

Rev NCL 22 Feb 80 AH

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCL-30-80-1
DATE RECEIVED	2-22-80
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
Date	3-11-80 <i>John H. Schnackenberg</i> Acting Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)  
Department of Transportation

2. MAJOR SUBDIVISION  
Federal Highway Administration

3. MINOR SUBDIVISION  
DOT Library

4. NAME OF PERSON WITH WHOM TO CONFER  
William Hicks

5. TEL. EXT.  
426-0481

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 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**A Request for immediate disposal.**

**B Request for disposal after a specified period of time or request for permanent retention.**

C. DATE 2/15/80	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>J. H. Schnackenberg</i>	E. TITLE John H. Schnackenberg, Chief, Organization and Management Programs Division
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	Average Bid Prices for Highway Construction Contracts. One bundle of statistical charts including "summary of average bid prices for the Federal-Aid Highway Construction Work during 1933-46" and a series of sheets entitled "tabulation of average bid prices for highway construction projects by geographic divisions as taken from Form EMP 11." These records were offered under Accession Job NC3-30-80-2, and found to be non-archival.  DESTROY IMMEDIATELY.		
2.	Washington Office Memoranda, 1954-60. Memoranda originated by the Washington Office of the Bureau of Public Roads. Extremely routine subject matter. These records were offered under Accession Job NC3-30-80-5, and found to be non-archival.  DESTROY IMMEDIATELY.		

to agency + NNG 3/18/80

8 items

*Closed Out 3-18-80 JH*

## Request for Records Disposition Authority - Continuation

JOB NO.

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
3	<p><u>Miscellaneous Documents and Papers Related to the Bureau of Public Roads and the Public Roads Administration.</u> Records consisting of the following: 1) 2 volumes containing a variety of planning survey memos, news bulletins, subject indexes, and manuals of instruction, 1935-38. Records are duplicates in Accession Job NC3-30-80-14 (appraised separately); 2) 1 volume of Works Program General Memoranda, 1935-8, extremely routine in nature; 3) 1 volume of reference copies of Department of Commerce Orders, 1947-64; 4) 1 volume of Special Orders of the Bureau of Public Roads Administration, 1939-43, limited in coverage and extremely routine in nature; 5) 2 binders containing General Memos for the Office of Public Roads, 1916-19 and Engineering Memos for 1917-19, both extremely routine in nature.</p> <p>All records were offered under Accession Job NC3-30-80-6, and found to be non-archival.</p> <p>DESTROY IMMEDIATELY.</p>		
4	<p><u>Memoranda to Bureau Managers of the Bureau of Public Roads, 1936-39.</u> 1 volume of memos from Division of Information, all of routine administrative nature. These records were offered under Accession Job NC3-30-80-8, and found to be non-archival.</p> <p>DESTROY IMMEDIATELY.</p>		
5	<p><u>Carlton Nudd Conner Papers, 1935-43.</u> A reference file maintained by Conner, who was the Senior Design Engineer of the Bureau of Public Roads in the late 1930's and early 1940's. The file consists of carbons of outgoing correspondence (usually not originated by Conner but sent to him for information), copies of administrative memos, published reports, clippings and copies of articles about aspects of highway design and construction, project sheets for flight strips, and copies of <u>Public Roads</u>, the monthly journal of the Bureau (a complete set of which is on file in NNHP). These records were offered under Accession Job NC3-30-80-10, and found to be non-archival.</p> <p>DESTROY IMMEDIATELY.</p>		

## Request for Records Disposition Authority - Continuation

JOB NO.

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
6	<p><u>Information Memoranda, 1942-8.</u> 1 volume containing copies of the first 42 memos plus those related to the war effort; 1 volume containing duplicate copies of all the numbered and unnumbered memos. A note reading "Destroy" has been attached to these items by the NARS appraiser. These records were offered under Accession Job NC3-30-80-11, and found to be non-archival because they duplicate the records that will be accessioned.</p> <p>DESTROY IMMEDIATELY.</p> <p>(Note: 2 volumes containing memos 1 thru 87, and 1 volume containing unnumbered memos, have been appraised as permanent under Accession Job NC3-30-80-11, and will be transferred to the National Archives.)</p>		
7	<p><u>Memoranda to Division Engineers and Deputy Commissioners, 1935-54.</u> Materials contained in binders numbered I thru VII and in individual folders, and consisting of memoranda (non-record copies) of purely administrative value. In general, these memoranda tell employees how to carry out a particular task (e.g., how to prepare and submit a form); transmit other records; discuss personnel matters; transmit information about a given activity (e.g., a particular survey is to be held, a new program is to be established). The file does not document the establishment of a policy, nor does it contain information of value in itself. These records were offered under NC3-30-80-4.</p> <p>DESTROY IMMEDIATELY.</p>		
8	<p><u>Division Memos, Memos to Deputy Commissioners and Division Engineers, 1942-46.</u> Non-record memoranda, generally issued by the Division of Information, and maintained by persons unknown for reference purposes. Subject matter is purely administrative, like that of memoranda described in Item 7 above. 4 of these memoranda are duplicated in Item 7 records. These records were offered under NC3-30-80-3, and found to be non-archival.</p> <p>DESTROY IMMEDIATELY.</p>		