

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0406-2020-0004**

Schedule Status                      **Approved**

Agency or Establishment              **Federal Highway Administration**

Record Group / Scheduling Group   **Records of the Federal Highway Administration**

Records Schedule applies to         **Agency-wide**

Schedule Subject                        **FHWA Oversight Construction Project Files (in field Federal-aid  
Division Offices)**

Internal agency concurrences will  
be provided                                **No**

Background Information                **Applies to RG 406, Federal Highway Administration (FHWA), and  
legacy files in RG 30, Bureau of Public Roads, in field Federal-aid  
Division Offices.**

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>

### GAO Approval

## Outline of Records Schedule Items for DAA-0406-2020-0004

Sequence Number
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1	<b>FHWA Oversight Construction Project Files</b> Disposition Authority Number: DAA-0406-2020-0004-0001
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## Records Schedule Items

Sequence Number	
1	<p><b>FHWA Oversight Construction Project Files</b></p> <p>Disposition Authority Number      <b>DAA-0406-2020-0004-0001</b></p> <p>These files (formerly known as formerly Federal-aid Project Files) are created and maintained in FHWA's field Federal-aid Division offices and metropolitan offices that are extensions of their respective Divisions (see Title 23, U.S. Code, and Title 23, Code of Federal Regulations). They can include, but are not limited to, project agreements and modification agreements, FHWA approval documents, concurrences in awards, final acceptance reports, right of way certificates, and other documentation supporting project decisions, project close out, and as required by the applicable Stewardship and Oversight Agreement.</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</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>No</b></p> <p>GRS or Superseded Authority Citation      <b>N1-406-09-19, item 11 N1-406-90-2, item 1 (ENGI 23) NC1-406-85-6, item 23 NC1-406-85-6, item 24</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        <b>Place in inactive file after payment of final voucher/closure.</b></p> <p>Retention Period                         <b>Destroy 10 year(s) after closeout.</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                              <b>Not Required</b></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
05/28/2020	Certify	Victor Wagher	Records Officer	Dept Of Transportation - Federal Highway Administration
01/14/2021	Submit for Concurrency	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
01/25/2021	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/25/2021	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
01/27/2021	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist