

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

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

JOB NO.
NI-406-86-1

DATE RECEIVED
10-23-85

1. FROM (Agency or establishment)

Department of Transportation

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

2. MAJOR SUBDIVISION

Federal Highway Administration

3. MINOR SUBDIVISION

Direct Federal Divisions - Field Office

4. NAME OF PERSON WITH WHOM TO CONFER

John H. Schnackenberg

5. TELEPHONE EXT.

**366-
426-0534**

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 _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
10/11/85	<i>J.H. Schnackenberg</i>	Chief, Organization and Management Programs Division

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 GRS OR SUPERSEDED JOB CITATION	10.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>
1.	Accident Report Files. DOT Forms 3902.1, Accident Reports, which are used to report all job-related injuries within 5 working days following the date of the accident. Disposition: Destroy when 5 years old	GRS 1/32*	WITHDRAWN
2.	Administrative Files. 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 2 years old or when no longer needed, whichever is sooner.	GRS 23/1	WITHDRAWN
3.	ADP Files. Correspondence, workload plans, trip reports, and material pertaining to specific studies on equipment needs and usage. Disposition: Destroy when completed study is 5 years old.	GRS 16/14	WITHDRAWN
* Suspended by FPMR Bulletin B-136, 3/21/84; revised NARA description and disposition instructions pending.			

WITHDRAWN
48. kmo

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4.	<u>Aerial Photo File.</u> Aerial photos of various on-going projects, future projects, and projects that have been completed. Disposition: Destroy when 10 years old.		
5.	<u>Affirmative Action Plan.</u> Files reflecting FHWA's good faith effort to eliminate past and present discrimination in all federally assisted programs and to ensure future nondiscriminatory practices. Disposition: Destroy 5 years from date of plan.	GRS /26h	
6.	<u>Agreement Files.</u> 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.		
7.	<u>Allotment Files.</u> Forms FHWA-370, Advance of Funds Available for Obligations, used to document all allotments (obligational availability) of funds and correspondence used for supporting documents. The form shows the initial administrative allotments, initial allotment of construction funds by periods other than quarterly or annually and increase of an allotment of funds in one amount for the fiscal year. Disposition: Destroy 6 years and 3 months after the close of the fiscal year involved.	GRS 7/3	
8.	<u>Annual Reports - DOT.</u> Information on that portion of DOT annual report concerning OFHP's accomplishments during the past year. Disposition: Transfer to Federal records center when 2 years old. Destroy when 10 years old.		
9.	<u>Apportionment Control Register, PR-311.</u> Status of program authority, obligational authority, etc., for Section 204 funds. Disposition: Transfer to records center 2 years after close of fiscal year involved. Destroy when 6 years and 3 months old.		
10.	<u>Bikeways.</u> Literature from publications regarding the encouragement of bicycle transportation for energy conservation. Disposition: Dispose when no longer needed.	NN 162-80 Item 3	

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11.	<p><u>Bridge Inspection (National Park Service, Forest Service, Bureau of Land Management).</u> Correspondence and inspection records containing original calculation for load ratings, etc.</p> <p>Disposition: a. Correspondence and related materials. Destroy when no longer needed.</p> <p> b. Contracts, computer cards, maps, and final reports. Destroy when 4 years old or when obsolete or superseded.</p> <p> c. Inspection reports. Destroy when no longer needed.</p>		
12.	<p><u>Certifying Officer Record Files.</u> SF-1166's, Voucher and Schedule of Payment, that support payments to lenders, SF-1081, Vouchers and Schedule of Withdrawals and Credits, which includes supporting documents and the transfer of funds between Government agencies, and Form GSA-789, Statement Voucher and Schedule of Withdrawals and Credits, authorizing payments to General Services for supplies, motor pool payments, etc.</p> <p>Disposition: Destroy 6 years, 3 months after period covered by account.</p>	GRS 6/1a	
13.	<p><u>Contract EEO Compliance.</u> General correspondence, enforcement reviews and investigations, records, and reports related to construction EEO enforcement, and data related to the administration of the Construction EEO Program.</p> <p>Disposition: Destroy when 7 years old</p>	GRS 1/26d(1)	
14.	<p><u>Credit Card Files.</u> Memorandums, U.S. Government cards (gasoline credit cards, and GSA store cards) and Forms FHWA-149, Nonexpendable Property Inventory, and FHWA-164, Property Receipt and/or Receipt for Property Returned.</p> <p>Disposition: Destroy credit cards 3 months after return to issuing office.</p>	NN 162-80 Item 2	

