

## Request for Records Disposition Authority

Records Schedule Number      DAA-0406-2011-0001  
Schedule Status      Approved

Agency or Establishment      Federal Highway Administration  
Record Group / Scheduling Group      Records of the Federal Highway Administration  
Records Schedule applies to      Major Subdivision  
Major Subdivision      Office of Innovative Program Delivery  
Minor Subdivision      Project Delivery Team  
Schedule Subject      Major Project Files - Federal-aid (HIN)  
Internal agency concurrences will be provided      No

Background Information      The Office of Innovative Program Delivery (IPD) serves as a catalyst for change and offers a comprehensive suite of resources to assist the transportation community in considering innovative program delivery strategies. The office provides support and assistance with

   The TIFIA Credit Program  
   Road Pricing  
   Project Finance  
   Public-Private Partnerships, and  
   Project Delivery

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

## Outline of Records Schedule Items for DAA-0406-2011-0001

Sequence Number	
1	Major Project Files Disposition Authority Number DAA-0406-2011-0001-0001

## Records Schedule Items

Sequence Number	
1	<p><b>Major Project Files</b></p> <p>Disposition Authority Number      DAA-0406-2011-0001-0001</p> <p>These files are used to monitor and/or carry out Federal-aid highway projects approved and funded by the Agency. Criteria for major projects are identified on the site at <a href="http://www.fhwa.dot.gov/ipd/">http://www.fhwa.dot.gov/ipd/</a>. Files may include, but are not limited to, general correspondence, charts, brochures, articles, news releases, statistical data, notes, reports, regulations, project proposals, preliminary studies, justifications, approvals, specifications, designs, maps, drawings, financial documents, change orders, draft background material, questionnaires, summaries and other documents, and interim and final reports.</p> <p>Final Disposition      Temporary</p> <p>Item Status      Active</p> <p>Is this item media neutral?      Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      No</p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction      Cut off files at the close of the project</p> <p>Retention Period      Destroy 10 year(s) after <i>cut off</i>.</p> <p><b>Additional Information</b></p> <p>GAO Approval      Not Required</p>

## Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified

## Signatory Information

Date	Action	By	Title	Organization
04/12/2011	Certify	Victor Wagher	Records Officer	Dept Of Transportation - Federal Highway Administration
09/07/2011	Submit for Concurrency	Ryan Morrone	Appraiser	National Archives and Records Administration - Records Management Services
09/07/2011	Concur	Laurence Brewer	for	National Archives and Records Administration - Records Management Services
09/15/2011	Concur	Julie Reaves	for	National Archives and Records Administration - National Records Management Program
09/20/2011	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist