing this core document and supplementing it with the questions that will form the heart of the new assessment is of critical importance.

The new assessment will be a web-enabled, iterative process that offers increased flexibility, lowered costs, inter-rater reliability, and --most importantly-- a comprehensive, uniform assessment of a State's traffic records systems.

The *Advisory* rewrite will launch in November 2011. The expected completion date is late March 2012. The rewrite process will harness the expertise of federal, State, and private sector stakeholders via a web-based content management system. The *Advisory* will be divided into eight sections: Crash, Driver, Vehicle, Roadway, Citation/Adjudication, EMS/Injury, TRCC Management, and Data Integration.

Per the attached project plan, each section will be edited over a nine week period that allows three opportunities for subject matter experts (SMEs) to weigh in on the *Advisory* text, associated assessment questions, weights, and standards of evidence. There will also be an on-site meeting for each section. Unfortunately, due to legal and financial constraints, this session is by invitation only. The section edits will be staggered by at least one week to enable NHTSA's staff to respond to each round of input.

To participate, you must register [here](#) by Friday December 2, 2011. Subject matter experts must choose which sections they wish to contribute to upon registration. Full details on the system and how to register are found at the ATSIP website, <http://www.atsip.org>. Please also note that commenting privileges in the later phases of each section are contingent on initial participation. Specifically, for a participant to have comment rights on the final round of edits to the Crash section, he or she MUST have submitted comments in the two prior rounds of edits to the Crash section.

We look forward to working with you and thank you in advance for sharing your time and expertise on this exciting and important project.

With best regards,

Hadi Shirazi, ATSIP