REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See instructions on reverse)

Rec'd NC 11/20/79

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
Engineering and Traffic Operations

4. NAME OF PERSON WITH WHOM TO CONFER: Frank Rubis

5. TEL EXT: 426-0534

LEAVE BLANK

JOB: NC1-406-80-8

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

12-11-81
Date

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 31 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
2/26/80	John H. Schnackenberg	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.	Access Control Interpretations. Interpretations of Federal policy on access control and copies of applicable directives related to approval of access to interstate highways. Disposition: Permanent. Transfer to records center 10 years after date of policy pronouncement. Offer to NARS when 20 years old.		withdrawn 7/22/80 (could not locate) RTB AT
✓2.	Access Interchange Files. Requests from States for approval to construct interchanges on completed sections of the Interstate system. Files consist of State requests and justifications, correspondence from the field offices, and analysis and recommendations of FHWA. Disposition: Destroy 5 years after completion of interchange.		
✓3.	Active Defense Project Files. These contain the same types of material that are contained in all project files such as project agreements, copies of correspondence, contracts and related material. ~~These project files are maintained separately due to their importance in time of war since these files relate directly to highways that are considered vital to our national defense.~~		188 items

115-107

to NCW, NNA, NNIS, NNV, NNF, NNS — 12/15/81
Mass Data Change Worksheet Not Required
Closed Out: 12-16-81 : K.T.

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	Disposition: Destroy 3 years after completion of project.		
4.	Administrative Files. Include personnel files (position descriptions, time and attendance cards, requests for personnel actions), training information (requests for training, records of personnel involved in training, travel), voucher and travel orders, budget estimates, and internal reports. Also included in these files are progress reports and highlights. Disposition: Destroy when 3 years old.		
5.	Agreement Files. Agreements with the National Park Service that require FHWA to inventory the bridges and roads of national parklands. These inventories are conducted by field division offices with the results maintained and monitored in headquarters. Disposition: Destroy when agreement is terminated.		
6.	Air Photo Interpretation Files. Consists of active projects and remote sensing files of aerial photo prints covering a specific area of a particular construction project. These photos are usually taken of secluded and difficult to reach areas and are used in studying soil types. Disposition: Destroy when 5 years old.		
7.	Annual Inspection Reports. Annual reports prepared by the States and reviewed by headquarters concerning the State highway agency's construction program. Disposition: Destroy when 3 years old.		
8.	Asphalt Research a. Consists of background material pertaining to the use of asphalt emulsions in lieu of cutback asphalt as well as the guidelines put out by the EPA to all states on asphalt emulsions. Disposition: Destroy in agency when superseded or obsolete. b. Consists of joint efforts between the Transportation Research Board, FHWA, industry and associates pertaining to research and studies on asphalt used in the construction of highways. Files also contain notices of conferences, seminars and training material related		

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	to asphalt. Disposition: Destroy when 5 years old. c. Correspondence related to the technical assistance provided to the States on pavement failure caused by defective asphalt material. Contains also material related to court cases on the same subject. Disposition: Destroy when 15 years old.		
9.	Audit Files. Copies of GAO reports and information regarding actions to be taken as a result of these reports. Disposition: Destroy when ~~no longer needed.~~ 3 years old. RTB AT 9/3/81		
10.	Bid Price and Highway Construction Factors. Data includes PR-45's and 47's submitted by contractors, tabulations of bid prices, material and labor cost estimates, correspondence pertaining to this information and background information for the publications, "Price Trends" and "Usage Factors." Disposition: Transfer to records center when 5 years old. Destroy when 10 years old.		
11.	Bid-Price Reports. Reports on the average bids for all highway contracts, average estimates and the disparity between bid estimates and engineering estimates. Disposition: Transfer to the records center 2 years after completion of project. Destroy ~~when~~ 12 years ~~old.~~ after completion of project.		
12.	Bridge Failures. Files on bridges that have failed including correspondence, reports and reviews used in documenting problems on bridge construction. Because of the problems that occur and the serious nature of bridge failures, these files are of long term value to the originating office. Disposition: Transfer to the records center 20 years after the bridge fails. Destroy ~~when~~ 30 years ~~old.~~ after bridge fails.		withdrawn 3/13/81 RTB AT
13.	Bridge Replacement Program. Records of the bridge replace-		

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	ment program. These files include congressional correspondence, correspondence with the field concerning bridge projects, proposals from the States for project funding, recommendations for funding, allocation records, standards used in evaluating state proposals, and background on annual reports to Congress on this program. 1"/yr. Arr. by year. a. Record copy, Annual Report to Congress. PERMANENT. Offer in 10-yr. blocks to NARS. b. All other recs. in agency Disposition: Destroy when no longer needed.		
✓14.	Borehole Camera Files. Projects and technical studies based upon pictures taken of various kinds of soils. Disposition: Destroy when 5 years old.		
✓15.	Bridge Plans. Standard plans for bridge design used as a guide by State and division engineers when designing bridges. Disposition: Destroy when superseded.		
✓16.	Certification Acceptance. Correspondence with States concerning their certification acceptance programs including copies of certificate of agreements, questions on rules and procedures from States and field offices, and revisions to the programs. Official file copies are retained in the field. Disposition: Destroy in agency when 3 years old or when no longer needed, ~~(if earlier than 3 years).~~ whichever is sooner.		
✓17.	Closed Bridge File. Maintained on the replacement of bridges that span waterways, highways or railways essential for public use. Disposition: Destroy 3 years after completion of project.		
✓ ✓18.	Coast Guard Permit Files. Correspondence received from state highway agencies pertaining to permits issued by the U.S. Coast Guard for navigational clearance of bridges over waterways. Disposition: Destroy when 2 years old.		
✓19.	Committee Meetings and/or Conferences. Information such as minutes of meetings, handouts from meetings and correspondence involving committees and conferences that FHWA employee's are members of and participate in. Disposition: Destroy in agency when no longer needed, or when 3 years old.	GRS 16/ 12b(1)(b)	