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15.	<p><u>Correspondence Files.</u> Congressional correspondence; correspondence written to and from State highway departments, Governors of States, other DOT elements, non-governmental and quasi-governmental organizations, and external groups and official file copies related to the daily on-going programs of the office.</p> <p>Disposition: Transfer to records center when 3 years old. Destroy when 6 years old.</p>	NN 162-80 Item 1	
16.	<p><u>Delegation of Authority Files.</u> Material pertaining to official approval of delegating authority to sign travel vouchers, contracts, general delegations, direct-Federal delegations, administrative and program responsibilities, incoming requests for changes in the travel authority and requests for dates when delegations of authority are given.</p> <p>Disposition: Destroy 6 years from date delegation is invalid.</p>		
17.	<p><u>Demonstration Projects.</u> Information of general nature pertaining to national and local demonstration projects.</p> <p>Disposition: National Projects: Transfer to records center 2 years after evaluation completed. Destroy when 5 years old.</p> <p>Local Projects: Transfer to records center 2 years after evaluation completed. Destroy 3 years after transferring to records center.</p>	NN 162-80 Item 7	
18.	<p><u>Direct Construction Project Files.</u> Key data on each direct Federal construction project including contract negotiation, awards, inspection, and payment.</p> <p>a. Project Tracing Files Reconnaissance Reports Final Construction Reports As Constructed Plans</p> <p>Disposition: Transfer to records center 5 years after completion of projects. Destroy 20 years after completion of project.</p>	NN 162-80 Item 10	

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	<p>b. Basic project documentation such as:</p> <ul style="list-style-type: none"> Plans Contract Assembly PS &E documents Survey and Design Data Correspondence and reports Directives, change orders, and supplemental agreements Field notebooks and records supporting payment Materials test reports and certifications Monthly progress estimates Final voucher assembly Contractor's payrolls and subcontracts EEO and Safety Records <p>Disposition: Transfer to records center 3 years after completion of project. Destroy 10 years after completion of project.</p>		
19.	<p><u>Document Security.</u> Classified semiannual reports prepared for Washington Headquarters.</p> <p>Disposition: Destroy when 2 years old.</p>		
20.	<p><u>Emergency Preparedness Programs.</u> Correspondence and background material related to the development of scripts and tapes to be used in emergency development programs, and reports prepared for and submitted by DOT on emergency program in FHWA.</p> <p>Disposition: See GRS-18/Items 28 through 31.</p>		
21.	<p><u>Emergency Relief Files.</u> Contain the determinations as to whether a particular Federal agency 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 used to administer the Emergency Relief Program.</p> <p>Disposition: Transfer to the records center when disaster closed. Destroy when 5 years old.</p>	GRS 18/28-31	
22.	<p><u>Employment Correspondence Files.</u> Contain official file copies, copies of letters inquiring about employment, requesting literature of special interest on training and career opportunities in</p>		

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	the Federal Highway Administration and other information pertaining to FHWA personnel training and employee development programs. Disposition: Destroy when 2 years old.	NN 162-80 Item 1	
23.	<u>Environmental Quality Correspondence Files.</u> Official file copies of correspondence on ecology, archeology, energy, design, art, esthetics, visual resources, and coastal zone management. Disposition: Destroy when no longer needed.	NN 162-80 Item 1	
24.	Equipment File. Procurement and maintenance records and operation manuals for all Geotechnical equipment. Disposition: Destroy when no longer needed.	GRS 23/6	
25.	<u>Equipment Depot Files.</u> Equipment rental class registers, nonrental class registers, and detail of equipment class transactions (DEEP) and supporting documentation. Disposition: Transfer to records center 2 years after the end of the fiscal year involved. Destroy when 10 years old.	NN 162-80 Item 1	
26.	<u>Equipment Rental - Force Account.</u> Contains correspondence and "blue book" local equipment rental rates to be applied for payment of equipment used to construct highway projects. These rates are to be applied when checking and processing force account payments. Disposition: Destroy when no longer needed.	NN 162-80 Item 1	
27.	<u>FHPM 6-9-13-1.</u> Reviews required by FHPM 6-9-13-1, Project and Program Management and Review of FHWA Direct Federal Construction Program. They are conducted yearly by regional office personnel on specific areas of all the direct Federal projects in the region, 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.		
28.	<u>Erosion Control.</u> Contains research reports, technical reports, booklets and other materials used as a reference on controlling erosion in the construction of highways. Disposition: Destroy when no longer needed.	NN 162-80 Item 3	

