

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rec'd 11/01/80

LEAVE BLANK	
JOB NO.	NCL-406-80-5
DATE RECEIVED	August 15, 1980
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
7-13-81 Date	<i>[Signature]</i> Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Transportation

2. MAJOR SUBDIVISION
Federal Highway Administration

3. MINOR SUBDIVISION
Federal Highway Administrator

4. NAME OF PERSON WITH WHOM TO CONFER
Frank Rubis

5. TEL EXT
426-0534

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 _____ 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 <i>2/26/80</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> John H. Schnackenberg	E. TITLE Chief, Organization and Management Programs Division
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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> Consist of correspondence, personnel information, reports/notes on meetings, briefing material, reports, memorandums, training schedules, delegations of authority, field trip reports, travel vouchers, and other documents relating to the Administrative operations of the office.</p> <p>Disposition: Destroy ^{in agency} when 3 years old.</p>		
2.	<p><u>Chronological Files.</u> Consist of FHWA day-to-day correspondence arranged in chronological order. These are the chronological files of the Federal Highway Administrator and should contain a copy of all correspondence written in the agency. Arr. chronologically. Ca 1 cu ft/yr.</p> <p>Disposition: <u>Permanent.</u> Transfer to the records center when 2 years old. Offer to Archives when 10 years old.</p>		

5 items

*to WARC, NNF, NNB, + agency - 7/16/81 -
Closed Out: 7-16-81: K.T.I.*

7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
3.	<p><u>Correspondence Files.</u> Contain copies of congressional correspondence; correspondence to and from State highway departments, Governors of States, other DOT elements, FHWA field offices, non-governmental and quasi-governmental organizations (such as the American Road and Transportation Builders Association (ARTBA), American Association of State Highway and Transportation Officials (AASHTO), the National Academy of Sciences (NAS), and all branches of the military service; project files; FHWA directives; and other released documents pertaining to all the subject areas in all offices of FHWA. Arr. alphabetically by name of individual, organization, or entity to whom letter was written. - of ca 44/yr.</p> <p>Disposition: ^{PERMANENT} Transfer to the records center when 3 years old. Destroy when 5 years old. offer to NARS when 10 yrs. old.</p>		
4.	<p><u>Reference Files.</u> Contain copies of information used as ready reference on subject of current or ongoing interest. These files may contain copies of publications, directives, pictures, correspondence and the like. Official file copies are not to be placed in these files nor are the files to be considered pending files when official file copies are kept on a tentative basis.</p> <p>Disposition: ^{in agency} Destroy when no longer needed.</p>	not described elsewhere in this schedule,	
5.	<p><u>Executive Director's Files.</u> Correspondence, reports, and other similar material related to the Executive Director's participation as a member of committees of the Highway Users Federation, & as a member of the board of directors of the American Public Works Association, & other similar organizations.</p> <p>Arr by subject. ^{1/2} ca 44/yr.</p> <p>Disposition: ^{PERMANENT} Break file annually. offer to NARS when 5 years old.</p>		

AT
RFB
5/8/81