

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-406-08-5	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>6/5/08</i>	
1. FROM (Agency or establishment) U.S. Department of Transportation		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Federal Highway Administration			
3. MINOR SUBDIVISION Office of the Federal Highway Administrator			
4. NAME OF PERSON WITH WHOM TO CONFER Mary Peterson, Executive Secretariat	5. TELEPHONE NUMBER (202) 366-6426	DATE <i>4/30/08</i> <i>for</i> ARCHIVIST OF THE UNITED STATES <i>Michael King</i>	
6. 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 on the attached <u>3</u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>5/29/08</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Victor S. Wagner</i>		TITLE Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	Administrative Files. Consist of correspondence, personnel information, reports/notes on meetings, briefing materials, reports, memoranda, training schedules, delegations of authority, field trip reports, and other documents relating to the administrative operations of the office. DISPOSITION: Cut off at end of fiscal year. Destroy in agency 3 years after cutoff.	NC1-406-80-5/1	
2.	Federal Highway Administrator, Deputy Administrator, and Executive Director Correspondence Files. Contains correspondence, internal memoranda, reports, minutes of Federal Highway Administration (FHWA) and Department of Transportation (DOT) policy and planning meetings, speeches, travel itineraries and related records and conference participation. Subjects include communications with Congress, DOT Secretary, and DOT Administrators on transportation policies, FHWA program planning and management as well as contact with state, local, professional and civic interests. The records document the high level	N1-406-95-1/1	

	<p>activities for the Federal Highway Administrator, Deputy Administrator, and Executive Director (including that office's official correspondence of the Transportation Security and Public-Private Partnership Programs).</p> <p>DISPOSITION: PERMANENT. Cut off at end of calendar year.</p>		
a.	<p><u>If paper</u>: Transfer to Federal Records Center (FRC) 3 years after cutoff. Transfer to the National Archives 10 years after cutoff. (Annual accumulation = 20-25 cubic feet)</p>		
b.	<p><u>If electronic</u>: Transfer to the National Archives 10 years after cutoff, in accordance with <u>36 CFR 1228.270</u>.</p>		
3.	<p>Reference Files. Consist of information not described elsewhere in this schedule, used as ready reference on subjects of current and ongoing interest. These files may contain copies of publications, directives, pictures, correspondence and the like. Official file copies are not to be placed in these files, nor are the files to be considered pending files when official file copies are kept on a tentative basis.</p> <p>DISPOSITION: Destroy in agency when no longer needed.</p>	NC1-406-80-5/4	
4.	<p>Transportation Security Program Files</p>	New	
a.	<p>Transportation Security Program Project Files. Consist of contracts, training and other project files of the program manager, the FHWA Administrator's representative and virtual team leader for FHWA Headquarters staff in identifying and addressing transportation infrastructure vulnerability and other critical transportation system security issues, and who collaborates with the field staff. Files may contain Security Sensitive Information (SSI) that requires protection against improper disclosure, and dissemination is limited to authorized persons.</p> <p>DISPOSITION: Place in inactive file after completion of project. Cut off inactive file at end of fiscal year and transfer to the FRC. Destroy 6 years and 3 months after cutoff.</p>		

b.	<p>Transportation Security Program Working Files. Consist of copies of e-mails and correspondence sent to recipients in response to requests for reviews of documents or policy. Includes working papers and other supporting documents. Files may contain SSI that requires protection against improper disclosure, and dissemination is limited to authorized persons.</p> <p>DISPOSITION: Destroy/delete in agency when 3 months old.</p>	GRS 14, item 1.	
5.	<p>Public-Private Partnership Program Files. Consist of working files of the program manager, the FHWA Administrator's representative and virtual team leader for FHWA Headquarters and field staff in implementing and managing initiatives to promote and facilitate the use of public-private partnerships on transportation projects. Working files in paper and electronic form (email) consist of, but are not limited to, policy, procedures, correspondence, legislative material, minutes of committee meetings, training material, incoming mail, notes, requisitions, contract agreements, research material, feasibility studies, reports, committees and conference material, seminars, meetings and conferences with DOT and other Agencies, general information from companies and corporations, and other data pertaining to the development, execution, and evaluation of the program. Official signed correspondence and other final products are maintained under item 2 of this schedule.</p> <p>Disposition: Cut off at end of calendar year. Destroy/delete 5 years after cutoff.</p>	New	