

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-406-11- 3	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 3/16/11	
1. FROM (Agency or establishment) U.S. Department of Transportation (DOT)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 (FHWA)			
3. MINOR SUBDIVISION Office of Policy and Government Affairs			
4. NAME OF PERSON WITH WHOM TO CONFER Thomas Roff	5. TELEPHONE NUMBER (202) 366-5035	DATE 1 Nov 11	ARCHIVIST OF THE UNITED STATES
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>2</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 March 16, 2011	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 GRS OR SUPERSEDED JOB CITATION	10.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 Highway Performance Monitoring System (HPMS) in the Office of Highway Policy Information, Highway System Performance Division, maintained in the Washington Headquarters Office of the Federal Highway Administration (FHWA). See attached.	New	

	<p>Highway Performance Monitoring System (HPMS). The Office of Highway Policy Information, Highway System Performance Division, provides annual information on system performance of our nation's highways. The HPMS supports the Federal-aid highway program in terms of highways system performance. It is used to track road inventory, conditions, jurisdiction, geometrics, and performance of the U.S. highway system. It supports the apportionment of Federal funds to the States.</p> <p>Inputs. Electronic data collected and reported by State highway agencies on an annual basis. These data cover performance (e.g., annual average daily traffic), roadway geometric data (e.g., lane width, surface type), condition (roughness of roadway surface), and jurisdiction (State, county, local, et al.).</p> <p>DISPOSITION: 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.</p> <p>1. Preprocessed Data files. An accumulation of all State inputs: Includes traffic, condition, and various characteristic data.</p> <p>DISPOSITION: Temporary. Cut-off at the end of the year. Destroy when no longer needed for business operations, or legal or business needs.</p> <p>2. Aggregated (Processed) Master Data Files (1978-current). Data files processed in order to ensure accuracy and usability.</p> <p>DISPOSITION: PERMANENT. Cut-off at the end of the calendar year. Transfer a copy of the Processed Master Data File to the National Archives and Records Administration at the close of each calendar year, in accordance to transfer requirements in 36 CFR 1235, Subpart C.</p> <p>3. Agency Copy of Aggregated Master Data Files. Agency copy of data files in existence after transfer to NARA.</p> <p>DISPOSITION: Temporary. Destroy agency copy when no longer needed for business, legal or administrative needs.</p>	<p>New</p> <p>GRS 4.3, item 020</p>	
--	---	--	--

4. **Sample of Aggregated Master Data Files.** A sampled subset of the aggregated master data files to facilitate preliminary responses to inquiries.

DISPOSITION: Temporary. Destroy when no longer needed for business, legal, or administrative needs.

5. **Spatial Master Data File.** A GIS File containing 22 of 66 elements in the aggregated master data file, containing information on all public roads in the United States.

DISPOSITION: PERMANENT. Cut-off at the end of the calendar year. Transfer a copy of the Processed Master Data File to the National Archives and Records Administration at the close of each calendar year, in accordance to transfer requirements in 36 CFR 1235, Subpart C.

6. **Agency Copy of Spatial Master Data Files.** Agency copy of data files in existence after transfer to NARA.

DISPOSITION. Temporary. Destroy agency copy when no longer needed for business, legal or administrative needs.

~~**Outputs.** All HPMS Data can be generated from the system in electronic format including tabular and spatial formats. Tables for selected data are extracted and published in *Highway Statistics* report which is scheduled as Permanent (see SF 115 job NC1 406-80-6, item 3a, to be superseded by pending job N1-406-08-8, item 2a). Otherwise, only outputs are reports and data supplied to customers upon request; besides the tables published in *Highway Statistics*, none are published in other publications nor on the Web.~~

~~DISPOSITION: Temporary. Destroy/delete when agency determines that they are no longer needed for administrative, legal, audit, historical trend analysis, or other operational purposes.~~

GRS 4.3, item 030

System documentation. Includes flow charts, codes, data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of media) relating to a master file or data base.

DISPOSITION: PERMANENT. Transfer to National Archives with the permanent electronic records to which the documentation relates.

GRS 3.1, item 050