

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>			Job Number: N1-406-07-1	
To: National Archives & Records Administration, 8601 Adelphi Road, College Park, MD 20740-6001			DATE RECEIVED <i>2/5/07</i>	
1. FROM (Agency or establishment)  Department of Transportation			NOTIFICATION TO AGENCY  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION  Federal Highway Administration				
3. MINOR SUBDIVISION  Office of Natural & Human Environment (HEPN-50)				
4. NAME OF PERSON WITH WHOM TO CONFER  Robert W. Draper		5. TELEPHONE  202-366-4649	DATE <i>11/30/07</i>	ARCHIVIST OF THE UNITED STATES <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 and/or transfer to the National Archives on the attached 3 page(s) are not now needed for the business of this Agency or will not be needed after the specified retention periods; and that written concurrence from the Government Accountability Office, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies,  <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.				
DATE 1/29/2007	SIGNATURE OF AGENCY REPRESENTATIVE Victor S. Wagher <i>Victor S. Wagher</i>		TITLE FHWA Records Officer	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION		10. ACTION TAKEN (NARA USE ONLY)

**National Scenic Byways Program Records**

This schedule provides continuing disposition authority for Federal Highway Administration (FHWA) records from the National Scenic Byways Program under the Office of Natural & Human Environment, Office of Planning, Environment and Realty.

SEE ATTACHED PAGES

*LC 12/5/07 Copies sent to agency & NWMB, NOME, NWMU, NWCS, NWCT, NR*

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION  
Job Number N1-406-07-1

1. Photographs, generated, gathered, or acquired by the National Scenic Byways Program (NSBP), relating to the scenic, historic, cultural, natural, recreational, and archaeological qualities of roads---and environments surrounding those roads--designated as National Scenic Byways, All-American Roads, or America's Byways. Also includes photographs, slides, and transparencies documenting NSBP-supported preservation and promotion efforts, NSBP staff, political and cultural dignitaries visiting byways or NSBP/State/Local offices, and press conferences, commemorations, grant usage, and other events pertaining to byway designations and projects. Photographic files are appropriately organized, edited, and captioned, meeting the archival standards outlined in 36 CFR 1228.266, 1228.270, and any supplemental National Archives and Records Administration (NARA) guidance in effect at the time of transfer.

A. Photographic prints, negatives, contact sheets, slides, transparencies.

DISPOSITION: PERMANENT. Cut off in five-year blocks, and transfer to NARA when the oldest image in the block is ten years old.

B. Digital images generated through scanning of photographic prints, negatives, contact sheets, slides, or transparencies.

DISPOSITION: PERMANENT. Cut off files every two years and transfer master set (highest resolution available) immediately to NARA, along with any related finding aids.

C. Original digital (born digital) images from digital cameras.

DISPOSITION: PERMANENT. Cut off files every two years and transfer master set (highest resolution available) immediately to NARA, along with any related finding aids.

Volume on hand: Combined born digital and digitally-scanned images, represented in NSBP Digital Image Library: ca. 9,500 images, 1996-2006.  
Annual accumulation: Combined born digital and digitally-scanned images, ca. 500-1,000 images.

2. Photographic prints, negatives, contact sheets, slides, transparencies, and digital images, of mission-related subjects, lacking adequate captioning, having technical or aesthetic deficiencies, or having coverage in excess of what is required for adequate and proper documentation; or photographs relating to historically non-significant subjects, including employee awards events, retirement ceremonies, social events, and workshops, campaigns, or

commemorations common to most federal agencies (e.g., Combined Federal Campaigns, savings bond campaigns, blood drives, health fairs).

**DISPOSITION:** Temporary. Destroy when no longer needed for agency business.

3. Finding aids, in electronic form (e.g., NSBP Digital Image Library Database) or hard-copy form, providing documentation for proper identification, retrieval, and use of permanent photographs described in 1A through 1C. Finding aids conform to archival standards outlined in 36 CFR 1228.266 and 1228.270, and in any supplemental NARA guidance in effect at the time of transfer.

**DISPOSITION:** PERMANENT. Transfer to NARA along with the respective chronological blocks of the photographs to which the finding aids relate.

4. Special photo project file: Photo-mechanical image panels and related documentation from 1997 Spider Martin photography exhibit commemorating the 1965 Voting Rights March on U.S. 80, Selma to Montgomery Byway.

**DISPOSITION:** PERMANENT. Transfer immediately to NARA.

Volume on hand: ca. 23 unique panels, 24" X 36" to 40" X 60" formats.

5. Posters created in-house or by contractors relating to the Byways, NSBP-designated sites, program mission, or program initiatives.

**DISPOSITION:** PERMANENT. Transfer two copies of each poster, upon publication, to NARA by adding the National Archives Still Picture unit to the regular distribution list.

6. Videos and DVDs. Video Recordings, Analog or digital, created in house or by contractors, relating to the Byways, NSBP-designated sites, program mission, or program initiatives.

**DISPOSITION:** PERMANENT. Transfer the original or earliest generation video recording, i.e., an "Edited" or final "Master" recording produced as professional quality analog or digital format, with a copy for reference. A VHS or DVD is suitable as the reference copy. (36 CFR 1228.266 (d) (1) and (e) (1)).

7. Publications, including guides, references, educational products, handbooks, booklets, brochures, maps, reports, and newsletters. These publications may be in hard copy or electronic format.

a. Record copy of each publication.

**DISPOSITION: PERMANENT.**

1. If paper: Transfer 2 copies of each publication to NARA immediately upon publication.
2. If electronic: Transfer electronic versions of publications at the end of fiscal year in which they were published electronically, in accordance to 36 CFR 1228.270.

b. Copy of each publication maintained for reference use.

**DISPOSITION: Temporary. Destroy when no longer needed.**

8. Grant Applications: The projects are to be implemented on highways designated as National Scenic Byways, All-America Roads, America's Byways or an Indian tribe scenic Byway. Contain applications, publications, DVD/CD-ROMs, maps, brochures, recommendation letters from Members of Congress and the community, and supporting correspondence that aid the planning, design, and development of a State scenic or Indian tribe byway program.

**DISPOSITION: Temporary. Maintain grant applications in agency for 1 year. Transfer to Federal records center when 1 year old. Destroy when 4 years old. (Annual accumulation approximately 20 cubic feet.)**

9. Nominations for National Scenic Byways and All-American Roads: To be considered for a designation, a road must be nominated by a State, an Indian tribe, or a Federal land management agency and must first be designated as a State scenic byway, an Indian tribe scenic byway, or, in the case of a road on Federal land, as a Federal land management agency byway. Nominations applications include: application, publications, photos, slides, maps, recommendation letters from Members of Congress, and supporting correspondence that aid to plan, design, and develop a State scenic or Indian tribe byway program.

**DISPOSITION: Temporary. Transfer nomination applications to the Federal records center after designations are announced. Destroy 25 years after announcement.**

**(Annual accumulation approximately 25 cubic feet.)**