

		Job Number N1-406-06-5	
REQUEST FOR RECORDS DISPOSITION AUTHORITY To National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740-6001		DATE RECEIVED <i>11-21-2005</i>	
1 FROM (Agency or establishment) Department of Transportation		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U S C 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Federal Highway Administration			
3 MINOR SUBDIVISION Washington Headquarters			
4 NAME OF PERSON WITH WHOM TO CONFER Victor S Wagher	5 TELEPHONE 202-366-6672	DATE <i>5/25/2011</i>	ARCHIVIST OF THE UNITED STATES <i>Withdrawn</i>
6 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>3</u> page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accountability Office, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies, <input type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE June 7, 2006	SIGNATURE OF AGENCY REPRESENTATIVE Victor S Wagher <i>Victor S. Wagher</i>	TITLE FHWA Records Officer	
7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>This schedule provides one-time and continuing disposition authority for Federal Highway Administration (FHWA) records located in Washington Headquarters. This schedule is intended to cover unscheduled records not currently covered by existing records series in FHWA's Washington Headquarters' records disposition schedules.</p> <p>SEE ATTACHED PAGES</p>		
115-109	PREVIOUS EDITION NOT USABLE	STANDARD FORM SF 115 (REV 3-91) Prescribed by NARA 36 CFR 1228	

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION
Job Number N1-406-06-5

1. **Subject Files**

a. **Subject Files (program)**

Files arranged alphabetically by topic or name (of individual, project, or program) The files may contain, but are not limited to, correspondence, Agency policy and guidance, regulations, brochures, newsletters, internal memoranda, e-mail messages, journal articles, news clippings, briefing materials, reports, and research materials relating to a variety of Agency programs

Disposition: Cut off files annually Send to off-site storage Destroy 10 years after cutoff

b. **Subject Files (administrative)**

In general these records relate to the office organization, staffing, procedures, and communication, including budget papers, day-to-day administration of office personnel, travel, training, supplies and office services and equipment requests and receipts, and the use of office space and utilities. These files do not serve as official documentation of the programs of the office

Disposition: Cut off files annually Destroy when 3 years old

2. **Policy Files**

a. **Policy Files (program)**

Files used for policy development, review, and update Files include, but are not limited to, correspondence, directives, memoranda, briefing materials, reports, and research materials relating to a variety of Agency programs, as well as contacts with outside organizations, including Congress and other Federal agencies

Disposition: Permanent. Cut off files annually Send to off-site storage 5 years after cutoff Transfer to NARA 25 years after cutoff

b. **Policy Files (administrative)**

Files used for policy development, review, and update Files include, but are not limited to, correspondence, directives, memoranda, briefing

materials, reports, and research materials relating to the development of a variety of administrative policies

Disposition: Cut off files annually Destroy 5 years after cutoff

3. Project Files

a. Project Files (specific)

Files used to monitor or carry out projects approved and funded by the Agency. Files may include, but are not limited to, general correspondence, charts, brochures, articles, news releases, statistical data, notes reports, regulations, project proposals, preliminary studies, justifications, approvals, specifications, designs, maps, drawings, financial documents, change orders, notes, draft background material, questionnaires, summaries and other papers, interim reports, and final reports or publications

Disposition: Cut off files at the close of the project Send to off-site storage Destroy 10 years after cutoff

b. Project Files (general)

General information about projects (e.g. financial plans prepared by State DOTs, project descriptions submitted by States), used for planning or evaluation purposes

Disposition: Cut off files annually Destroy 5 years after cutoff

4. Program Files

Files consist of, but are not limited to, policy, procedures, correspondence, legislative material, minutes of committee meetings, training material, fiscal papers, incoming mail, notes, requisitions, contract agreements, research material, feasibility studies from the field, reports, committees and conference material, seminars, meetings and conferences with other Agencies, general information from companies and corporations, and other data pertaining to the development, execution, and evaluation of the program

Disposition: Cut off files annually. Send to off-site storage. Destroy 10 years after cutoff

5. Survey Files

Survey results are used to monitor the effectiveness of Agency policies and programs Survey records include, but are not limited to, paper and electronic

questionnaires, spreadsheets, interview material, statistical data, data tabulations, manuals, reports, and publications

Disposition: Cut off files annually Send to off-site storage Destroy 10 years after cutoff

6. Research Files

Records used for conducting or monitoring research projects Files include, but are not limited to: correspondence, proposals, feasibility studies, research paperwork, workshop materials, reports, work plans, project statements, financial data related to the research activity, and publications

Disposition: Review files annually and retire inactive files to off-site storage Destroy 10 years after files become inactive

7. Special Studies Files

Special studies on transportation issues, including enhancements, planning packages, highway financing, traffic safety, and other topics Files include, but are not limited to, study papers, correspondence, legal reviews, briefings, proposals, Federal Register notices, cooperative agreements, and census data

Disposition: Cut off files at the end of the fiscal year in which the study was completed Destroy 10 years after cutoff.

8. Photographs and Related Documents of Special Award Ceremonies and Social Events

Records of events hosted by the Secretary or the Deputy Secretary, such as the Secretary's annual awards

Disposition: Cut off files at the conclusion of the Secretary's term Destroy 5 years after cutoff