

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>intent that they would comprise a centralized Washington office file for each Federal-aid project. They were to be, in effect, duplicates of the official project files in the field. FHWA headquarters personnel are not using these files but are rather depending on the project files in the field. Therefore continued retention of these files and a series for them is no longer necessary.</p> <p>Upon approval of this Request for Records Disposition Authority the Federal Highway Administration will review all project records in headquarters where the final voucher has been paid for less than 10 years, screening them for pertinent correspondence. Transfer such correspondence back to the originating offices. Originating offices should select appropriate files for the correspondence. Disposition of this correspondence will be the same as that with which it has been filed.</p> <p>Destroy remaining contents of project files immediately.</p>		