

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

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|---|---|
| LEAVE BLANK | |
| JOB NO | NC1-406-85-2 |
| DATE RECEIVED | 12-20-84 |
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 | |
| 11-13-86 Date | <i>Frank A. Burke</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
Planning and Program Development
(Environmental function) - Field offices

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

5. TEL EXT

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 12-2-83 | D. SIGNATURE OF AGENCY REPRESENTATIVE <i>J. Schnackenberg</i> | E. TITLE 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. | <u>Air Quality Files:</u> General correspondence from the public, congressional inquiries, legislative material, briefings, working papers and other related documents pertaining to the effort of the Washington Headquarters to develop policies, procedures, and standards for the identification, measurement, and evaluation of vehicle air pollutants and to coordinate these policies, procedures and standards with FHWA, local, State and Federal agencies and with the public. Disposition: Transfer to records center when 2 years old. Destroy when 5 years old. | | |
| 2. | <u>Archeological Historical Files:</u> Policies, procedures, correspondence, background material, reference and data, working papers, drafts, reports, studies, field reviews, contracts, and program information and coordination relating to archeological sites and historical preservation. Disposition: A. Destroy policy material when superseded B. Destroy project material 3 years after project completion. | | or no longer needed |
| 3. | Environment Correspondence Files: Correspondence among Washington, Regional Office, and Division Offices | | See item 3 on page 14, items |

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| 7. ITEM NO | 8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i> | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN <i>(NARS USE ONLY)</i> |
|------------------|--|--|---|
| 3. | <p><u>Environment Correspondence Files:</u> Correspondence among Washington, Regional Office, and Division Offices relative to the interpretation, administration, and execution of environmental aspects of the Federal-aid highway program.</p> <p>a. Regional Office</p> <p>(1) Published material Disposition: Destroy when no longer needed</p> <p>(2) All Other records Permanent: Transfer to records center when 3 years old. Offer to NA Field Branch when 8 years old.</p> <p>b. Divisional Office Disposition: Transfer to records center when 3 years old. Destroy when 8 years old.</p> | | |

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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 |
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| | <p>relative to the interpretation, administration, and execution of environmental aspects of the Federal-aid highway program.</p> <p>Disposition: Transfer to records center when 3 years old. Destroy when 8 years old, if no legal actions are pending.</p> | See on | item 3 page 1A |
| 4. | <p><u>Environmental Impact Statements and/or Section 4 (f)</u></p> <p><u>Statement-FHWA:</u> Files contain reviews and approval of EIS's and Section 4(f) statements submitted by the States. The files are maintained by State, county and EIS number as needed.</p> <p>Disposition: Transfer to records center 8 years after approval of the final statement. Destroy when 13 years old. <i>after approval of the</i></p> | Final | Statement. |
| 5. | <p><u>Environmental Impact Statements - Other Agencies:</u> Files contain reviews and comments furnished to other agencies following reviews of EIS from other agencies.</p> <p>Disposition: Destroy when 5 years old, or when no longer needed.</p> | | |
| 6. | <p><u>Environmental Process Files:</u> Files contain current action plans for each State in the Region, copies of Regional Environmental Process Reviews performed in each Division Office, and copies of Division Office procedures for responsibilities in the NEPA and Action Plan Areas.</p> <p>Disposition: Destroy when superseded or until projects processed under these procedures have been completed.</p> | | |
| 7. | <p>Environmental Document Guidance File: FHWA policy, regional guidance to the Division Offices, and other materials pertaining to the preparation, content, and distribution of the environmental document.</p> | See | item 7 on page 2A |

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|-------------|---|-----------------------------------|--|
| 7. | <p><u>Environmental Document Guidance File: FHWA</u> policy, regional guidance to the Division Offices, and other materials pertaining to the preparation, content, and distribution of the environmental document.</p> <p>a. Regional Office (1) Published material Disposition: Destroy when superseded or when project has been completed.</p> <p>(2) All Other records Disposition: Permanent, Cut off when project has been completed and place in inactive file. Offer inactive file to NA Field Branch every 10 years.</p> <p>b. Divisional Office Disposition: Destroy when superseded or when projects processed under these procedures or policies have been completed.</p> | | |

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| | <p>Disposition: Destroy when superseded or until projects processed under these procedures or policies have been completed.</p> | See | item 7 |
| 8. | <p><u>Fish and Wildlife Coordination:</u> Correspondence with the fish and wildlife resource agencies early in project development.</p> <p>Disposition: Destroy when no longer needed.</p> | on page | 2A |
| 9. | <p><u>Noise Barriers:</u> Correspondence, publications, presentations, reports and projects regarding reduction of sound changing surface characteristics of buildings, trees, shrubs and land forms for noise control; installation reports for wall barriers and design of different types of wall barriers by private industry.</p> <p>Disposition: Destroy when 3 years old.</p> | | |
| 10. | <p><u>Noise Policy Files:</u> General correspondence, policy guidance directives, and policy actions pertaining to Highway Traffic Noise Standards.</p> <p>Disposition: Destroy when no longer needed or when 3 years old whichever comes first.</p> | | |