

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-406-09.1	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 11/12/08	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Federal Lands Highway			
4. NAME OF PERSON WITH WHOM TO CONFER Donyelle Wester	5. TELEPHONE NUMBER (202) 366-9486	DATE 8/11/09	ARCHIVIST OF THE UNITED STATES <i>Adrian Thomas</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>3</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 October 23, 2008	SIGNATURE OF AGENCY REPRESENTATIVE <i>Victor S. Wagner</i>		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 GRS OR SUPERSEDED JOB CITATION	10.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 Federal Lands Highway maintained in the Washington Headquarters Office of the Federal Highway Administration (FHWA). This schedule supersedes portions of SF 115 job number N1-406-06-4. Administrative records of this Office that are not listed here are covered by the FHWA Records Disposition Schedule for Washington Headquarters Administrative Files and the General Records Schedules (GRS).		

<p>1.</p>	<p>Federal Lands Highway (FLH) Subject Files. Files include, but not limited to, correspondence, directives, memoranda, briefing materials, reports, speeches, research material relating to a variety of FLH organization's issues, and policy and procedural documents reviewed and signed by the FLH Associate Administrator. Files include contacts with outside organizations, including Congress and other Federal agencies. The records document the high level activities for the FLH's Associate Administrator. Files also include legislative, outreach and communication, program review and evaluation, performance planning, civil rights, acquisition management, information technology systems and technology, finance, information and analysis, Equal Employment Opportunity, Standard Operating Procedures (SOPs) and Memorandums of Agreement (MOAs).</p> <p>a. Primary Documentation.</p> <p>DISPOSITION: PERMANENT. Cut off at end of fiscal year. Transfer to the Federal Records Center (FRC) 10 years after cutoff. Transfer to National Archives and Records Administration (NARA) when 20 years old. Electronic records will be transferred directly to NARA in accordance with <u>36 CFR 1228.270</u>. (Total accumulation on hand is 60 cubic feet; annual accumulation is approximately 1-2 cubic feet.)</p> <p>b. Supplemental Documentation. Files used for policy development, review, and update as well as files relating to the administrative operations of the office.</p> <p>DISPOSITION: Temporary. Cut off at the end of fiscal year. Destroy/delete 5 years after cut off.</p>	<p>N1-406-06-4, item 1a.</p> <p>N1-406-06-4, item 1b.</p>	
<p>2.</p>	<p>FLH Program Development Files.</p> <p>a. Program Files. Files related to the following programs and projects: Forest Highways, Park Roads and Parkways, Public Lands, Refuge Roads, and Indian Reservation Roads, Defense Access Roads. Files to include correspondence related to specific programs and projects, as well as allocation memos, allotments, August Redistribution, and similar program documents.</p> <p>DISPOSITION: Temporary. Cut off at end of fiscal</p>	<p>New</p>	

year.

(1) If paper: Transfer to FRC 3 years after cutoff.
Destroy 10 years after cutoff.

(2) If electronic: Delete 10 years after cutoff.

- b. **Emergency Relief (ERFO) Program Files.** Files contain the determination as to whether a particular State is eligible for emergency relief; information on allocation of funds; recommendations for areas to be awarded funds; and correspondence with regional offices and other related material that is used to administer the ERFO Program.

DISPOSITION: Temporary. Cut off at end of fiscal year. Destroy/delete 15 years after cutoff.