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✓20.	Compaction Files. Consist of background papers, active projects, case studies, technical reports and also soil compaction evaluation reports pertaining to the study of soil and rocks and their effect on the construction of highways and bridges. Disposition: Destroy when project is 5 years old.		
✓21.	Competition in Bidding Review Files. Contain copies of the construction bids and proposals for projects. The bids are reviewed in Headquarters. Included in the files are copies of the reviews and comparisons of the various bids. Disposition: ~~Transfer to records center when project is completed. Destroy 3 years after completion of project.~~ Use GRS 3/6		
✓22.	Company/Corporation Files. Handout material furnished by companies that provide information on recent developments in the area of highway design. Files are used predominantly as reference material. Disposition: Destroy in agency when no longer needed.		
✓23.	Computer File. Computer programs consisting of program evaluations, test summaries, slope stabilizers, wave equation rock fall and lateral load pertaining to soils. Also contain correspondence to States and universities. concerning their progress in soil programs. Disposition: Destroy 3 years after completion or cancellation of related projects.		
✓24.	Cone Penetrometer. Files consist of studies, research, correspondence, and other information pertaining to the cone penetrometer and a companion manual. The Cone Penetrometer deals with the measuring of semisolids. Disposition: Destroy when 5 years old.		
✓25.	Confidential Files. Consist of passports, records of clearances of employees assigned overseas duty, agreements with foreign countries, correspondence from the Department of State and any document that is confidential in nature and applies to the mission of highway construction in foreign countries. Disposition: Destroy when 5 years old.		

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✓26.	Construction Cost Files. Contain recent cost figures on construction of various projects. The figures are used for cost comparison of projects. Disposition: Destroy in agency when no longer needed.		
✓27.	Consultant Files. Consist of information on consultants selected by the State highway departments and the criteria used in the selection. Disposition: Destroy files in agency as superseded.		
✓28.	Continuity of Operations Plans. Concerns the development of the plans for emergency preparedness between DOT, and FHWA Headquarters and the field in case of war. Disposition: Destroy in agency when 3 years old.		
✓29.	Contract Administration Project Files. Files on direct Federal Projects that have been let. They include project status reports (PR-37's), reports by the engineers supervising the project, correspondence concerning the projects, and contractor and subcontractor agreements. These files are used for program evaluation. Disposition: Destroy 1 year after project is completed, except for documents that are deemed to be of long term reference value, which should be destroyed in agency when no longer needed.		
✓30.	Contract Proposals. Construction projects, contracts and proposal and all related material. Disposition: Destroy in agency when no longer needed.		
✓31.	Cooperative Agreements. Cooperative agreements between FHWA and State highway agencies outlining the responsibilities for the Forest Highway Program in each State. Files include agreements, amendments, and correspondence that relate to the agreements. Disposition: Destroy as superseded.		
✓32.	Coordination Files. Coordination involving Region 15 and Headquarters related to demonstration projects (innovative type of construction). Also included in files are background material and correspondence involving local agencies and private industry and the coordination between them and FHWA.		

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	Disposition: Review files every 2 years and destroy material no longer needed.		
33.	Corps of Engineer General Permits. Copies of Corps of Engineer general permits. These permits permit State highway agencies to take a range of watercontrol actions, and are valid until the Corps develops new standards. Disposition: Destroy in agency when permit is no longer valid.		
34.	Correspondence Files. Files containing correspondence written to State highway agencies, regions, external groups and labor organizations and private citizens. This correspondence relates to and answers questions concerning the functions or projects that the office is involved in. Disposition: Destroy when 3 years old.		
see following page for new item 37, which combines this item, old #37, + #79	35. Costa Rica and Panama. Consist of narrative reports, reports of accomplishments of projects, photocopies of highway projects, correspondence, contract claims, memorandums, legislative material pertaining to construction claims and background material related to administering the highway construction program in Costa Rica and Panama. Disposition: PERMANENT. ~~Destroy when~~ Transfer to FRC 2 years ~~old~~ after completion of project. Ca. v 1 cu ft / yr. less than. Arr. by country, then generally by subject. Offer to NARS 15 years after completion of project.		withdrawn, 10/1/81 RTB AT
	36. Crisis Operation. Information used and maintained in the event of a crisis situation affecting the use of the highways such as severe cold and teamster strikes. Disposition: Destroy when 3 years old.		
see following page for new item 37, which combines this item, old #35, + #79	37. Darien Gap. Files contain construction progress, cost estimates and problems encountered in the Darien Gap project (the unfinished section of Highway in Panama and Columbia that will connect North and South America). Files include: correspondence with the regional office in Panama, foreign governments, and Congress, international agreements, studies, background files for the Environmental Impact Statement, engineering surveys, consultant contacts, and other information related to the construction of this segment. Arr. generally by subject. Ca. v 1 cu ft / yr. less than. Disposition: PERMANENT. Transfer to records center 2 years after completion of projects. ~~Destroy 5 years later.~~ Offer to NARS 15 years after completion of projects.		withdrawn, 10/1/81 RTB AT

New Item 37. Foreign Country Highway Project Files. Records documenting FHWA's funding of and/or involvement in construction of highways and training of highway department personnel abroad. For each country, records include copies of the agreements by which the project was established; financial accounting documents; budget correspondence; organizational information and lists of participating foreign officials; monthly progress reports; minutes of meetings between US and foreign officials; procurement documentation; personnel records; operational directives; records of telephone conversations; billing correspondence; sometimes newspaper or other articles about the projects; and end of tour reports. Records now in agency date from 1950's to the present. Countries covered include: Saudi Arabia, Kuwait, Colombia, Panama, and Costa Rica (these 5 are where current projects are established); past (completed) projects were carried out in Afghanistan, Brunei, Cambodia, Ethiopia, Jordan, Iran, Pakistan, Spain, Laos, Sudan, Peru, Turkey, and others. Records are arranged by country, thereunder by type of documentation (for example, monthly reports; budget correspondence), thereunder by year. There is about 30 cubic feet of material now in agency, of which less than one-third is considered part of 37A below. Annual accumulation of permanent material is less than 1 cubic foot per year.

a. Records providing substantive documentation of significant actions taken during the course of the project, such as agreements, budget records, monthly reports, meeting minutes, records of telephone conversations, operational directives, articles about the project, final or end of tour reports, and other similar material.

PERMANENT. Transfer to FARC 10 years after completion of project. Offer to NARS in 5-year blocks 15 years after completion of project.

b. Records documenting housekeeping functions, such as financial accounting documents, billing correspondence, procurement records, personnel records, and other similar materials.

Transfer to FARC 10 years after completion of project. Destroy 15 years after completion of project.

