

Request for Records Disposition Authority

Records Schedule Number DAA-0406-2013-0003
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 Federal Lands Highway Divisions
Schedule Subject Engineer's Estimate, Bidding, Award, and Construction System (EEBACS)

Internal agency concurrences will be provided No

Background Information This schedule covers the EEBACS system in the FHWA Federal Lands Highway (FLH) Divisions. EEBACS is used by all three FLH Divisions: Eastern, Central, and Western. EEBACS is a system that provides for estimation, solicitation/award, and contract administration of FLH's highway/bridge construction projects. It consists of a series of components that track the costs of highway construction from the project's inception through construction and final acceptance of the project by our partners.

EEBACS is not the official documentation for the Final Construction Reports data (disposition authority N1-406-09-2, item 4a). All official contract actions, modifications, change orders, etc. are completed outside the system using the current paper processes and are just tracked within EEBACS (and possibly scanned copies are uploaded into EEBACS). The permanent Final Construction Records for the Federal Lands Highway Projects Files are not being stored in EEBACS.

There is some data in EEBACS that may replace paper documents, such as the Construction Daily Reports and Construction Daily Diaries, however, these documents fall under Supplemental Documentation which has a temporary disposition (authority N1-406-09-2, item 4b). Thus, in order to comply for the EEBACS Master files category, we listed the disposition as "Delete or destroy after 10 years after the cut-off or when the agency determines that they are no longer needed."

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0406-2013-0003

Sequence Number	
1	EEBACS Master Files Disposition Authority Number DAA-0406-2013-0003-0001

Records Schedule Items

Sequence Number	
1	<p>EEBACS Master Files</p> <p>Disposition Authority Number DAA-0406-2013-0003-0001</p> <p>Consists of general project data (such as type, length, location, partner agency, funding type, etc), engineer's estimates, unit price analysis, summary of quantities, design summary data, bid schedules, bid tabulations, bid error report, low bid schedule, progress payment reports, inspector daily reports, contractor daily reports, project engineer's daily diary, periodic construction status data, and supporting attached documents</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation This is an electronic information system</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at the end of the fiscal year after the construction project has been closed out</p> <p>Retention Period Destroy 10 year(s) after cutoff or when the agency determines that they are no longer needed for administrative, legal, audit or other operational purposes occurs, whichever is later</p> <p>Additional Information</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
05/07/2013	Certify	Victor Wagher	Records Officer	Dept Of Transportation - Federal Highway Administration
12/19/2013	Submit for Concur rence	Jim Cassedy	Appraiser	National Archives and Records Administration - Records Management Services
01/02/2014	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - Records Management Services
01/08/2014	Concur	Laurence Brewer	Director, National R ecords Management Program	National Archives and Records Administration - National Records Management Program
01/09/2014	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist