

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-406-08-9	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION- 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>7/14/08</i>	
1. FROM (Agency or establishment) U.S. Department of Transportation (DOT)		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Federal Highway Administration (FHWA)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Office of Public Affairs			
4. NAME OF PERSON WITH WHOM TO CONFER Delores Colbert		5. TELEPHONE NUMBER (703) 235-0528	DATE <i>1-21-09</i> ARCHIVIST OF THE UNITED STATES <i>Adrienne C. Thomas</i>
<p><b>6. AGENCY CERTIFICATION</b>  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>4</u> page(s) are not needed now 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,</p> <p><input checked="" type="checkbox"/> is not required      <input type="checkbox"/> is attached; or      <input type="checkbox"/> has been requested.</p>			
DATE <i>July 11, 2008</i>	SIGNATURE OF AGENCY REPRESENTATIVE Victor S. Wagner <i>Victor S. Wagner</i>		TITLE Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION NC1-406-80-2	10. ACTION TAKEN (NARA USE ONLY)
	This schedule covers program records of the Office of Public Affairs maintained in the Washington Headquarters Office of the Federal Highway Administration (FHWA). This schedule supersedes SF 115 job number NC1-406-80-2, approved by the Archivist of the U.S. on September 18, 1980. Administrative records of this Office are covered by the FHWA Records Disposition Schedule for Washington Headquarters Administrative Files and the General Records Schedules (GRS).		

1.	<p><b>Administrative Files.</b> Contain general correspondence, budget material, personnel matters and training material, Congressional and intergovernmental data requests from the business community, highway industry groups, governmental agencies and States for documents or miscellaneous material involved in highway transportation activities and related material having an impact on FHWA programs.</p> <p>DISPOSITION: Cut off at end of fiscal year. Destroy 3 years after cutoff.</p>	NC1-406-80-2, item 1.	
2.	<p><b>Briefing Material Files.</b> Contain material prepared for the President, Vice-President, the Secretary of Transportation, and other officials on FHWA and Department of Transportation (DOT) policies and procedures and used by these officials when States are being visited or when solving various problems existing in a particular State.</p> <p>DISPOSITION: Cut off at end of fiscal year. Destroy 3 years after cutoff.</p>	NC1-406-80-2, item 2.	
3.	<p><b>FHWA News Clips.</b> An electronic log of news clips of articles from secondary sources pertaining to current highway events, excerpts from speeches made by the FHWA Administrator, and similar material that is incorporated into the DOT Web site at <a href="http://newsclips.dot.gov/">http://newsclips.dot.gov/</a>.</p> <p>DISPOSITION: Destroy in agency when no longer needed.</p>	NC1-406-80-2, item 3.	
4.	<p><b>Press Releases.</b> Contain drafts, supporting data, and final copies of press releases that provide information on policies and procedures that are FHWA related.</p> <p>a. Record copy of press releases.</p> <p>DISPOSITION: <b>PERMANENT.</b> Cut off at end of fiscal year.</p> <ol style="list-style-type: none"> <li>1. <u>If paper:</u> Transfer to Federal Records Center (FRC) 3 years cutoff. Transfer to National Archives 5 years after cutoff.</li> <li>2. <u>If electronic:</u> Transfer to National Archives 5 years after cutoff, in accordance with <u>36 CFR 1228.270</u>.</li> </ol>	NC1-406-80-2, item 4.	

	Current volume in storage: 5 cubic feet (1988 – 2004). Approximately annual volume: Less than 1 cubic foot (mostly becoming electronic).		
b.	All other copies and related records.  <b>DISPOSITION:</b> Cut off at end of fiscal year. Destroy 5 years after cutoff.	NC1-406-80-2, item 5.	
5.	<b>Program Files.</b> Contain drafts, general correspondence, charts, brochures, articles, news releases, statistical data, notes, reports, funding, regulations and other related documents pertaining to various subject matters such as the interstate, the history of highways, etc.  <b>DISPOSITION:</b> Cut off at end of fiscal year. Destroy 5 years after cutoff.	NC1-406-80-2, item 6.	
6.	<b>Report Files.</b> Contain monthly narrative and general correspondence from Headquarters and field offices. The Office of Public Affairs provides advice and assistance to field offices with respect to techniques and approaches to providing information to the public with respect to highway plans and their environmental and economic impacts.  <b>DISPOSITION:</b> Cut off at end of fiscal year. Destroy 3 years after cutoff.	NC1-406-80-2, item 7.	
7.	<b>Speech Files.</b> Contains copies of speeches made by the present and former Administrators on various subjects related to highways, background material, incoming requests and correspondence from the field and private sector on particular highway related subjects, conferences, and other data pertaining to professional speechwriting and other public affairs services.  a. Record copy.  <b>DISPOSITION:</b> <b>PERMANENT.</b> Cut off at end of fiscal year.  1. <u>If paper:</u> Transfer to Federal Records Center (FRC) 3 years cutoff. Transfer to National Archives 5 years after cutoff.  2. <u>If electronic:</u> Transfer to National Archives 5 years after cutoff, in accordance with <u>36 CFR 1228.270</u> .	NC1-406-80-2, item 8.	

	<p>Current volume in storage: 3 cubic feet (1995-2005). Approximately annual volume: 1 ½ cubic feet.</p> <p>b. All other copies and all other related records.</p> <p>DISPOSITION: Cut off at end of fiscal year. Destroy 5 years after cutoff.</p> <p>8. <b>Working Papers.</b> Files contain notes, drafts, news clippings, general correspondence, memorandums, background material and other related documents used in conducting public affairs programs including Congressional liaison, business, and intergovernmental relations.</p> <p>DISPOSITION: Destroy 6 months after final action on project report or 3 years after completion of report if no final action is taken.</p>		
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