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38.	Defense Bridge Records and Critical Highway Reports. Consist of maps, computer printouts and correspondence related to the construction of structures such as bridges that will be used in the event of war. [machine-readable records are in custody of OST, & will be scheduled there.] Disposition: Destroy when 2 years old.		
39.	Defense Project Studies. Studies that are done in conjunction with the construction of defense projects. Disposition: Destroy when ~~no longer needed.~~ 3 years old. RTB 9/3/81		
40.	Deflections. Consists of project files pertaining to measuring the vertical and lateral depths of movement of the soil and rocks. Disposition: Destroy ~~after~~ when 5 years old.		
41.	Demonstration Projects. Correspondence related to various demonstration projects as well as information from committees concerned with particular projects such as the interpretation of satelite photographs. Disposition: Destroy when ~~no longer needed.~~ 3 years old. RTB 9/3/81		
42.	Department of Defense Certifications. Contain certifications by the Department of Defense that specific projects are important to the national defense and should be funded accordingly. Also contain original program documents identifying the amount and scope of the work. The official file copies of this material are kept in the field. Disposition: Destroy in agency when no longer needed.		
43.	Direct Federal Contracts. Contain copies of contracts and proposals for construction projects. [There are non-record copies obtained from field offices. Field office copies are scheduled in ~~NC1-406-79-3, Item 4a~~] Disposition: Destroy when no longer needed.		
44. NNTS concurs	Direct Federal Map File. Engineering maps of proposed direct Federal projects with specifications, design, and routes. Disposition: Transfer to Contract Administration Branch when the contract is let. [original maps will be governed by schedules for FHWA Field offices]		
45.	Discretionary Primary File. Consist of general correspondence, congressional inquiries, approvals, and correspondence		

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	with States pertaining to projects under discretionary funding. Disposition: Destroy file 2 years after funding approval.		
46. ✓	Division Reports. Reports prepared by FHWA foreign offices on the status of projects including photographs, charts, cost data and narratives. Disposition: Destroy in agency after completion of project.		
✓47.	Drainage and Filtration. Files consist of case studies on drainage systems and filtration of drainage systems. Disposition: Destroy when 5 years old.		
✓48.	Dredge Material. Consist of correspondence, technical case studies, projects and research on types of dredge materials such as sludge and the equipment used in the dredging process. Disposition: Destroy when 3 years old.		
✓49.	Earthquakes. Consist of projects, case studies, computer programs and correspondence pertaining to earthquakes. [Machine-readable records related to this item are in the custody of OST, & will be scheduled there.] Disposition: Destroy when 5 years old.		
✓50.	EEO Program Files. Contain correspondence and related material such as directives and regulations on the Equal Employment Opportunity Program for FHWA. Included also in the files are information on supportive service and on job training for minorities, the Minority Business Program and general information relative to the EEO program. Disposition: ~~Transfer to records center when 5 years old. Destroy when 8 years old.~~ Destroy when 3 years old, or when superseded or obsolete, whichever is applicable.	GRS 1/26g	
✓51.	Eligibility Determination Files. Policy, congressional inquiries and related papers on special situations of eligibility for funding of highway projects. Disposition: Destroy 5 years after completion of project.		
✓52.	Embankments. Consist of projects, research studies, and general correspondence pertaining to cuts and fills such as sand, rocks, sawdust and shale material. Also contain special reports on the need for special equipment used in		

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	the construction of embankments, movement and stability of embankments and case studies in the failure of embankments. Disposition: Destroy when 5 years old.		
53.	Emergency Branch Administrative Files. Consist of staff security clearances, training, travel and files related to the internal operations of the office. Disposition: Review files every 3 years. Destroy those records no longer needed.		
54.	Emergency Highway Traffic Program. A program relative to control of traffic during a nuclear holocaust. Files include correspondence from each of the State highway agencies and plans for each State in the event of a nuclear war. The plans are required to be updated each year. Also included are correspondence to other government agencies and organizations regarding the emergency highway program. Disposition: Destroy when 1 year old.		
	For disposition of Emergency Planning Records, SEE GRS 18/Items 28-31		
55.	Emergency Plans and Planning Activities. Consists of files on responses to plans for peacetime nuclear emergencies, radiological-interagency assistance plans, annual work plans and regional transportation disaster and crisis management plans all of which concern plans for what must be done in case of war. Disposition: Destroy when 3 years old.		
56.	Emergency Operating Facilities. Contain all the information needed relating to the operation of an emergency facility at Headquarters and also in the field. Files contain such information as emergency communications, essential records, inventory, maps and charts. Disposition: Destroy when 10 years old.		withdrawn 9/3/81 RJB AT (covered by GRS 18, Items 28 thru 31
57.	Emergency Operating Facilities for Other Agencies. Contain information related to the emergency operating facilities of other agencies. Disposition: Destroy when no longer needed.		
58.	Emergency Operations Simulation Program. Contains contracts,		

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	copies of the funding contract modifications, information on consultants, and all other material related to and involved in the development of procedures that will be followed in case of war. Disposition: Destroy when 10 years old.		
59.	Emergency Preparedness Programs. Include correspondence and background material related to the development of scripts and tapes to be used in emergency development programs. Also included in these files are reports prepared for, and submitted by DOT on the emergency program in FHWA. Disposition: Destroy material when superseded.		Withdrawn 9/3/81 RTB AT (Covered by GRS 18) Done 28.31
✓60.	Emergency Relief Files. Contain the determinations as to whether a particular State is eligible for emergency relief; information on allocation of funds; recommendation for areas to be awarded funds; and correspondence with regional offices and other related material that is used to administer the Emergency Relief Program. Disposition: Transfer to the records center when 5 years old. Destroy when 10 years old.		
✓61.	Energy Conservation File. Consist of correspondence and studies on ways to save energy in relationship to the materials used in construction and highway maintenance. Disposition: Destroy when 5 years old.		
✓62.	Engineering Fabrics. Consists of correspondence and meetings on all type of fabrics related to soil and rocks. Disposition: Destroy when no longer needed.		
✓63.	Environmental Control Photographs. Photographic entries for the contest on the highway and its environment. All State highway agencies submit photographs of landscaping projects in various categories such as rural, urban, historic preservation, etc. Judging is based upon best treatment of the highway in its environment. Contest has been held since 1973 and until 1978, judging was done by FHWA. It is now done by DOT. Files include 3 notebooks of slides dealing with Highway Beautification Contests, + a file drawer of b+w copies of color prints. Disposition: ~~Transfer files to the records center when 5 years old. Offer to Archives when 10 years old.~~ Destroy in agency when no longer needed.		RTB AT 11/24/81

