

Title

**2. E-MAIL AND WORD
PROCESSING
DOCUMENTS**

Description of Records

(a) Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

(b) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Disposition

DELETE within 180 days after the recordkeeping copy has been produced.

DELETE when dissemination, revision, or updating is complete.

Authority

Linda Duffy - RE: Addition to FHWA Notices SF 115

From: "Wagher, Victor" <Victor.Wagher@fhwa.dot.gov>
To: "Linda Duffy" <Linda.Duffy@nara.gov>
Date: 03/01/2004 10:09 AM
Subject: RE: Addition to FHWA Notices SF 115
CC: "Coles, Earl" <Earl.Coles@fhwa.dot.gov>

Hello. Yes, we concur with the additions regarding the electronic documentation. We have been discussing whether we want to revise the whole directives section and add this kind of language for the other types of directives. To speed up the process, let's just change the disposition instructions for the Notices and we'll revise the others at a later date.

Thanks,

Victor

-----Original Message-----

From: Linda Duffy [mailto:Linda.Duffy@nara.gov]
Sent: Wednesday, February 25, 2004 11:43 AM
To: Wagher, Victor
Subject: Addition to FHWA Notices SF 115

Hello Victor,

It was brought to my attention today that two additional items should be added to the SF 115 for FHWA Notices to account for any e-mail and word processing documents used to produce, edit, etc. the recordkeeping copy of a Notice. The language that is used in schedules that include these items is fairly standard and is shown below. Could you let me know if you approve of these additional items and their disposition instructions as soon as possible? We are hoping to send a notice for this SF 115 to the Federal Register today. No other action is required on your part to change the SF 115 since I can simply attach an additional page to the signed SF 115 that you submitted to NARA.

Here is the language:

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DELETE when dissemination, revision, or updating is complete.

Thank you very much,
Linda Duffy

Mail Envelope Properties (4043522D.32A : 14 : 49962)

Subject: RE: Addition to FHWA Notices SF 115
Creation Date: 3/1/04 10:09AM
From: "Wagher, Victor" <Victor.Wagher@fhwa.dot.gov>
Created By: Victor.Wagher@fhwa.dot.gov

Recipients

nara.gov

A2D3P1.ARCH2D3

LDuffy (Linda Duffy)

fhwa.dot.gov

Earl.Coles CC (Coles, Earl)

Post Office

A2D3P1.ARCH2D3

Route

nara.gov

fhwa.dot.gov

Files	Size	Date & Time
MESSAGE	1960	03/01/04 10:09AM
TEXT.htm	3292	
Mime.822	7466	

Options

Expiration Date: None
Priority: Standard
Reply Requested: No
Return Notification: None

Concealed Subject: No
Security: Standard



National Archives and Records Administration

8601 Adelphi Road
College Park, Maryland 20740-6001

MRH
02/25/04

Date: February 25, 2004

To: Director, NWML

From: Linda Duffy

Subject: Appraisal Report for N1-406-04-1

The Department of Transportation (DOT), Federal Highway Administration (FHWA), Office of Information and Management Services submits NARA job number N1-406-04-1 to revise the disposition authorization for FHWA Notices files.

Notices are one of four main categories of internal directives issued by the FHWA. The other three categories are the Federal-aid Highway Program Manual/Federal-Aid Policy Guide, Orders, and Technical Advisories. Notices are directives that transmit one-time or short-term instructions or information relating to agency policies and procedures. Notices are generally valid for a period of up to one year. Two examples of Notices are:

- Apportionment Notices that issue funding to the States as the result of pertinent legislation, and
- Suspension and debarment Notices that announce the FHWA's suspension and debarment of individuals and companies from Federal nonprocurement programs and are effective throughout the Executive Branch.

Disposition authority NC1-406-79-1/5a scheduled a "master set" of internal directives as permanent and disposition authority NC1-406-79-1/5b scheduled background and supporting documents as temporary. Subsequently, disposition authority NC1-406-80-11/39 superseded this authority and broke down the directives by category. The record copies of the Federal-aid Highway Program Manual/Federal-Aid Policy Guide, Orders, and Technical Advisories were scheduled as permanent under disposition authority NC1-406-80-11, items 39b1, 39d1, and 39e1. However, all copies of Notices were scheduled as temporary under disposition authority NC1-406-80-11/39c. The job dossier for NC1-406-80-11 does not provide any information justifying the reason Notices were scheduled as temporary.

Victor Wagher, the FHWA Records Officer, has requested that the disposition of the record copy of Notices be changed from temporary to permanent. He has demonstrated that Notices may contain highly significant information about the functions, transactions, and activities of FHWA programs that is not duplicated in other FHWA records scheduled as permanent. I concur with this recommendation.

Additional copies of the Notices found in other offices throughout the agency are proposed for temporary retention. Since the recordkeeping copy is proposed for permanent retention, a temporary retention is appropriate for the additional copies. Also, the electronic versions of the records do not warrant preservation, since they are incomplete, are not stored in a recordkeeping system, and the electronic medium does not add any value to the records.

The Management Programs and Analysis Division of the Office of Information and Management Services has retained most of the record copies of the Notices in its office from the period 1975 to the present. The records held in the Management Programs and Analysis Division contain approximately 13 cubic feet of record material. Two accessions of these records are stored at the Washington National Records Center (WNRC). Accession number 406-92-0016 contains one cubic feet for the period 1984-1990 and accession number 406-94-0001 contains three cubic feet for the period 1984-1993. The Management Programs and Analysis Division has informed the WNRC not to destroy these records.

The Notices are publicly available and are therefore not restricted because of security classification, privacy considerations, or other factors. I recommend approval of this schedule.

Linda I. Duffy

LINDA I. DUFFY
Archives Specialist
Electronic and Special Media Records Services Division