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29.	<p><u>Financial Files.</u> Payroll data, correspondence, monthly transactions, reconciliation of registers, accomplished schedules, journal vouchers, code cards, certificate of deposit, trial balances, cash book, travel voucher log and site audit files.</p> <p>Disposition: Transfer to records center when 2 years old. Destroy when 10 years old.</p>		
30.	<p>Health Benefits Reports Files. Files contain SF-2809, Health Benefits Registration Form, used by each employee to enroll in the Federal Employees Health Benefit Program and SF-2810, Notice of Change in Health Benefits Enrollment, used by the employee to cancel, change, or take any action required that may affect their health plan that is reported to the health benefit carrier.</p> <p>Disposition: See GRS 1/Item 1</p>	GRS 1/1	
31.	<p><u>Highway Engineer Exchange Program (HEEP).</u> Reports of annual meeting concerning updating highway engineer computer knowledge.</p> <p>Disposition: Review records every 2 years. Destroy when no longer needed.</p>		
32.	<p><u>Highway Safety.</u> General correspondence, review records and reports related to the highway safety program.</p> <p>Disposition: Transfer to Federal records center when 3 years old. Destroy when 6 years old.</p>	NN 162-80 Item 1	
33.	<p>Identification Card Application Files. Application requests for identification cards, and correspondence received for requests for the replacement of identification cards.</p> <p>Disposition: See GRS-11/Item 4a.</p>	GRS 11/4a	
34.	<p>Incentive Awards Files. Secretary's and Administrator's Special Honor Awards, Quality Increases, and special Achievement Cash Awards pertaining to the agency sponsored awards.</p> <p>Disposition: Destroy when 2 years old.</p>	GRS 1/12	
35.	<p>Internal Operations. Correspondence, memoranda, and related material that deal with the internal operation of the Direct Federal divisions.</p>		

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	Disposition: Destroy when 2 years old or when no longer needed, whichever is sooner.	GRS 23/1	
36.	Mail Management. Consists of semiannual mail counts and procedures for internal management. This is a compilation of all mailing to the field annually and is used as the basis for computing annual payment to the U.S. Postal Service.		
	Disposition: Destroy when one year old.	GRS 12/6d	
37.	Merit Promotion Activity Files. Active and inactive merit promotion applications, certificates, rating and ranking sheets, and including individual merit promotion candidate files for field employees.		
	Disposition: Destroy when 2 years old or earlier if the Office of Personnel Management evaluation of records is made, provided that the requirements of the Federal Personnel Manual, Chapter 333, Section A-4, are observed.	GRS 1/33	
38.	Minority Business Enterprise (MBE). Information on businesses that are at least 50 percent owned by minority group members or in the case of publicly-owned businesses at least 51 percent of the stock is owned by minority group members.		
	Disposition: Transfer to records center when 3 years old. Destroy when 9 years old.		
39.	Motor Vehicle Operation Files. FHWA Form 133, Application for Operators Identification Cards, used as a prerequisite to issuance of a driver's permit authorizing employees to operate Government-owned vehicles.		
	Disposition: Destroy 3 years after separation or 3 years after revocation of authorization to operate Government-owned vehicles, whichever is sooner.	GRS 10/7	
40.	Notification of Personnel Action Files. The SF-50, Notification of Personnel Actions, and other related forms used to document and report all personnel actions.		
	Disposition: See GRS 1/14.	GRS 1/14	
41.	Nuclear License Files. Contain nuclear licenses and related material.		
	Disposition: Destroy upon license renewal.		