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OF JOB NO	10. ACTION TAKEN
✓64.	Equipment Management Files. Files consisting of correspondence, related background material and reports instructing the States in better management, purchasing and overall usage of construction equipment. Disposition: Destroy in agency when no longer needed.		
✓65.	Essential Records Programs. Correspondence concerning the essential and vital records program with headquarters. Disposition: Destroy when 2 years old.	GRS 18/27	
✓66.	Evaluation File. File consists of laboratory work done by the National Bureau of Standards and their evaluations on all State highway work using material such as asphalt and concrete. Also contain reports and reviews by FHWA on the materials. Disposition: Destroy when 5 years old.		
✓67.	~~Exercise File. Contain information used in practices for familiarizing people with procedures that should be conducted in the case of an emergency.~~ USE GRS 18/31 ~~Disposition: Destroy when 3 years old.~~	~~GRS 18/31~~ ok	withdrawn, 9/3/81 RTB AT
✓68.	Exploration and Instrumentation. Consists of projects and general correspondence on soil instrumentation, bridges, embankments and cuts. Also includes procedures used in the instrumentation program, information about manufacturer's equipment and price specifications. Disposition: Destroy when 5 years old.		
✓69.	External Agency Coordination. Coordination with agencies external to our own such as the Federal Preparedness Agency, Defense Civil Preparedness Agency, the Office of Emergency Transportation and others which review our highway plans. Also include material from meetings attended with other agencies and miscellaneous correspondence. Disposition: Destroy when 3 years old.		
✓70.	External Agency Files. Consist of background, research and correspondence material related to and used in the technical work being ~~mutually~~ done between FHWA and outside agencies. Disposition: Destroy when ~~no longer needed.~~ 3 years old. RTB AT 9/3/81		

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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
✓71.	External Agency Program Guidance. Materials provided by the President, the Federal preparedness agencies, DOT and others and used in the development of directives and manuals. Disposition: Destroy records when ~~no longer needed.~~ 3 years old. RJB AT 9/3/81		
✓72.	Federal-aid Annual Program. Files maintained for review of projects submitted to divisions from the States and approved by the divisions for funds spent in urban and rural highways and the utilization of all classes of highway construction funds provided under the provisions of United States Code, Title 23. Disposition: Destroy when 5 years old.		
✓73.	FHPM 6-9-13-1. Reviews required by the FHPM 6-9 13-1. They are conducted yearly by regional office personnel on specific areas of all the direct Federal projects in the region such as Equal Employment Opportunity procedures, project inspections, traffic control, and so on. These reports are used to certify that the region's responsibility for the project is in compliance with the policy. These files are copies of the regional reviews and are used for program control purposes. Disposition: Destroy when 5 years old.		
74.	~~FHWA Emergency File. The complete file as to where emergency teams are to go in case of an emergency. Also included are the security clearances, passes, signatures, emergency contact cards and other information related to what would be needed by the emergency teams in FHWA should a war ensue.~~ ~~Disposition: Destroy when no longer current.~~ USE GRS 18/Items 28 – 31 for #74 records		withdrawn 9/3/81 RJB AT
✓75.	~~FHWA Program for Review of Field Office Emergency Preparedness Programs. Consists of files related to FHWA self-evaluation program for the regions. Included is the information from each region showing their compliance with the FHWA emergency preparedness program.~~ ~~Disposition: Destroy when 4 years old.~~ USE GRS 18/Items 28-31 for #75 records		withdrawn 9/3/81 RJB AT
✓76.	Field Trip Reports. Reports made by FHWA engineers on reviews that they have made in the regions and divisions on ongoing State highway construction projects.		

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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
	Disposition: Destroy when 3 years old.		
77.	Fifty-five Mile/Hour Speed Limit. ~~A complete file on the 55 mile/hour program including original research, drafts of legislation affecting this law and~~ Speed monitoring information done by the State highway agencies, including certifications that States are complying with this program.		
	Disposition: Transfer to records center when 3 years old. Destroy when 15 years old.		
78.	Fifty-Five Mile/Hour Speed Limit Correspondence Files. Correspondence from the public and private sectors asking for information on the 55 mile/hour program.		
	Disposition: Destroy when 3 years old.		
79.	Foreign Projects. Files maintained on foreign countries and consisting of correspondence, project agreements, budget material, financial support documents, contracts, training material, personal claims of employees and documents that provide the administrative and support services necessary in establishing and operating a modern highway system in foreign countries. ~~Excludes material described in #34 & #35~~		withdrawn, 10/1/81 RTB AT (combined w/ #35 + 37 to Form #37)
	Disposition: Destroy when ~~no longer needed.~~ 3 years old. RTB AT 9/3/81		
80.	Frost Heave. Consists of projects, case studies and results from tests on the freezing and thawing of soil. Included also are evaluations of frost and its effects on highway construction.		
	Disposition: Destroy when 5 years old.		
81.	General Permit Files. Copies of correspondence, general laws and regulations, and background material pertinent to Corps of Engineer dredge and fill permits, and Coast Guard navigation clearances. Also included are memorandums of agreement between FHWA and these agencies.		
	Disposition: Destroy when ~~no longer needed.~~ 5 yrs old		
82.	Geographical Exploration. Files consist of reference information on earth resistivity and tests on soil.		
	Disposition: Destroy when 5 years old.		
83.	Grouting. Consists of projects and correspondence pertaining to grouting materials used in highway		

