

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-406-08-8	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 7/14/08	
1 FROM (Agency or establishment) U S Department of Transportation (DOT)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 (FHWA)			
3 MINOR SUBDIVISION Office of Policy and Government Affairs			
4 NAME OF PERSON WITH WHOM TO CONFER Regina Clarke	5 TELEPHONE NUMBER (202) 366-9203	DATE 7/14/08	ARCHIVIST OF THE UNITED STATES
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>11</u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting 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 July 8, 2008	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	This schedule covers program records of the Office of Policy and Government Affairs maintained in the Washington Headquarters Office of the Federal Highway Administration (FHWA) This schedule supersedes policy-related records on SF 115 job number NC1-406-80-6, approved by the Archivist of the U S on July 7, 1981 Most administrative records of this Office are covered by the FHWA Records Disposition Schedule for Washington Headquarters Administrative Files and the General Records Schedules (GRS)	NC1-406-80-6 (partial) NCI-406-84-1 (PARTIAL)	

NARA
EX-104

1

Administrative Files Included in these files are briefing materials, training documents for personnel, intra-office assignments, internal reports, and other administrative correspondence

NCI-406-80-6,
item 1

DISPOSITION Cut off at end of fiscal year
Destroy 3 years after cutoff

2

Highway Statistics Files Consists of documents, forms, reports, and other materials used in developing national summaries and studies and dealing with highway finance at Federal, State and local levels, motor fuels, motor vehicles, motor carriers, and driver registrations, and highway mileage

NCI-406-80-6,
items 3, 35

2

a Record copy of *Highway Statistics*

DISPOSITION **PERMANENT** Transfer to National Archives when 5 years old

b All other copies of *Highway Statistics* and other records [all maintained on the Web]

3

DISPOSITION Destroy Agency web site content and all related web management and operations records when 10 years old or when superseded, obsolete, or no longer needed for the conduct of agency business, whichever is later

3

Associate Administrator's Administrative Files Consist of copies of all correspondence signed by office directors and other offices, memoranda, trip reports, briefing material, minutes of meetings, monthly and weekly calendar assignments, working papers and any related papers assisting the Associate Administrator for Policy and Government Affairs to carry out his or her mission and objectives as principal advisor to the Administrator on all matters relating to policy

NCI-406-80-6,
item 6

4

DISPOSITION Cut off at end of fiscal year
Destroy 5 years after cutoff

5

Author Files Consist of copies of reports written by the Transportation Research Board (formerly Highway Research Board), research committees, and associations Also contain files and projects that in some way are affected by these reports These reports concern highways and their socio-economic impact

NCI-406-80-6,
item 7

	DISPOSITION Destroy when 3 years old or 1 year after completion of the project which involves these reports		
5	Budget Files Included are the working papers in the budget planning process for FHWA as well as related correspondence The plans are submitted to the Office of the Secretary of Transportation (OST) If approved by the Secretary, the FHWA plans are submitted to Congress for approval	NC1-406-80-6, item 8	
6	DISPOSITION Cut off at end of fiscal year Destroy 3 years after cutoff		
6	Contract Awards Data from the States on all on work performed by the State highway departments Includes type of work, length in miles, cost, etc This data is provided monthly and submitted to OST	NC1-406-80-6, item 16	
7	DISPOSITION Cut off at end of fiscal year Destroy 4 years after cutoff		
7	Fuel Tables. These files contain a copy of every motor vehicle and fuel table that has been published since 1936	NC1-406-80-6, item 29	
8	DISPOSITION Destroy in agency when no longer needed for business needs		
8	Highway Needs and Investment Analysis Files	NC1-406-80-6, item 33	
a	<i>Status of the Nation's Highways, Bridges and Transit Conditions and Performance (C&P) Report to Congress</i>		
	The Conditions and Performance (C&P) Report is a biennial report to satisfy requirements for reports to Congress on the conditions, performance, and future capital investment needs of the Nation's highway and transit systems The report incorporates highway, bridge, and transit information required by Section 502(h) of Title 23 U S C The purpose of the report is to provide decision makers with an objective appraisal of the physical condition, operational performance, and financing mechanisms of highway bridges, and transit systems based both on current state of the systems and on the projected future state of these systems under a set of alternate investment scenarios The Highway Economic Requirements System (HERS) and the National Bridge Investment Analysis System (NBIAS) are economic analysis		

tools used in preparation of the C&P report The systems assist in forecast future investment requirements for highways and bridges based on current highway system performance data