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42.	Official Personnel Files. Official personnel folders of FHWA employees which are the only official repository for personnel records of individual employees of the Federal Highway Administration. Disposition: See GRS 1/1.	GRS 1/1	
43.	<u>Permits File.</u> General information on State and Federal permits regarding highway construction. Disposition: Destroy when 2 years old.		
44.	<u>Personnel Correspondence Files.</u> Correspondence related to employee relations, official file copies, denials of grades, or within grades, comments made on new regulations and programs, awards, adverse actions, health benefits, and occupational health. Disposition: Destroy when 3 years old.	GRS 1/3	
45.	Personnel Management Evaluation Files. General correspondence, official file copies, background material, classification actions, external agency evaluation reports and internal evaluation studies of management programs. Also, desk audits and position description reviews for the office. Disposition: Destroy when 3 years old.	GRS 1/3	
46.	<u>Photogrammetry File.</u> Correspondence used in daily operations of the office in making surveys and maps through the use of photographs. Disposition: Destroy when 3 years old.		
47.	<u>Plans, Specifications and Estimates.</u> General correspondence and instructions regarding preparation of construction contracts. Disposition: Transfer to records center after 2 years. Destroy when 5 years old.	NN 162-80 Item 1	
48.	Position Classification Files. Drafts, notes, official file copies, reports, comments, and background material on the development of classification standards for all FHWA offices. Also, analysis and interpretation of classification standards. Disposition: See GRS 1/7.	GRS 1/7	

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49.	<p>Position Description. Official records of established position, including information on titles, series, grade, duties and responsibilities for the office.</p> <p>Disposition: Destroy 5 years after position is abolished or description is superseded.</p>	GRS 1/7a	
50.	<p><u>Preliminary Engineering Project Files.</u> Correspondence, and other related documents generated in preparing preliminary engineering estimates, specifications, cost estimates and relevant engineering data. Also, files are used for reference and program evaluation purposes.</p> <p>Disposition: Destroy 3 years after project is completed or 3 years after final settlement of any contract claims, or litigation, whichever is later.</p>		
51.	<p>Procurement Files. Requisitions, working copies of contracts with State highway departments; contracts for supplies and services; contract modifications and all pertinent correspondence pertaining to the contracts.</p> <p>Disposition: See GRS 3/4.</p>	GRS 3/4a	
52.	<p><u>Program Files.</u> Correspondence related to the Freedom of Information Act, Privacy Act, construction projects, correspondence written and received from other government agencies, State agencies, nongovernmental and quasi-governmental organizations, and documents related to training, budget, travel and other materials pertaining to the daily functions of the office.</p> <p>Disposition: Transfer to records center when 3 years old. Destroy when 6 years old.</p>	NN 162-80 Item 1	
53.	<p><u>Project Communication Systems.</u> Information on the directional and information signing of highway construction projects and highway advisory radio systems.</p> <p>Disposition: Transfer to records center when 2 years old. Destroy when 5 years old.</p>		
54.	<p><u>Quality Assurance.</u> Training courses, correspondence, copies of speeches and other material related to construction associated with the assurance of a quality highway project.</p> <p>Disposition: Destroy when no longer needed.</p>		

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55.	<p><u>Reference Files.</u> Copies of information used as ready reference on subjects of current or ongoing interest. These files may contain copies of publications, directives, photographs, correspondence and the like.</p> <p>Disposition: Destroy when no longer needed.</p>	NN 162-80 Item 3	
56.	<p><u>Research and Technology.</u> Correspondence and implementation notices pertaining to new research or technology referred to in the daily operation of the office.</p> <p>Disposition: Destroy when no longer needed.</p>	NN 162-80 Item 1	
57.	<p><u>Retirement Computation Files.</u> Contain correspondence, memorandums, and annuity computations regarding the retirement of FHWA employees and questions employees may have regarding their annuity.</p> <p>Disposition: Destroy when one year old.</p>	GRS 2/21b	
58.	<p><u>Right-of-Way, Utilities, Railroad File.</u> Correspondence, agendas, coordinations with other government agencies, and other related materials used in requiring railroad rights-of-way in connection with Federal-aid highways.</p> <p>Disposition: Destroy when 5 years old.</p>	NN 162-80 Item 1	
59.	<p><u>Roadside Design System File.</u> Correspondence, notes, and other documents pertaining to meetings attended by representatives from other direct Federal offices.</p> <p>Disposition: Transfer to records center when 2 years old. Destroy when 5 years old.</p>	NN 162-80 Item 1	
60.	<p><u>Road Inventory Program (RIP).</u> Correspondence, contracts, maps, computer cards, photo log films, final reports, inspection records and other related materials pertaining to the roadside inventory program developed by FHWA for the National Park Service to evaluate the Park Road System. It allows the Park Service to keep track of road mileage, road maintenance, and expenditures and to prioritize improvements.</p> <p>Disposition: a. Correspondence and related materials Destroy when no longer needed.</p> <p>b. Contracts, computer cards, maps, and final reports</p>	NN 162-80 Item 7	