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	construction. Included also are design manuals and equipment for grouting. Disposition: Destroy when 5 years old.		
✓ 84. NNH concur 9/16/80	Highway Focus. Contains the record copy of a magazine published by FHWA and distributed to all States and the general public. Magazine contains reports and studies on different projects that are being done by the States on highway construction. Included also are correspondence pertaining to articles and information pertaining to proposed articles for publication. a. Record copy of Highway Focus — Arr. chrono; 2 "/yr. Disposition: Offer to ~~the Archives~~ NARS when 15 years old. b. All other records — Destroy in agency when no longer needed.		
✓ 85.	HPR National Pull Funds. Instructions to States as to how to design a construction management system, i.e., how to manage their construction engineering studies, including background, correspondence with contractors and States. Also included are bids, proposals and evaluations. Disposition: Destroy when 5 years old.		
✓ 86.	Human Factor Approach (Demonstration Project Files). Funds appropriated for research and development of demonstration projects where FHWA enters into an arrangement with States (cooperative efforts) using 100 percent Federal money. The studies involve the use of psycologists who use the human element as a factor in the research portion of the project. Disposition: Destroy 4 years after evaluation and completion of the report.		
✓ 87.	Insito Shear Devices. Projects, correspondence and technical material pertaining to measuring soil properties and depth. Disposition: Destroy when 5 years old.		
✓ 88.	Inter-agency Committee Files. Projects and reports produced by inter-agency committees in which FHWA personnel were members. Included in the file are copies of minutes, reports, agenda, background to reports, working papers and correspondence. Disposition: ~~Destroy when project or report is completed.~~ Destroy when 3 years old or when no longer needed for reference.	GRS 16/12b(1)(b)	

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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
✓89.	International Committees and Organization Files. Files of FHWA's participation in committees that serve as a forum for the international exchange of information pertaining to the traffic control field. These are also files tracing the development of international standards for signs and symbols. Arr. by committee. 1"/yr. PERMANENT. Transfer to FRC when 5 years old. Offer to NARS when ~~10~~ 15 yrs. old. in 5-year blocks ~~5 years old.~~ ~~RTB 4/13/81~~ Disposition: ~~Destroy when no longer needed.~~		
✓90.	International Road Federation (IRF) Files. Consist of minutes of meetings, correspondence related to training of Foreign Nationals, IRF newsletters, & outlines of goals and objectives of the IRF and other related material pertaining to FHWA operations in foreign countries. Arr. by place of meeting, thereunder by date, 1/2"/yr. Disposition: ~~Destroy when no longer needed.~~ PERMANENT. Transfer to FRC when 5 yrs. old. Offer to NARS when ~~10~~ 15 yrs. old. in 5-year blocks		
✓91.	Inter~~national~~ state Cost Studies. Studies and cost comparisons between estimates and actual cost of interstate construction. Disposition: Destroy when 5 years old.		
92.	Interstate System Cost Estimates. Estimates submitted by each State on the total cost of completing the interstate system in that State for a particular year. The information in these cost estimates is used for the annual report to Congress and is a record of the development of the system State by State. RTB 9/29/81 Disposition: Transfer to records center at completion of project. ~~Offer to NARS~~ Destroy 10 years after transfer to records center.		
✓93.	Interstate System ~~PR-511~~ Status Maps. Route maps prepared by FHWA Field offices ~~the State highway departments~~ showing changes in the status of the Interstate System. Included on the maps are descriptions of the segments and of the cost of completing the segments. The maps are kept as an ongoing record of the present status of the system. Submitted to HQ on an "as needed" basis, the maps show Interstate route numbering, changes in alignment, and changes in urban area boundaries. NATS concur 9/18/80 Disposition: Destroy when segment information is updated and information has been transferred to computer tape. (The original route maps are permanent,* ~~and should be offered to NARS when the program is complete~~). * unless NC 406-75-2, Item 2. See that schedule for disposition.		
✓94.	Instrumentation Files. Relate to the operation and purchase of various instruments used in aerial surveys		

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	and photogrammetry. Includes also the justification for use and purchase of the equipment. Disposition: Destroy when ~~no longer needed.~~ 3 years old. RTB AT 9/3/81		
95.	Legislative Files. Contain comments on legislation where FHWA is the lead agency or is submitting comments on legislation affecting the policy of FHWA. Files also contain reports to Congress and correspondence on reports. Disposition: Destroy 1 year after enactment of legislation.		
96.	Limestone Sinkholes. Projects, technical data and related material on subsurface cavities in limestone (sinkholes). Also included are studies on State projects and their problems on sinkholes and how to correct them. Disposition: Destroy when 5 years old.		
97.	Management Reviews. Consist of reviews by FHWA in all State highways and regions pertaining to soil and foundation programs, correspondence and comments on soil and rocks, including those on direct Federal projects. Disposition: Destroy when 5 years old.		
98. NNTS concurs	~~Map Files. Copies of maps maintained that identify locations of construction projects in foreign countries and documentation of material used to provide information for input into computer programs on highway construction in foreign countries.~~ ~~Disposition: Permanent. Offer to Archives when 10 years old.~~		withdrawn 9/3/81 RTB AT (no longer exist in agency)
99.	Mass Transportation Files. Material maintained on FHWA clearance of public transportation projects to transfer highway funds to mass transportation projects. Disposition: Destroy 2 years after completion of project.		
100.	Metric System Files. Trace the entire development and conversion to the metric system in the highway program and related areas. Included are the dockets, correspondence, legislation and plans for the conversion. Arranged by subject. Disposition: Permanent. Transfer to the records center when 5 years old. Offer to the Archives when ~~10~~ 15 years old.		Ca. 6 cu ft – one-time disposal; no added accumulation

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
101.	Moisture Density. Consists of projects and reference material pertaining to the measuring of water contents and weight of soil and rock material. Disposition: Destroy when 5 years old.		
102.	Monthly Field Reports. Copies of reports from the field for the Administrator and Federal-aid projects in the States. Disposition: Destroy when 1 year old.		
103.	Monthly/Yearly Status of the Mileage of the Interstate System. Information is computerized and used as a record of the monthly changing state of the interstate system and is used in press releases and in a yearly status report on the interstate. Revised reports are submitted by FHWA field offices to HQ on an "as needed" basis. The yearly compilation of mileage cost and system designation information serves as a record of the actual development of the interstate highway program by year and State. Disposition: ~~Permanent. Offer to Archives upon completion of the project.~~ Destroy in agency when no longer needed.		
104.	MUTCD Rulings on Requests. Files contain requests for rulings and interpretations of the MUTCD and the responses. The requests come from consumers, usually State and local governments, and the rulings are made by the National Advisory Board (a body composed of Federal Highway and industry representatives). The rulings become part of the national standards for traffic control and are of historical value. Arranged by ruling number related to Manual Part. ca. 1 cu ft or less/yr. Disposition: Permanent. Transfer to the records center after the following conditions have been met: (1) the request has been ruled on and (2) the MUTCD manual is reissued. Offer to Archives in 5-year blocks when ~~20~~ 15 years old.		
105.	National Association of County (NACO) Files. Background information, correspondence, minutes of meetings, state reports, monthly reports, status reports, and any other material related to aiding the FHWA liaison representative in the participation with NACO in development of reports pertaining to secondary and local roads. Disposition: Destroy 10 years after final reports.		

