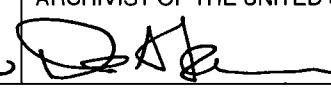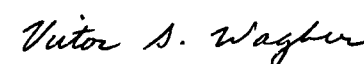| REQUEST FOR RECORDS DISPOSITION AUTHORITY	JOB NUMBER N1-406-_10-3_

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

Date received _10/19/09_

1 FROM (Agency or establishment)	NOTIFICATION TO AGENCY
U.S. Department of Transportation (DOT)	

2 MAJOR SUBDIVISION	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10
Federal Highway Administration (FHWA)	
3 MINOR SUBDIVISION	
Office of Research, Development, and Technology (HRT), Office of Infrastructure R&D (HRDI)	

4. NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE NUMBER	DATE	ARCHIVIST OF THE UNITED STATES
Terry Arnold	(202) 493-3305	2 Sqt 10	

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 ___3__ 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 U S General Accountability Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

☒ is not required   ☐ is attached, or   ☐ has been requested

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
October 15, 2009	Victor A. Wagner	Records Officer

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	This schedule covers the Research Information Management System (RIMS) in the Office of Research, Development, and Technology's (HRT's), Office of Infrastructure Research and Development (HRDI), maintained in the Washington Headquarters Office of the Federal Highway Administration (FHWA). See attached.		

	Research Information Management System	New
	The Research Information Management System (RIMS) is being developed to enable research data and test results generated by the Pavement Materials and Construction Team to be stored in a single location, which is a Structured Query Language (SQL) server at the Turner-Fairbank Highway Research Center (TFHRC) A wide variety of testing equipment and processes are used by the various laboratories within the team. The establishment of a common database will enable the team to organize and share research and test results across the team.	
	Information from the various laboratories consists of chemical and physical characteristics and measurements. For instance, the Binder Rheology Laboratory and Bituminous Mixtures Laboratory data consists of raw test data (stress, strain, and temperatures), and the Chemistry Research Laboratory data covers or will cover chemical analyses (such as Fourier Transform InfaRed (FTIR) spectroscopy used to study molecular structures, X-ray Florescence (XRF) used to measure the elemental composition of materials; Elemental Composition used to determine the carbon, hydrogen, nitrogen, sulfur, and oxygen contents of asphalt materials, and Raman spectra used to study the composition of concrete materials) The RIMS database is still under development and will essentially cover data from the year 2000 to present There are no URL links, and records would be maintained and archived for long-term retention.	
1.	**Input/Source Records.** ~~Information from the various laboratories consists of chemical and physical characteristics and measurements. The binder and mix laboratory data consists of raw test data (stress, strain, and temperatures), and the chemistry laboratory data covers or will cover chemical analyses (such as FTIR, XRF, elemental composition, and Raman spectra) Data is input into the system by the individual operators in each of the laboratories. Data is stored in Microsoft Excel and Microsoft Access on a SQL server.~~	GRS 20, Item 2c.
	~~DISPOSITION. Temporary Destroy/delete when data have been entered into master file or database and verified, or when no longer needed to support reconstruction of, or serve as backup to, the master file or database, whichever is later.~~	

STANDARD FORM 115 (REV 3-91)
Prescribed by NARA 36 CFR 1228

2	**Master Files.** Include basic information about the project, tests conducted, materials used The RIMS database is still under development and will essentially cover data from the year 2000 to present. DISPOSITION: Temporary. Cut off at end of calendar year. Destroy/delete 25 years after cutoff	New	
3.	~~**Output Records.** Data is accessible for analysis and generation of ad hoc reports, tables, and graphs, used only for reference~~ ~~DISPOSITION: Temporary. Delete when the Agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.~~	GRS 20, Item 5	
4.	~~**System Documentation.** The programming language is visualstudio.net and will include user guides and other system documentations.~~ ~~DISPOSITION: Temporary. Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later..~~	GRS 20, Item 11a(1)	