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	<p>Destroy when 4 years old or when obsolete or superseded.</p> <p>c. Photo log films</p> <p>Destroy when no longer needed.</p> <p>d. Inspection reports</p> <p>Destroy when no longer needed.</p>		
61.	<p><u>Safety Program Files.</u> Correspondence, official file copies, reference material, working papers, and other related documents pertaining to the accident prevention program and FHWA Occupation Health and Safety Program.</p> <p>Disposition: Destroy when 3 years old.</p>	NN 162-80 Item 1	
62.	<p><u>Space Files.</u> General correspondence on field office space, space assignments and utilization, allowances and standards, space classification and all other information related to office space and its manipulations.</p> <p>Disposition: See GRS 11/2b.</p>	GRS 11/2b	
63.	<p><u>Specifications Correspondence.</u> General correspondence and instructions regarding preparation of specifications for construction projects.</p> <p>Disposition: Destroy when no longer needed.</p>	GRS 19/10	
64.	<p><u>Structures Files.</u> Correspondence with other government agencies related to construction, design, and maintenance of highway structures.</p> <p>Disposition: Transfer to records center when 2 years old. Destroy when 5 years old.</p>	NN 162-80 Item 1	
65.	<p><u>Technology Transfer:</u> Coordinations between Direct Federal offices and Washington Headquarters offices for testing and application of new technology in the area of highway construction.</p> <p>Disposition: Destroy when no longer needed.</p>		
66.	<p><u>Training File.</u> Training plan objectives and requirements, annual reports of training activities, cumulative summary of training, correspondence, official file copies, budget estimates, assessment of FHWA Regional Training Systems, seminars,</p>		

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	<p>reports, conferences, special programs and reimbursement agreements. Files also include correspondence related to on-the-job training.</p> <p>Disposition: Destroy when 5 years old or when superseded whichever is sooner.</p>	GRS 1/30b	
67.	<p>Transportation Files. The SF-1113, Public Voucher for Transportation Changes, and U.S. Government Transportation Request - memoranda.</p> <p>Disposition: GRS 9/3.</p>	GRS 9/3	
68.	<p>Travel Order Files. Form DOT 1500.3, Temporary Duty Travel and DOT 1500.4, Permanent Change of Station.</p> <p>Disposition: Destroy 3 years after final payment.</p>	GRS 9/4	
69.	<p><u>Treasury Report Files.</u> Annual report required by OMB under Treasury Department Circular 965. The original report is submitted to FHWA, Finance Division, HFS-23 on Form FHWA-1336, which certifies the balances at the end of the fiscal year on each appropriation. Included in this file are working papers and supporting documents.</p> <p>Disposition: Transfer to records center when 3 years old. Destroy when 10 years old.</p>		
70.	<p>Vehicle Files. Accident reports, general correspondence, official file copies and related data pertaining to the management of the motor vehicle fleet.</p> <p>Disposition: See GRS 10, Items 1 and 5.</p>	GRS 10/1&5	
71.	<p><u>Work Order Files:</u> Pending work orders to GSA for moving walls, telephone outlets and electrical outlets. The files also contain requests for cancellation of work.</p> <p>Disposition: a. <u>Pending Files.</u> Transfer to completed work order file after completion of work. b. <u>Completed Files.</u> Destroy after completion of work.</p>		