

REQUEST FOR RECORD POSITION AUTHORITY
(See Instructions on reverse)

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|--|---|
| LEAVE BLANK | |
| JOB NO NCL-406-85-5 | |
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10. | |
| 11-13-84 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
Structures - 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. H. 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. | Bridge Card File: Information relating to all bridge projects programmed on the Federal-aid System. Disposition: Transfer to records center when 10 years old. Destroy when 20 years old. | | |
| 2. | Bridge - Correspondence: Data, memoranda and criteria on bridges, culverts, navigable waterways, structural plate pipes, arches, and pine arches, bridge safety inspection, joints and sealers, welding, bridge railings, tunnels, intersections, traffic control devices, hydraulics and hydrology, bank and shore protection. Disposition: Transfer to records center when 2 years old. Destroy when 5 years old. | | |
| 3. | Bridge Failures: Files on bridges that have failed including correspondence, reports and reviews used in documenting problems on bridge construction. Disposition: Transfer to the records center 5 years after bridge fails. Destroy when 10 years old. after Bridge fails. | | 12 items |

*FDR
4/9/86
from
5/19/86*

115-107 Copy to Agency 11-14-86, emh.

12/12/86 NNF, NNA, NNS 1/16/87 NC

Request for Records Disposition Authority - Continuation

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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 |
|---------------|---|---------------------------|---------------------|
| 4. | <p><u>Bridge Materials and Methods:</u> Correspondence concerning various materials and methods used in the construction of bridges, i.e. fabrication of steel bridges and welding methods.</p> <p>Disposition: Transfer to records center 10 years after final construction inspection is made. Destroy when 20 years old. after final inspection is made.</p> | | |
| 5. | <p><u>Bridge Plans:</u> Standard plans for bridge design used as a guide by State and Division engineers when designing bridges. Also, correspondence, drawings and related engineering documents pertaining to type, size, and location of major bridges. The files are arranged by project number. The estimated volume annually is 3/4 cubic feet and the current total volume is 10 1/2 cubic feet.</p> <p>Destroy when superseded</p> <p>Disposition: a. Offer to National Archives 5 years after completion of project. b. Destroy correspondence when superseded or no longer needed.</p> | | |
| 6. | <p><u>Bridge Policy and Procedures:</u> This file includes various correspondence concerning bridge policy and procedures.</p> <p>Disposition: Transfer to records center when 10 years old. Destroy 10 years after transferring to records center. when 20 years old.</p> | | |
| 7. | <p><u>Bridge Replacement Program:</u> Records of bridge replacement program, including correspondence with the Washington Office and the Division offices concerning the eligibility requirements for the program, bridge projects, proposals from the States for project funding, requests for candidates from the Washington Office, and inventory of deficient bridges.</p> <p>Disposition: Destroy when no longer needed.</p> | | |
| 8. | <p><u>Corps of Engineers - 404 Permits:</u> Correspondence on coordination, general requirements, policy guidance, and memorandums of agreement on dredge and fill permits required from the U.S. Corps of Engineers, including any pertinent general permits that could involve highway proposals.</p> | | |

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Request for Records Disposition Authority—Continuation

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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 policy or general permit is superseded. | | |
| 9. | <u>Geotechnics</u> : Correspondence and technical data relating to soil mechanics, foundations, piling, slope stability, and earth retaining structures. Disposition: Destroy when no longer needed. | | |
| 10. | <u>Hydraulics</u> : Correspondence concerning hydraulic design procedures, field hydraulic problems other than project construction related, and hydraulic structures and channels. Disposition: Transfer to records center when 5 years old. Destroy when 10 years old. | | |
| 11. | <u>National Bridge Inspection Standards (NBIS)</u> : Records of the bridge inspection program, including correspondence with the Washington Office and Division offices concerning the requirements of the NBIS, requests for bridge inspection data from the Washington Office, and submissions of inspection data from the States. Disposition: Destroy when no longer needed. | | |
| 12. | <u>Navigational clearances</u> : This file includes correspondence concerning navigational clearances for various bridge projects. Disposition: Transfer to records center when 10 years old. Destroy when 20 years old. | | |
| 13. | <u>State Bridge Review Summaries</u> : Summaries of State bridge maintenance reviews. Disposition: Destroy when no longer needed. | | |
| 14. | <u>Tunnels</u> : Includes correspondence concerning the design, construction, maintenance, and inspection of various tunnel projects. Disposition: Transfer to records center when 2 years old. Destroy when 5 years old. | | |