

## 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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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

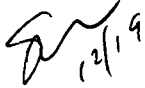
| Sequence Number |   |
|-----------------|---|
| 1               | EEBACS Master Files<br>Disposition Authority Number DAA-0406-2013-0003-0001 |

## Records Schedule Items

| Sequence Number |  |
|-----------------|--|
| 1               | <p><b>EEBACS Master Files</b></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><b>Disposition Instruction</b></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><b>Additional Information</b></p> <p>GAO Approval                              Not Required</p> |

## Executive Summary

Summary



This schedule provides disposition authority for the Engineer's Estimate, Bidding, Award and Construction System (EEBACS) It contains one temporary item

Permanent Item Numbers

Federal Register Notice

Required

Publication Date

2013-09-17

Copies Requested

0

Comments Received

0

### 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<br>- Federal Highway<br>Administration                               |
| 12/19/2013 | Submit for Concur<br>rence | Jim Cassedy         | Appraiser  | National Archives and<br>Records Administration<br>- Records Management<br>Services         |
| 01/02/2014 | Concur                     | Margaret<br>Hawkins | Director of Records<br>Management Servic<br>es       | National Records<br>Management Program<br>- Records Management<br>Services                  |
| 01/08/2014 | Concur                     | Laurence<br>Brewer  | Director, National R<br>ecords Management<br>Program | National Archives and<br>Records Administration<br>- National Records<br>Management Program |
| 01/09/2014 | Approve                    | David Ferriero      | Archivist of the Unite<br>d States                   | Office of the Archivist -<br>Office of the Archivist  |