

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED FEB 25 1975	JOB NO.
DATE APPROVED	NC-406-75-4

TO GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)
 Department of Transportation

2. MAJOR SUBDIVISION
 Federal Highway Administration

3. MINOR SUBDIVISION
 National Highway Institute

4. NAME OF PERSON WITH WHOM TO CONFER
 J. Vlachos (HMS-10)

5. TEL. EXT.
 60534

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

3-31-75 *Walt R. J.*
 Date *aitg.* Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE
 I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 4 pages are proposed for disposal for the reason indicated: ("X" only one)

- A The records have ceased to have sufficient value to warrant further retention.
- B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

FEB 20 1975

[Signature]
 (Signature of Agency Representative)

C. E. Gilbert
 Chief, Organization and Management Division
 (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	<p><u>Administrative Files</u></p> <p>Files created by NHI consisting of correspondence, memoranda, reports and other related material pertaining to the operation of the various program offices.</p> <p>Destroy after 2 years <i>when 2 years old, JRM 3-14-75</i></p>		
2	<p><u>Contract Programs</u></p> <p>Contract, pre-contract and post-contract materials for developing training courses and aids needed in highway training programs. These case files pertain to contracts with consulting firms and universities. They consist of progress reports, drafts and other related papers.</p> <p>Destroy after 5 years <i>when 5 years old, JRM 3-14-75</i></p>		

Copy to Agency & NCW 4/3/75 [Signature]

14 items

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO.	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
3	<p><u>Courses Sponsored By NHI</u></p> <p>A collection of case files on courses presented by NHI and appraisals of workshops conducted in the different States. The files consist of memoranda, evaluation reports and related correspondence.</p> <p style="text-align: right;">Destroy ^{when 3 years old.} after 3 years</p>		
4	<p><u>Fellowships and Scholarships Programs</u></p> <p>A collection of applications for training grants and correspondence pertaining to program evaluations, selection procedures and publicity.</p> <p style="text-align: right;">Destroy ^{when 5 years old} after 5 years</p>	<p style="text-align: right;">JMM 3-14-75</p>	
5	<p><u>Formal Training Packages and References</u></p> <p>These case files are complete packages of training courses that have been developed and presented by NHI. They consist of instruction guides, student manuals, lesson plans and other training materials.</p> <p>A. Record copy. <u>PERMANENT</u>. Transfer to Federal Records Center when 5 years old. Offer to National Archives when 10 years old.</p> <p style="text-align: right;">Destroy after 10 years</p> <p>B. all other copies. Destroy when 10 years old.</p>	<p style="text-align: right;">JMM 3-14-75</p>	
6	<p><u>General Correspondence Files</u></p> <p>Records accumulated by NHI consisting of correspondence, memoranda, messages, reports and other related material. These files are created in connection with the principal functions and activities performed by NHI.</p> <p style="text-align: right;">Destroy ^{when 5 years old.} after 5 years</p>	<p style="text-align: right;">JMM 3-14-75</p>	
7	<p><u>Industry Files</u></p> <p>These files document NHI's cooperation with non-government highway industries in developing</p>		

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8	<p>training courses and training materials. The files consist of conference records, reports and other related correspondence.</p> <p style="text-align: right;"><i>when 3 years old,</i> Destroy after 5 years <i>JWM</i> 3-14-75</p> <p><u>Participants Files</u></p> <p>Case files of active and inactive participants in highway training programs arranged by NHI. The files consist of memoranda, biographical data and other related papers.</p> <p><i>Transfer to FRC when 2 years old. Destroy when 5 years old.</i> Destroy after 5 years <i>JWM</i> 3-14-75</p>		
9	<p><u>School Files</u></p> <p>Case files containing information regarding universities and junior colleges' curriculum and study programs in highway related disciplines. The files consist of memoranda and other related correspondence.</p> <p style="text-align: right;"><i>when 3 years old,</i> Destroy after 5 years <i>JWM</i> 3-14-75</p>		
10	<p><u>State Files</u></p> <p>These case files contain information pertaining to the development of educational and training programs for State highway department employees. The files consist of memoranda and other related correspondence.</p> <p style="text-align: right;"><i>when 5 years old,</i> Destroy after 5 years <i>JWM</i> 3-14-75</p>		
11	<p><u>Training Programs Files</u></p> <p>A collection of material relating to current training programs for the education of FHWA and State highway employees. The files consist of correspondence, completed forms and other related papers.</p> <p style="text-align: right;"><i>when 5 years old,</i> Destroy after 5 years <i>JWM</i> 3-14-75</p>		

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12	<p><u>Training References</u></p> <p>An accumulation of training materials and information to be used as a basic reference source for developing training courses in highway related disciplines. These case files consist of reports, training materials and other related papers.</p> <p style="text-align: right;">Destroy ^{when 3 years old.} after 3 years</p>		
13	<p><u>University Files</u></p> <p>A collection of file material relating to highway training programs available at the specific universities. The files consist of correspondence, reference material, completed questionnaires and other related papers.</p> <p style="text-align: right;">Destroy ^{when 5 years old.} after 5 years</p>		