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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
106.	National Committee Chairman Files. Record copies of committee records, background material, ~~and~~ reports concerning traffic control, + meeting minutes. These are the secretary or chairman of the committes files and are considered historical because they trace the development of committee decisions that affect national policy goals. Arranged by subject + thereunder by meeting. Ca. 3½ cu ft in existence. Disposition: PERMANENT. Transfer to records center when 10 years old. Offer to the Archives in 5-year blocks when ~~20~~ 15 years old.		
107.	National Committee Member. Files of committees with which FHWA exchanges or receives information involved in traffic control. FHWA members may sit on these committees, however, the files are not the record files of the committee, but member copies of committee information. Disposition: Destroy when 3 years old.	GRS 16/ 12b(1)(b)	
108.	National Transportation Safety Board (NTSB) Recommendations. Contain recommendations made by NTSB and reviewed by a Traffic Operations coordinating effort. The recommendations affect any and all of the offices of Engineering and Traffic Operations. Disposition: Destroy when 8 years old.		
109.	Nationwide Drainage Review. Review of State compliance with FHWA policy on drainage including FHWA recommendations on how states can upgrade their drainage system. Files document state drainage practices and systems and are of semi-historical value as a record on the progress of these systems in 5 year intervals. Disposition: Transfer to the records center when 5 years old. Destroy when 30 years old.		
110.	NEEP Files. Background, correspondence and working papers that lead up to the publication of a formal report on a specific national experimental program related to the construction industry on highways. Disposition: Destroy all related material in agency with release of final report.		
111.	Occupational Health and Safety Files. Correspondence, working papers, and background material related to implementation by FHWA of regulations issued by the		

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	Occupational Health and Safety Administration and other regulatory agencies. Regulations concern construction and maintenance safety. Disposition: Transfer to records center when 5 years old. Destroy when 8 years old.		
112.	On the Job Training. Reports of the monitoring program that is done on individuals who are training on construction jobs. Disposition: Destroy when 5 years old.		
113.	Organization Files. Consist of files involving the organization of the office, meetings, program emphasis area working files and related correspondence. Disposition: Destroy when 3 years old.		
114.	Pan American Highway Congress. An activity under the sponsorship of the Organization of American states. The Congress is held every 3 years and the purpose is the improvement of highways in the Western Hemisphere. Records include minutes, agendas, + related correspondence of overall annual meeting + meetings of the 2 committees listed here. Improvements discussed can range from design of asphalt to a decision as to how the Pan American Highway should be designated. The U.S. is represented on the Technical Committee on Planning and chairs the Highway Operation Committee. Ca. 2 "/yr. altogether. Arranged by meeting. Disposition: PERMANENT. Transfer to records center when 5 years old. Offer to the Archives in 5-year blocks when ~~10~~ 15 years old.		
115.	Pavements. Case studies and projects on pavements. Studies and projects involve types of soil used in pavements and soil mechanics related to pavements. Disposition: Destroy when 5 years old.		
116.	Permanent Soil Anchors. Contains projects, correspondence, and technical information on both U.S. and European countries' methods of permanently anchoring the soil. Disposition: Destroy when 5 years old.		
117.	Photographs of Damaged Bridges. Photographs of damaged bridges that are significant in that they demonstrate a particular problem or difficulty that can lead, or has led, to bridge failure.		

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	Disposition: Permanent. ~~Transfer to records center when no longer needed. Offer to the Archives 5 years later.~~ Break file every 5 years. Offer to NARS 5 yrs. after break the record elements required by FPMR		1001-11.411-4. RTB M 12/2/
118.	Piezometers. Files consist of projects and reference material pertaining to the measuring of water pressure in soils and evaluations and studies on the effect of water pressure in the soil. Disposition: Destroy when 5 years old.		
119.	~~Policy Files. Contain correspondence, background material and related material specific to policy issued by Headquarters. Disposition: Permanent. Transfer to the records center when 5 years old. Offer to the Archives when 10 years old.~~		withdrawn, 8/28/81 RTB AT
120.	PR-37. Copies of forms showing the up-to-the-moment status of construction projects. Disposition: Destroy when no longer needed.		
121.	Preliminary Engineering Project Files. Contain proposed direct federal projects files. Copies of all the documents generated by the field offices as they prepare preliminary engineering estimates and specifications including correspondence concerning projects, cost estimates, and relevant engineering data. Files are kept as a reference and are used for program evaluation purposes. Disposition: ~~Transfer to Contract Administration Branch when contract is let.~~ Destroy in agency when no longer needed for reference.		
122.	Process Review Files. Contain reviews made by Headquarters personnel of experimental projects conducted in the field. These are reviews of regional files and in some instances those of the States. Disposition: Destroy when 3 years old.		
123.	Program Control Files. ~~Legislated Federal-aid programs kept for program control over the allocation, planning and execution of the projects within a program which are handled at the Headquarters division level.~~ Files include feasibility studies, allocation requests, budget expenditure records, status reports, general reports and correspondence from Congress, the regions, field division offices, local governments and private citizens.		

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	Disposition: Purge status reports annually and transfer the remainder of the records to the records center when the program is completed. Destroy 3 years after the date of transfer to the records center.		
✓ 124.	Program Security Information Files. Concerns information on the maintenance of the FHWA security files. Disposition: Destroy when 3 years old.		
✓ 125.	Project Files. Reports, correspondence, plans and other papers related to Federal-aid highway projects, and not scheduled elsewhere. Disposition: Destroy when project is completed.		
✓ 126.	Projects and Specifications. Files consist of designs on various clays and organic clays, specifications and general technical procedures pertaining to clays. Disposition: Destroy in agency when no longer needed for administrative use.		
✓ 127.	Public Land Files. Correspondence, requests for funds, maps, approvals and related papers pertaining to projects involving the use of public lands. Disposition: Destroy 3 years after approval of project.		
✓ 128.	Quality Assurance. Files concerning construction associated with the assurance of a quality highway project. Contains training courses, correspondence, copies of speeches and other related material. Disposition: Destroy when ~~no longer needed.~~ 3 yrs. old. RB AT 9/3/81		
✓ 129.	Rapid Testing. Files consist of correspondence and evaluations of methods used in material sampling and testing of soils, concrete and asphalt. Disposition: Destroy after 3 years or at completion of project.		
✓ 130.	Reference Files. Contain copies of information (not scheduled elsewhere in this schedule) used as ready reference on subjects 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 where official file copies are kept on a tenative basis.		

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	Disposition: Destroy in agency when no longer needed.		
131.	Region 19 Files. Consist of correspondence, reports and background material that pertain to construction projects and other related material that aids in administering the highway construction program in division offices. Disposition: Destroy when no longer needed.		withdrawn 9/4/81 RTB - AI
132.	Reinforced Concrete Files. Projects, technical information and studies of the U.S. and European countries projects on the reinforced concrete piles for earth reinforcement. Disposition: Destroy when 5 years old.		
133.	Reinforced Earth. Project correspondence, technical information, specifications and patents on States using reinforced earth. Also included are reports on studies made in Europe on what they are doing in this area. Disposition: Destroy when 5 years old.		
134.	Reinforcement and Separation. Consist of FHWA case studies on States and their development of procedures and progress on reinforcement and separation of soil and rocks. Also included are copies of various university studies and background papers. Disposition: Destroy when 5 years old.		
135.	Report Files. Include background information leading to publication of Cost Effectiveness of Safety Inprovement Project reports. Disposition: Destroy when 2 years old.		
136.	Research Contract Files. Consist of correspondence, reports and technical material pertaining to contracts awarded in the process of constructing tunnels. (Not official contract files) Disposition: Destroy in agency upon completion of project.		
137.	Research Projects. Correspondence, notes, minutes of meetings and progress reports on various ongoing research projects. Disposition: Destroy 3 years after completion of project.		

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
138.	Resource Management Program Files. Contain information about the resources that will be available for construction of highways following a nuclear attack. Disposition: Destroy when 5 years old.		
139.	River Basin Councils. Contain copies of reports and correspondence received by Headquarters from FHWA Regional Engineers who are members of the Council. The Council focuses on water resources and the files are utilized in monitoring the activities of the Council. Disposition: Destroy when 5 years old.		
140.	Roadside Development. Files documenting the development of symbols for highway development projects such as the Great River Road along the Mississippi River. ~~Because of the national salience of these signs, these files are of interest well after the project is completed.~~ Disposition: Transfer to the records center 5 years after the project is completed. Destroy 10 years later.		
141.	Rock Mechanics. Consist of projects, reference material, design and case studies on rocks, anchors and bolts, blasting and presplitting rocks and rocktesting equipment and supplies. Disposition: Destroy when 5 years old.		
142.	Safer Off-Systems Road Program. Files on Federal-aid program for improving highways not part of designated Federal-aid systems. The program is carried out in the field and therefore much of the material in files are copies of field records. Although interfiled, these records are office records of policy related to the program. Disposition: Transfer official record copies to records center 3 years after completion of project. Offer to NARS when 13 years old.		withdrawn, 8/31/81 PJB
143.	Secondary Road Plan Files. Secondary road plans submitted by the State highway agencies for approval by FHWA. Disposition: Destroy as superseded.		
144.	Security Files. ~~A safe containing~~ Copies of Standby orders,		

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	relocation sites, telephone directories and classified information that is considered vital in case of a national emergency (not reference material). Disposition: Destroy when no longer needed.		
√145.	Segmental Bridge Files. Working papers, correspondence and plans related to various types of bridges such as prestressed segmental and suspension bridges and their development and construction. Disposition: Destroy 2 years after completion of construction.		
√146.	Signal Device Projects. Files on the signal demonstration program. This is a program of funding state projects that use state of the art traffic control technology. Included in the files are progress reports and background and final reports to Congress concerning the demonstration projects. Disposition: Transfer to records center 1 year after report to Congress. Destroy when 6 years old.		
√ 147. NNV	~~Slides. Slides of highway design consisting of 3500 slides used as research and reference material in highway design.~~ ~~Disposition: Destroy when no longer needed.~~		withdrawn, RTB 11/24/81 (not adequately described)
√148.	Slope Stability. Projects, plans, specifications and documented case studies on the stabilization of slopes by drainage. Included also are designs, and soil information. Disposition: Destroy when 5 years old.		
√149.	Soil and Rock Properties. Files consist of projects, classifications and descriptions pertaining to soil and rock series. Also included are studies made of consolidation and settlement of soils and rocks, and studies, design and procedures on soft clay. Disposition: Destroy when 5 years old.		
√15D.	Soil Stabilization. Files consist of projects and technical data concerning the use of cements, asphalts		

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	and lime in soil to stabilize them for construction purposes. Disposition: Destroy when 5 years old.		
151.	Special Areas. ~~A general file containing information that cannot be assignedto one specific program area. An example would be resolving specific problems relatedto the Interstate System.~~ ~~Disposition: Destroy when no longer needed.~~		withdrawn, 9/15/81 RTB
152.	Special Projects. Background project files that Document the development of projects relating to development of ~~of historical interest due to their impact on the highway systems such as~~ standard signs and symbols for the U.S. highway system.	FHWA publications about	
	RTB 9/29/81 Disposition: ~~Permanent~~. Transfer to records center 3 years after completion of project. ~~Offer to NARS~~ Destroy 10 years thereafter.		
153.	Specification Correspondence. All correspondence and the specifications on construction projects. [Non-record copies of materials maintained in field offices.] Disposition: Destroy in agency when no longer needed.		
154.	State Files. Correspondence and background material concerning requests for approval of additions or changes of design in a highway project and a potential project. Identical files do not exist in the field. Disposition: Establish open and closed files. Transfer to closed file when project is completed. Destroy ~~when no longer needed~~. 3 yrs. after completion of project. RTB 9/3/81		
155.	State Project Files. Contain correspondence with State highway agencies and final reports on studies that the State highway agencies have conducted to enhance or better manage their construction program. Disposition: Destroy in agency when no longer needed.		
156.	State Review Summaries. Summaries of State bridge maintenance reviews. Yearly maintenance reports are submitted to the Construction and Maintenance Division and the bridge maintenance component is reviewed and summarized. These files are kept for reports and reference.		