Years 1999, 2002, 2004, and 2006 are available electronically and on the website at [http //www fhwa dot gov/pubstats html](http://www.fhwa.dot.gov/pubstats.html) Biennial C&P Reports (Highways only), dating from 1968 - 1994, and Combined Biennial C&P Reports (Transit and Highways, starting in 1994) are in print only, and the program office needs the paper version set to be retained in Agency for reference in drafting future reports Each biennial report has increased over time, from about 200 pages to 600 pages (current)

DISPOSITION PERMANENT. Transfer electronic copies of reports 1999 and after to the National Archives and Records Administration (NARA) after each biennial report is completed, in accordance with NARA transfer requirements at 36 CFR 1228 270 Retain pre-1999 paper versions in Agency until copied into electronic form (scanned), then transfer electronic copies to NARA, in accordance with 36 CFR 1228 270

10
b Working papers, files, background materials, study materials, and correspondence relating to the preparation of the biennial *Status of the Nation's Highways, Bridges and Transit Conditions and Performance (C&P) Report to Congress*

DISPOSITION After biennial report is completed, destroy in Agency when no longer needed for administration, legal, audit, historical trends analysis or other operational purposes

11
9 **Motor Vehicle Use Tables** Tables which show what motor vehicles are used for and how many are used This data is collected from the State highway agencies

DISPOSITION Destroy in agency when no longer needed for business needs

12
10 **National Cooperative Highway Research Program (NCHRP)** Files consist of reports and comments on reports published by the NCHRP [NCHRP program files and Technical Reports covered on job number N1-406-08-6]

NC1-406-80-6,
item 47

NC1-406-80-6,
item 49

	DISPOSITION: Destroy in agency when no longer needed for business needs.		
13 11.	Reports to Congress. These are the control files for all legislative mandated reports required by FHWA. Included is information concerning these reports, target dates for their completion and a listing of offices responsible for preparing them. Reports are submitted to DOT's Office of the Secretary of Transportation (OST). DISPOSITION: Review files annually and destroy those no longer needed for business needs.	NC1-406-80-6, item 63.	
14 12.	Truck Size and Weight Files. Files consist of correspondence, working papers, and background material related to Congressional reports and that support policies on the interrelationships of motor truck transport, vehicle sizes and weights and other truck technological development and innovative concepts of drayage. Size and Weight Reports will be retained as permanent (see SF 115 job N1-406-89-3, item 54a, to be superseded by pending job N1-406-09-4, item 16a) DISPOSITION Place in closed case file upon completion of project Cut off closed case file at end of fiscal year a. <u>If paper.</u> Transfer to FRC 1 year after cutoff. Destroy 3 years after cutoff. b. <u>If electronic</u> Delete 3 years after cutoff	NC1-406-80-6, item 68.	
15 13.	Standard Metropolitan Statistical Area (SMSA). Research and statistical data gathered by the SMSA for FHWA and used by FHWA in studying the economic impact of highways in metropolitan areas. The primary keeper of SMAS data is the U S Census Bureau; FHWA only uses data for comparison and analytical purposes DISPOSITION Destroy in agency when no longer needed for business needs.	NC1-406-80-6, item 76.	
16 14.	State Mileage Data. Highway mileage and highway characteristics data submitted by the State highway departments and maintained on Web site. DISPOSITION. Agency Web site content and all related web management and operations records –	NC1-406-80-6, item 77.	

	<p>Destroy when 3 years old or when superseded, obsolete, or no longer needed for the conduct of agency business, whichever is later</p>		
15	WITHDRAWN		
16	<p>Toll Facilities in the United States Files. Files consist of financial data about toll facilities.</p> <p>DISPOSITION Cut off at end of fiscal year Destroy 3 years after cutoff.</p>	NC1-406-80-6, item 82.	
17	WITHDRAWN		
18	<p>Travel-Fuel Consumption Files Consist of background material printouts and other data used in a study regarding travel based upon fuel consumption This information is also used to discern trends in travel and fuel consumption and writing reports. Reports incorporated into <i>Highway Statistics</i> [see item 2a].</p> <p>DISPOSITION: Destroy in agency when no longer needed for business needs</p>	NC1-406-80-6, item 90.	
19	<p>Truck Size and Weight Studies Consist of studies examining alternative policies concerning Truck Size and Weight Studies measure the impacts on safety, infrastructure and modal competition. See item 11 for other Truck Size and Weight records.</p> <p>DISPOSITION Destroy in agency when no longer needed for business needs</p>	NC1-406-80-6, item 92	
20	<p>Highway Trust Fund Files. Files contain records used in estimating the revenue placed in the Highway Trust Fund, and the background material used in developing the Highway Trust Fund balances</p> <p>DISPOSITION: Cut off at end of fiscal year.</p> <p>a <u>If paper:</u> Transfer to FRC when 3 years after cutoff Destroy 6 years after cutoff.</p> <p>b <u>If electronic:</u> Delete 6 years after cutoff.</p>	NC1-406-80-6, item 93.	
21	<p>Trust Fund Tables. Files consist of monthly tables received from the Treasury Department and also FHWA tables on the status of the Highway Trust Fund</p>	NC1-406-80-6, item 94.	

22	<p>DISPOSITION Cut off at end of fiscal year. Destroy 1 year after cutoff.</p> <p>University Research Program Files. Consist of drafts, background, and solicitation information pertaining to contacts from universities that participate in the urban transportation contract program.</p> <p>DISPOSITION: Place in inactive file upon completion of contract. Cut off inactive file at end of fiscal year.</p> <p>a <u>If paper</u> Transfer to FRC 1 year after cutoff. Destroy 6 years after cutoff</p> <p>b <u>If electronic:</u> Delete 6 years after cutoff.</p>	NC1-406-80-6, item 95	
23	<p>Foreign Country Highway Project Files Records documenting FHWA's funding of and/or involvement in construction of highways, training of highway department personnel abroad and technical assistance to each country For each country, records include copies of the agreement by which the project was established; financial accounting documents; budget correspondence, organizational information and lists of participating foreign officials, minutes of meetings between U.S. and foreign officials; procurement documentation; personnel records, operational directives; records of telephone conversations; billing correspondence; sometimes newspaper or other articles about the projects, and end of tour reports.</p> <p>a Records providing substantive documentation of significant actions taken during the course of the project, such as agreements, budget records, minutes of meeting, records of telephone conversations, operational directives, articles about the project, final or end of tour reports, and other similar material.</p> <p>DISPOSITION. PERMANENT. Place in inactive file on completion of project. Cut off inactive file at end of fiscal year</p> <p>(1) <u>If paper:</u> Transfer to FRC 5 years after cutoff Transfer to National Archives 15 years after cutoff. [Annual accumulation approximately 12 cubic feet.]</p> <p>(2) <u>If electronic:</u> Transfer directly to National Archives 5 years after cutoff, in accordance with <u>36 CFR 1228.270.</u></p>	NC1-406-84-1, item 1.	

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b. Records documenting housekeeping functions, such as financial accounting documents, billing correspondence, procurement records, personnel records, and other similar materials

DISPOSITION Place in inactive file on completion of project. Cut off inactive file at end of fiscal year Transfer to FRC 5 years after cutoff. Destroy 15 years after cutoff

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WITHDRAWN