

## Request for Records Disposition Authority

Records Schedule Number           DAA-0406-2017-0001

Schedule Status                       Modified Approved Version

  

Agency or Establishment           Federal Highway Administration

Record Group / Scheduling Group   Records of the Federal Highway Administration

Records Schedule applies to       Major Subdivision

Major Subdivision                   Office of Infrastructure

Minor Subdivision                   Office of Bridges and Structures

Schedule Subject                     National Tunnel Inventory (NTI)

Internal agency concurrences will be provided   No

Background Information           The NTI is one of FHWA's mission critical systems. It is a collection of tunnel inventory and inspection data collected under the auspices of the National Tunnel Inspection Standards (NTIS), Title 23 USC Section 144 and 23 CFR 650E. These standards are applicable to all highway tunnels located on public roads. Data is collected from all 50 States, the District of Columbia, and Puerto Rico, as well as Federal agencies and tribal governments which have tunnels under their jurisdiction that are open to the public. The NTI follows the Specifications for the National Tunnel Inventory. Approximately 475 tunnel records are stored and maintained per year. The system contains data beginning in 2015. In addition, the NTI system interfaces with the Fiscal Management Information System (FMIS) [scheduled as Permanent under NARA disposition authority N1-406-08-10/33b] in order to provide FMIS with valid tunnel structure numbers for tunnels eligible for Federal funding. Access to the system is controlled by FHWA's User Profile Access Control System (UPACS) system.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	1	1	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0406-2017-0001

Sequence Number	
1	<b>Master Files</b> Disposition Authority Number: DAA-0406-2017-0001-0001
2	<b>Output Records - Record Copy</b> Disposition Authority Number: DAA-0406-2017-0001-0002

## Records Schedule Items

Sequence Number											
1	<p><b>Master Files</b></p> <p>Disposition Authority Number      <b>DAA-0406-2017-0001-0001</b></p> <p>Collection of tunnel inspection information from 2015 to current year is contained in the database. The Master File contains (1) Active Records (current year) and (2) Inactive Records (archived years).</p> <p>Final Disposition                      <b>Permanent</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>No</b></p> <p>Explanation of limitation              <b>These are electronic database files.</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                              <b>Yes</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        <b>Cut off annually at end of calendar year.</b></p> <p>Transfer to the National Archives for Accessioning      <b>Transfer to the National Archives immediately after cutoff</b></p> <p><b>Additional Information</b></p> <p>First year of records accumulation      <b>2015</b></p> <p>What will be the date span of the initial transfer of records to the National Archives?      <b>From 2015 To 2020</b></p> <p>How frequently will your agency transfer these records to the National Archives?      <b>Every 1 Years</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 25%;">Estimated Current Volume</th> <th style="width: 25%;">Annual Accumulation</th> </tr> </thead> <tbody> <tr> <td><b>Electronic/Digital</b></td> <td style="text-align: center;"><b>10 MB</b></td> <td style="text-align: center;"><b>5 MB</b></td> </tr> <tr> <td><b>Paper</b></td> <td></td> <td></td> </tr> </tbody> </table>			Estimated Current Volume	Annual Accumulation	<b>Electronic/Digital</b>	<b>10 MB</b>	<b>5 MB</b>	<b>Paper</b>		
	Estimated Current Volume	Annual Accumulation									
<b>Electronic/Digital</b>	<b>10 MB</b>	<b>5 MB</b>									
<b>Paper</b>											

Microform		
Hardcopy or Analog Special Media		

2

**Output Records - Record Copy**

Disposition Authority Number      **DAA-0406-2017-0001-0002**

Data tables and graphs for the Status of the Nation's Highways, Bridges and Transit: Conditions and Performance Report to Congress (biennial report required by law). [Reports maintained by the Office of Policy and Governmental Affairs. These records are scheduled by N1-406-09-3, Item 40, FHWA Publications.

Final Disposition                      **Temporary**

Item Status                              **Active**

Is this item media neutral?          **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      **Yes**

Do any of the records covered by this item exist as structured electronic data?      **No**

**Disposition Instruction**

Retention Period                      **Destroy when no longer needed**

**Additional Information**

GAO Approval                          **Not Required**

## 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
11/29/2016	Certify	Victor Wagher	Records Officer	Dept Of Transportation - Federal Highway Administration
09/26/2018	Submit for Concur rence	Steven Rhodes	Senior Appraisal Arc hivist	National Archives and Records Administration - Records Management Services
09/28/2018	Concur	Sebastian Welch	Supervisory Archive s Specialist	National Archives and Records Administration - ACR4
10/02/2018	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Services
10/03/2018	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist