

Request for Records Disposition Authority

Records Schedule Number DAA-0406-2017-0001
 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 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	Master Files Disposition Authority Number: DAA-0406-2017-0001-0001
2	Output Records - Record Copy Disposition Authority Number: DAA-0406-2017-0001-0002

Records Schedule Items

Sequence Number											
1	Master Files										
	Disposition Authority Number	DAA-0406-2017-0001-0001									
	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).										
	Final Disposition	Permanent									
	Item Status	Active									
	Is this item media neutral?	No									
	Explanation of limitation	These are electronic database files.									
	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?	Yes									
	Disposition Instruction										
	Cutoff Instruction	Cut off at end of five calendar years.									
	Transfer to the National Archives for Accessioning	Transfer to the National Archives in 5 year blocks 5 year(s) after the end of the first calendar year in block.									
	Additional Information										
	First year of records accumulation	2015									
	What will be the date span of the initial transfer of records to the National Archives?	From 2015 To 2020									
	How frequently will your agency transfer these records to the National Archives?	Every 5 Years									
	<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>Electronic/Digital</td> <td style="text-align: center;">10 MB</td> <td style="text-align: center;">5 MB</td> </tr> <tr> <td>Paper</td> <td></td> <td></td> </tr> </tbody> </table>			Estimated Current Volume	Annual Accumulation	Electronic/Digital	10 MB	5 MB	Paper		
	Estimated Current Volume	Annual Accumulation									
Electronic/Digital	10 MB	5 MB									
Paper											

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