

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NCL-406-84-1

DATE RECEIVED

05-23-84

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

Aug 27, 84 *Robert K. Mann*
Date 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

Engineering and Traffic Operations

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. 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 2 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>8/18/84</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>J. H. Schnackenberg</i> John H. Schnackenberg	E. TITLE Chief, Organization and Management and 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.	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; minutes of meetings between U.S. 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, Peru, Turkey, and others. Records are arranged by country, thereunder by type of documentation (for example, 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.	406-80-8 Item 37	<i>3 items</i>

Agency copy sent by D. Muehlen 9/26/84

sent copy to NCW & NNF 11/20/84 CID sent copy to NNF & FRC 11-26-84

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
2.	<p>a. Records providing substantive documentation of significant actions taken during the course of the project, such as agreements, budget records, meeting minutes, records of telephone conversations, operational directives, articles about the project, final or end of tour reports, and other similar material.</p> <p>PERMANENT. Transfer to ^fNARC 10 years after completion of project. Offer to NARS in 5-year blocks 15 years after completion of project.</p> <p>b. Records documenting housekeeping functions, such as financial accounting documents, billing correspondence, procurement records, personnel records, and other similar materials.</p> <p>Transfer to ^fNARC 10 years after completion of project. Destroy 15 years after completion of project.</p> <p><u>Division Reports.</u> Reports prepared by FHWA foreign offices on the status of projects including photographs, charts, cost data, monthly progress reports, monthly reports and narratives.</p> <p>Disposition: Destroy in agency after completion of project.</p>	406-80-8 Item 46	