

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-406-09-15	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 7/14/09	
1 FROM (Agency or establishment) U.S. Department of Transportation (DOT)		<b>NOTIFICATION TO AGENCY</b>  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 (FHWA)			
3 MINOR SUBDIVISION Office of Planning, Environment, and Realty, Office of Project Development and Environmental Review (HEPE)			
4. NAME OF PERSON WITH WHOM TO CONFER Ruth Rentch	5 TELEPHONE NUMBER 202-366-2034	DATE 25 Jan 10	ARCHIVIST OF THE UNITED STATES 
<b>6 AGENCY CERTIFICATION</b> 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 ___3___ page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,			
<input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE July 9, 2009	SIGNATURE OF AGENCY REPRESENTATIVE <i>Victor S. Wagner</i>		TITLE Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	This schedule covers the State Environmental Streamlining and Stewardship Practices Database maintained in the Federal Highway Administration (FHWA) Washington Headquarters Office of Planning, Environment, and Realty, Office of Project Development and Environmental Review (HEPE).  See attached.		

	<p><b>State Environmental Streamlining and Stewardship Practices Database</b></p> <p>The State Environmental Streamlining and Stewardship Practices Database is a web-based database that contains examples of streamlining and stewardship practices used by State DOTs to efficiently and effectively fulfill their National Environmental Policy Act (NEPA) obligations. The supporting website allows users to search the database to read about these examples. Users can click on a U.S. map to retrieve all practices for the selected State or use the search engine to find specific practices by category.</p> <p>The database provides a brief description or summary of each practice, contact information for that practice, and also links to the entire report, documentation or additional information, as appropriate</p> <p>This database is managed by the Volpe Center and the URL is  <a href="http://environment.fhwa.dot.gov/strmlng/es3stateprac.asp">http://environment.fhwa.dot.gov/strmlng/es3stateprac.asp</a></p> <p><b>Inputs:</b> <del>Electronic inputs consisting of information, location and category of best practice. The information is entered into the database through a specially designated administrative website that provides user friendly interface and maps all the entered data into the database tables.</del></p> <p><del>Source All State DOTs and FHWA Division Offices</del>  <del>Format: Electronic data files submitted</del></p> <p><del>DISPOSITION Temporary Destroy/delete after input and verification of data into master file or when no longer needed to support the reconstruction of master file, whichever is later</del></p> <p><b>2. Master files.</b> The database system contains records created from 1995 to present One database record is created for each State Practice Implementation The primary key is the Implementation ID – an automatically generated number created by the database The Implementation table is related to the Practices, Subject Area and Contacts tables by the primary key. Data includes type of practice, categories, contact State, contact organization, contact name, contact title, contact email, contact telephone number, description of the practice, and</p>	<p>New</p> <p>GRS 20, Item 2c.</p>	
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3	<p>date of entry/update.</p> <p>DISPOSITION: Temporary. Cut off at the end of the calendar year Delete 10 years after cutoff.</p> <p><b>Outputs.</b> <del>A list of best practices on the FHWA website that are customized based on the information entered into the search</del></p> <p><del>DISPOSITION Temporary. Destroy/delete when agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes</del></p>	GRS 20, item 5	
4	<p><del><b>Documentation</b> Includes codebooks and other documentation about the database</del></p> <p><del>DISPOSITION Temporary. Destroy/Delete when superseded or obsolete, or upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest.</del></p>	GRS 20, Item 11a(1)	