

REC'D 12/17/78

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)
Dept. of Transportation - Federal Highway Administration

2. OFFICE SUBDIVISION
~~Office of Management Systems~~ *Office of Management Systems - Operations & Services Division*

3. MINOR SUBDIVISION
~~Organization and Management Programs Division~~ *Washington Office only*

4. NAME OF PERSON WITH WHOM TO CONFER
John H. Schnackenberg

5. TEL EXT
426-0534

LEAVE BLANK

JOB NO
NC 1 406 79 2

DATE RECEIVED
NOV 17 1978

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

Date **29 DEC 1978**
James P. O'Neill
ACTING Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

- A** Request for immediate disposal.
- B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE		
11/7/78	<i>J. H. Schnackenberg</i>	Chief, Organization and Management Programs Division		
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p><u>Central Correspondence Records</u></p> <p>Correspondence created by the elements in the Federal Highway Administration. Up to 1978, these records were funneled to the Central Records Section (CRS) for filing and maintenance for 3 years after which they were transferred to the National Records Center in Suitland, Maryland. Although yellow official file copies, by definition, were maintained in the CRS, duplicate copies of important correspondence and the bulk of routine correspondence was retained in the originating office as part of their official files. The correspondence in the CRS was filed under the following categories:</p> <ol style="list-style-type: none"> By State (all correspondence regarding a particular State) By Field offices (correspondence from our regional and division offices) By foreign country (correspondence with foreign countries such as highway construction in foreign countries) 		NN165-124 Item 1a	4 items

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

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	<p>4. Numerically by subject (filed in this category when correspondence can not be filed in any above categories)</p> <p>All correspondence is now being retained by the originating offices.</p> <p>a. The FHWA CRS is currently maintaining 3 years accumulation of records as described above. These will be transferred to the Records Center January 1, 1979. They are to be retained (for transition purposes) for 3 years and destroyed.</p> <p>b. The following Central Correspondence Records are located at the Records Center and should be destroyed immediately:</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>ACCESSION #</u></th> <th style="text-align: left;"><u>BOX #</u></th> </tr> </thead> <tbody> <tr> <td>58-A-778</td> <td>Boxes 1-33, 35-36, 119, 135-187</td> </tr> <tr> <td>58-B-778</td> <td>Boxes 189-317</td> </tr> <tr> <td>59-A-0640</td> <td>Boxes 1-9</td> </tr> <tr> <td>59-A-1969</td> <td>Boxes 1-26</td> </tr> <tr> <td>62-A-1283</td> <td>Boxes 12-100</td> </tr> <tr> <td>63-A-1126</td> <td>Boxes 69-70</td> </tr> <tr> <td>63-E-4119</td> <td>Boxes 116-128</td> </tr> <tr> <td>64-C-1436</td> <td>Boxes 11-67</td> </tr> <tr> <td>66-A-1020</td> <td>Box 76</td> </tr> <tr> <td>66-A-2091</td> <td>Boxes 1, 3-77</td> </tr> <tr> <td>66-B-0215</td> <td>Boxes 76-105, 108-149</td> </tr> <tr> <td>70-G-1224</td> <td>Boxes 102-121, 123-196</td> </tr> <tr> <td>70-A-4165</td> <td>Boxes 1-6</td> </tr> <tr> <td>72-A-5045</td> <td>Boxes 1-9, 11-111</td> </tr> </tbody> </table>	<u>ACCESSION #</u>	<u>BOX #</u>	58-A-778	Boxes 1-33, 35-36, 119, 135-187	58-B-778	Boxes 189-317	59-A-0640	Boxes 1-9	59-A-1969	Boxes 1-26	62-A-1283	Boxes 12-100	63-A-1126	Boxes 69-70	63-E-4119	Boxes 116-128	64-C-1436	Boxes 11-67	66-A-1020	Box 76	66-A-2091	Boxes 1, 3-77	66-B-0215	Boxes 76-105, 108-149	70-G-1224	Boxes 102-121, 123-196	70-A-4165	Boxes 1-6	72-A-5045	Boxes 1-9, 11-111		
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Request for Records Disposition Authority – Continuation

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