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	Disposition: Destroy when 5 years old.		
157.	Stone Columns. Projects, correspondence and related information on the U.S. and European countries' projects pertaining to soil reinforcement by installing rock piles in soft ground areas. Also included are designs, plans and specifications on stone columns.		
	Disposition: Destroy when 5 years old.		
158.	Subdrainage. Case studies, reports, and design manuals pertaining to the drainage problem of pavements. This type of information is available in the files on all states.		
	Disposition: Destroy when 5 years old.		
159.	Subject Files for Experimental Projects. Once a project is created, these files contain the correspondence, brochures and evaluation of the project.		
	Disposition: Review files annually and destroy those no longer needed.		
160.	~~Summary and Evaluation Reports. Summaries of division reports of federal-aid projects in the States, reviews, and comments on anticipated areas for future reviews. This material is compiled and published by FHWA in a national report on the condition of highways in the nation.~~		Withdrawn 9/3/81 RCB AT (no longer exists)
	~~Disposition: Destroy when 2 years old.~~		
161.	Supply information. Includes files on distribution of nonexpendable property, space, and GSA supplies.		
	Disposition: Destroy when 3 years old.		
162.	Swelling Soils. Projects and technical data on shale rocks and the expansion or swellings in clay. The projects concern designing methods of eliminating the problem.		
	Disposition: Destroy when 5 years old.		
163. NNTS concur, 9/18/80	Systems Files. Contain files on Federal roads that are grouped into systems by FHWA. There are two different Federal systems that are designated by this office, Indian Reservation Systems and Forest Highway Systems. Files consist of copies of maps, correspondence about system		

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	designation changes, roadbuilding and maintenance programs. System designations are now approved in the field, so Headquarters files are used as reference. Disposition: Destroy when 1 year old.		
164.	System Research. Files of city programs funded by the Federal government that aim to improve traffic control in particular locations. These files are maintained to ensure that cities are complying with the intent of the grants. Disposition: Destroy ~~after~~ upon completion of project.		
165.	~~Technical Committee Files. Committees comprised of representatives of industry, federal, State and local governments and representatives of FHWA. These committees develop direction for national goals and design guidelines in technical areas. Files include reports and correspondence of the committees, research and position papers, guidelines, and minutes and agenda of committee meetings. Because of the impact of these committees on design, policy, and standards, these files are of historical value.~~ ~~Disposition: Transfer to records center when 5 years old. Offer to NARS when 10 years old.~~		withdrawn, 7/22/81 RTB AT
166.	Technology Transfer. Files containing coordinations between Region 15 and Headquarters offices for testing and application of new technology in the area of highway construction. Disposition: Destroy when no longer needed.		
167.	Territory Files. Consist of files of agency participation in highway programs for U.S. territories. Included also are budget allocations, correspondence and background information on the territorial programs. [Field offices maintain official file copies] Disposition: Destroy in agency when no longer needed.		
168.	Three R's Files. The program files on resurfacing, restoration and rehabilitation of highways and related reports for Congress. Disposition: Destroy when ~~no longer needed.~~ 3 yrs old. RTB AT 9/3/81		
169.	Traffic Control Subject Files. Pertain to		

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	traffic control standards and specifications. They are filed by subject, and contain background information, correspondence, and standards for traffic control such as road markers, traffic signs, etc. They serve as a record of the development of particular traffic controls. Disposition: Transfer to the records center when 5 years old. Destroy when 10 years old.		
170.	Traffic Control Technology Research Files. Contain research contracted by the Associate Administrator for R&D concerning traffic control technology. These files consist of monthly reports and findings of these contractors. Disposition: Destroy in agency when final reports are received.		
171.	Training Courses. Files on training courses developed by or for the office. Files include correspondence with the school or contractors concerning the courses, evaluations and descriptions of the course and requests for funding the development and participation of field and state highway engineers in the courses. Disposition: Destroy when 2 years old.		
172.	Training Films and Visual Aids (Asphalt). File consists of films and visual aids used in training session held by FHWA on asphalt and concrete material. Disposition: ~~Destroy when superseded or obsolete.~~ PERMANENT, offer to NARS when 10 years old.		RTB AT 12/2/81
173.	Transportation Research Board Committees (TRB). Contain research and studies by the TRB committees on rigid pavement construction standards and evaluations. Disposition: Destroy when 15 years old.		
174.	TRB Files. Relate to FHWA input into cooperative research with the Transportation Research Board and the National Cooperative Research Program on geometric design and related areas. Disposition: Destroy when project is completed.		
175.	Tunnels. Studies, projects and correspondence dealing with soil and rock problems that occur when constructing a bridge. Disposition: Destroy when 5 years old.		

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
176.	U.N. Files. In 1968 a convention was held in Vienna sponsored by the U.N. to develop international traffic laws and signs. The U.S. was represented by FHWA. The files consist of debates, memos, lawyer's comments and related material tracing events since the convention, especially our reactions towards signing various papers related to the development of the international traffic laws and signs. RTB 9/29/81 Disposition: ~~Transfer to the records center when 5 years old. Destroy when 10 years old.~~ Destroy in agency when obsolete or superseded.		
177.	Urban Area Map Files. Copies of urban area maps, state maps and system maps used for plotting project locations in urban areas. NNTS contents Disposition: Destroy in agency when superseded.		
178.	Utility Direction Files. Background for the development of special projects on urban problem areas. Disposition: Destroy 2 years after project is approved.		
179.	Utility Directives Files. Background for the development of utility accommodation policy for the Federal government. The files are used to formulate new directives. Disposition: Destroy in agency when no longer needed.		
180.	Vertical Drains (Sand Drains). Consist of projects, specifications, designs and construction pertaining to prefabricated vertical drains and FHWA methods of stabilizing sand drains which is necessitated by the weakening of soils by drainage. Disposition: Destroy when 5 years old.		
181.	Vibrations. Projects and reports concerning damage that is done in the course of constructing highways due to vibrations. Disposition: Destroy when 5 years old.		
182.	Waste Material Utilization. Files concerning the use of waste materials such as fly ash in highway construction. Disposition: Destroy when 5 years old.		

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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
183.	Wilderness Area Files. Proposals developed by the National Park Service that are presented to Congress urging that certain lands be designated as wilderness areas. FHWA receives copies of these reports and make reviews and comments on how the changes will affect the direct Federal program. Disposition: Destroy when 2 years old.		

115-203 Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A
Revised July 1974
Prescribed by General Servi
Administration
FPMR (41 CFR) 101-11.4