

Job Number N1-406-06-3	
REQUEST FOR RECORDS DISPOSITION AUTHORITY TO: National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740-6001	
DATE RECEIVED <i>1/6/06</i>	
NOTIFICATION TO AGENCY	
1. FROM (Agency or establishment) Department of Transportation	
2. MAJOR SUBDIVISION Federal Highway Administration	
3. MINOR SUBDIVISION Office of Transportation Management	
In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE
Larry Swartzlander	202-366-6066
DATE	ARCHIVIST OF THE UNITED STATES
<i>2/12/06</i>	<i>Allen W. ...</i>
6. 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 on the attached <u>1</u> page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accountability Office, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies;	
<input type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.	
DATE	SIGNATURE OF AGENCY REPRESENTATIVE
<i>1/5/06</i>	<i>Victor S. Wagner</i>
TITLE	
Records Officer	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION
	This schedule provides continuing disposition authority for Federal Highway Administration (FHWA) records located in the Office of Transportation Management (HOTM), under the the Associate Administrator for Operations (HOP). SEE ATTACHED PAGE.
9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

cc Agency, NR NWTM & DWTMUA

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Records from the Office of Transportation Management (HOTM) under the Associate Administrator for Operations (HOP), Federal Highway Administration (FHWA)

The Transportation Equity Act for the 21st Century was enacted June 9, 1998 as Public Law 105-178. TEA-21 authorizes the Federal surface transportation programs for highways, highway safety, and transit for the 6 year period 1998-2003. The TEA-21 Restoration Act, enacted July 22, 1998, provided technical corrections to the original law.

1. ITS Integration Program Project Files

The Intelligent Transportation Systems (ITS) Deployment Program is a high visibility Transportation Equity Act (TEA)-21 discretionary Program. ITS Deployment Program funds are available as specified in Section 5001(a)(6) of TEA-21 to accelerate the *integration* and *interoperability* of ITS across system, jurisdiction and modal boundaries, in metropolitan and rural areas. This program tracks and reviews projects submitted for money earmarked by Congress for the purposes described in TEA-21, Sections 5208 and 5209. Files (also known as "ITS Earmarks") consist of project proposals used to monitor or carry out projects approved and funded by the Agency. Files may include, but are not limited to, general correspondence, charts, notes, reports, regulations, project proposals, preliminary studies, justifications, approvals, specifications, designs, maps, drawings, financial documents, draft background material, summaries and other papers, partnership agreements, interim reports, and final reports. Records date from 1998 to 2005. Total volume is approximately 26 cubic feet. There are about 125 project files for each year. Although the ITS program ended September 30, 2005, there are approximately 225 remaining active projects.

Temporary.

Cutoff files at the close of the fiscal year following FHWA Washington Headquarters' approval for funding and initiation of funds expenditure. Send to off-site storage. Destroy 10 years after cutoff.

2. Electronic mail and word processing records.

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the items above. Also, includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revising, and disseminating.

- a. Copies of records that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal email directories, or other personal directories on hard disk or network drives and copies on shared network drives that are used only to produce the recordkeeping copy

Destroy or delete within 180 days after the recordkeeping copy has been produced.

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy or delete when the above action has been completed.