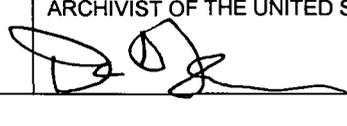
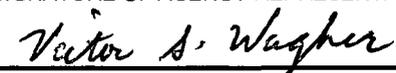


REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-406-09-2	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 11/12/08	
1 FROM (Agency or establishment) U.S. Department of Transportation (DOT)		NOTIFICATION TO AGENCY In accordance with 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Federal Lands Highway Divisions (Field)			
4. NAME OF PERSON WITH WHOM TO CONFER Donyelle Wester	5 TELEPHONE NUMBER (202) 366-9486	DATE 80y 10	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>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 		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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 Federal Lands Highway Divisions (field offices) of the Federal Highway Administration (FHWA). This schedule supersedes SF 115 job number N1-406-99-1, approved by the Archivist of the U.S. on October 5, 1999. Administrative records of these offices are covered by the FHWA Records Disposition Schedule for field office Administrative Files and the General Records Schedules (GRS).	N1-406-99-1	

1.	<p>Administrative Files. Files include but not limited to, correspondence, directives, memoranda, briefing materials, reports, speeches, research material relating to a variety of Federal Lands Highway (FLH) Division's issues, and policy and procedural documentation reviewed and signed by the Division Engineer. Files include contact with outside organizations, including other Federal agencies. Files also include 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 (MOA)s.</p> <p>DISPOSITION: Temporary. Cut off at end of fiscal year. Transfer to Federal Records Center (FRC) 1 year after cutoff. Destroy 5 years after cutoff.</p>	New	
2.	<p>Contract Files. Files that include all service contract/task orders, and agreements.</p> <p>DISPOSITION: Temporary. Cutoff files at close of contract. Transfer to FRC 1 year after cutoff. Destroy 6 years and 3 months after cutoff.</p>	GRS 3, item 3a(1)(a)	
3.	<p>Finance Files. Files include all vendor payments, batch files, credit card statements, time records, travel vouchers.</p> <p>DISPOSITION: Temporary. Cut off files after final payment. Transfer to FRC 1 year after cutoff. Destroy 6 years and 3 months after cutoff.</p>	GRS 6, item 1a	
4.	<p>Project Files</p> <p>a. Final Construction Reports Final reports that pertain to those FLH projects in which FHWA, rather than the State, is the contracting authority, documenting the planning, design, and construction for the following kinds of roads - Forest Highways (FH), Parks Roads, Emergency Relief Program (ERFO), Refuge Roads (RRP), Bureau of Land Management (BLM), Indian Reservation Roads (IRR), and Defense Access Roads. Final construction reports include (but are not limited to) project descriptions, project data (specifications, contracting information, etc.), construction information, construction engineering records, and other documents including location maps, as-built</p>	N1-406-99-1, items 1a, 1b, and 1c.	

drawing copies, photographs, final voucher, and other related information. (Follow the instructions in the FHWA Construction Manual, Chapter 2, Section 2-13, regarding what is required to be included in the official Final Construction Report for each project.)

DISPOSITION: **PERMANENT**. Transfer to the FRC 1 year after completion of project. Transfer to the National Archives and Records Administration (NARA) 15 years after completion of project. Electronic records will be transferred in accordance with 36 CFR 1228.270

- b. **Supplemental Documentation.** Files pertain to those FLH projects in which FHWA, rather than the State, is the contracting authority and contain copy of contract, intermediate and final project reports, copies of change and extra work orders, suspend and resume orders, contract modifications and all pertinent correspondence pertaining to the project, field notebooks, materials test reports and construction plans, Right-of-Way files, structural design computations for loading and deflecting, and topographic maps.

DISPOSTION: Temporary. Transfer to FRC 1 year after completion of project. Destroy/delete 10 years after completion of project.