

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-406-09-20	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 8/24/09	
1 FROM (Agency or establishment) U S 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Federal-Aid Divisions (Field Offices) – Environmental Planning and Program Development			
4. NAME OF PERSON WITH WHOM TO CONFER Victor S Wagher	5 TELEPHONE NUMBER 202-366-6672	DATE AUG 10	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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>4</u> 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 August 7, 2009	SIGNATURE OF AGENCY REPRESENTATIVE <i>Victor S. Wagher</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 Environmental Planning and Program Development records of the Federal-Aid Divisions (field offices) of the Federal Highway Administration (FHWA) This schedule supersedes SF 115 job numbers NC1-406-85-2, NC1-406-85-6 (portions), and NC1-406-84-2 (portions), approved by the Archivist of the U S on November 13, 1986.		

1	<p><b>Cooperation Files (Construction and Maintenance).</b> Information and correspondence on coordination with other Government agencies for construction and maintenance, also including mitigation monitoring agreements, etc</p> <p>DISPOSITION TEMPORARY Cut off when the final construction voucher has been approved or all provisions of the agreement have been completed, whichever is later Destroy 3 years after cutoff</p>	NCI-406-85-6/12	
2	<p><b>Cooperation Files (Policy and Procedures).</b> Contains memoranda of agreements (MOA) and programmatic agreements (PA) with other government agencies, both State and Federal, pertaining to policies and procedures regarding topics not limited to Tribal Consultation, Stewardship/Oversight Agreement, Section 106 program or project agreements, position funding agreements, interagency cooperative working agreements (i.e. SAFETEA-LU)</p> <p>DISPOSITION Destroy 6 years after superseded or terminated</p>		
3	<p><b>Environmental Controls Files.</b> Project level information on rules, regulations and policy on environmental controls during construction, air quality, erosion control and water pollution, noise abatement, public complaints, and Congressional inquiries</p> <p>DISPOSITION TEMPORARY Destroy 3 years after superseded or obsolete</p>	NCI-406-85-6/21	
4	<p><b>Environmental Policy and Procedures.</b> Correspondence, background material and related material relative to the interpretation, administration, and execution of environmental aspects of the Federal-aid highway program</p> <p>DISPOSITION TEMPORARY Destroy 6 years after superseded</p>	<p>NCI-406-85-2/1  NCI-406-85-2/3  NCI-406-85-2/7  NCI-406-85-2/10</p>	
5	<p><b>National Environmental Policy Act (NEPA) and Related Documents.</b> Project level documents, including correspondence, background material, references, policies, procedures, program information, planning studies, traffic studies and data, working papers, drafts, and reports</p>	<p>NCI-406-85-2/2  NCI-406-85-2/4  NCI-406-85-2/5  NCI-406-85-2/6  NCI-406-85-2/8  NCI-406-85-2/9</p>	

Includes, but is not limited to, Environmental Impact Statement (EIS) and Record of Decision (ROD) documents, Environmental Assessment (EA) and Finding of No Significant Impacts (FONSI) documents, and Categorical Exclusions (CE) Also includes, but is not limited to, all official correspondence related to the preparation of those NEPA documents, reports, studies, and meeting minutes (electronic or paper) Studies and reports include those related to or pursuant to the Clean Water Act, Endangered Species Act, Section 4(f) of the Department of Transportation Act of 1966, Section 6(f) of the Land and Water Conservation Fund, Section 106 of the National Historic Preservation Act, Clean Air Act, wetlands, floodplains, water quality, visual resources, tribal coordination, social impacts, economic impacts, environmental justice, public outreach, traffic and engineering data, air quality, noise impacts, hazardous waste, and environmental consultation, coordination, and commitments

There are four categories of projects Significant Transportation Projects, Federal Oversight Transportation Projects, Tier 1 EIS Projects, and Other Transportation Projects

a **Significant Transportation Projects.** Projects that significantly enhance the transportation system, or that have a significant impact upon the economic vitality of the surrounding community, such as the construction of a major tunnel or bridge, "first of a kind" or those establishing precedents are expected to be historic in less than 50 years (NRHP), or are the subject of widespread media attention or Congressional scrutiny as determined by the Division Administrator (DA) in consultation with the Director of Field Services (DFS)

(1) Final NEPA Documents Include published versions of the Draft EISs, Final EISs, Supplemental EISs, RODs, EAs, and FONSIs Other relevant documents which relate to why the particular project is significant or historic may be included if deemed appropriate by the DA

DISPOSITION PERMANENT Cut off paper records when the final construction voucher has been approved Transfer paper

records to the FRC 3 years after cutoff and transfer to NARA 15 years after cutoff Transfer permanent ~~special media and~~ electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation as a pre-accession to the National Archives 3 years after cutoff ~~Digital records will be transferred according to standards applicable at the time~~ according to 36 CFR 1235 Subpart C, or whatever standards are in place at the time

Agency concurred  
12/15/10

- (2) Supporting Material Documentation includes supporting plans, scoping, scheduling, background information, meeting notes, public and agency comments, Notice of Intent (NOI), EIS Implementation Plan, Community Relations Plan/Public Participation Plan, Records of Considerations, Mitigation Action Plan, technical reports, etc

DISPOSITION TEMPORARY Cut off when the final construction voucher has been approved Transfer to the FRC 3 years after cutoff Destroy 20 years after cutoff

- (3) NEPA Reference Documents Written statements and supporting documents needed for reference by the retaining office, including reference copies of the final published NEPA document

DISPOSITION TEMPORARY Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes

- b **Federal Oversight Transportation Projects.** Projects requiring Federal oversight on construction or with significant environmental mitigation commitments (as determined by the DA in consultation with the DFS) and that do not meet the above criteria for a permanent record

DISPOSITION TEMPORARY Cut off when the final construction voucher has been approved Transfer to FRC 3 years after cutoff Destroy 10 years after cutoff

- c **Tier 1 EIS Projects.** Tier 1 EIS projects focus on broad issues such as general location, mode choice, and area-wide air quality and land use implications of

the major alternatives

- (1) Tier 1 projects that are anticipated to have Tier 2 projects coming from them for more than 10 years

DISPOSITION TEMPORARY Cut off when the ROD is signed Transfer to FRC 10 years after cutoff Destroy 30 years after cutoff

- (2) Tier 1 projects that are anticipated to have all Tier 2 NEPA documents completed in less than 10 years

DISPOSITION TEMPORARY Cut off when the final construction voucher has been approved for the last construction project approved by a subsequent Tier 2 document Transfer to FRC 3 years after cutoff Destroy 10 years after cutoff

- (3) NEPA Reference Documents Written statements and supporting documents needed for reference by the retaining office, including reference copies of the final published NEPA document

DISPOSITION TEMPORARY Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes

- d **All Other Transportation Projects.** Projects related to the construction of all other projects that do not meet the above criteria for significant, Federal oversight, or Tier 1 EIS transportation projects

DISPOSITION TEMPORARY Cut off when the final construction voucher has been approved Destroy 3 years after cutoff

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**Metropolitan Planning - Environmental Files.** Files reflecting environmental aspects of metropolitan planning, including copies of directives that implement EPA regulations, correspondence with States, environmental impact statements (EISs) from other agencies, policy, interpretations, metropolitan environmental studies, and comments on regulations and information on how to prepare an EIS

NCI-406-84-2/13

DISPOSITION TEMPORARY Cut off at end of  
fiscal year Destroy 3 years after cutoff