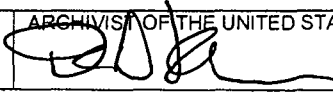
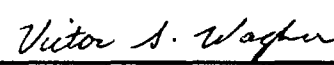


REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-406-09-6	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received	
1 FROM (Agency or establishment) U S Department of Transportation (DOT)		NOTIFICATION TO AGENCY In accordance with the provisions 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Planning, Environment, and Realty			
4 NAME OF PERSON WITH WHOM TO CONFER Silvio Cutuli	5 TELEPHONE NUMBER 202-366-2025	DATE 11/15/11	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>20</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 type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input checked="" type="checkbox"/> has been requested			
DATE December 30, 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 Planning, Environment, and Realty (HEP), maintained in the Washington Headquarters Office of the Federal Highway Administration (FHWA). This schedule supersedes SF 115 job numbers NC1-406-80-7 and NC1-406-80-6 (planning-related records), approved by the Archivist of the U.S. on November 3, 1981, and July 7, 1981, respectively. Administrative records of this Office are covered by the FHWA Records Disposition Schedule for Washington Headquarters Administrative Files and the General Records Schedules (GRS).	NC1-406-80-7, NC1-406-80-6 (partial) <i>NC1-406-80-11</i> <i>Item 83</i>	

1	<p>External Partnerships and Stakeholders Files. Contain correspondence with reports and other materials from external organizations including, but not limited to, the Appraisal Foundation, American Association of State Highway and Transportation Officials (AASHTO), National Alliance of Highway Beautification Agencies (NAHBA), and International Right of Way Association (IRWA)</p> <p>DISPOSITION Temporary. Cut off at end of fiscal year. Destroy in agency 3 years after cutoff</p>	NC1-406-80-7, item 1	
2	<p>Administrative Files These records related to the office organization, staffing, procedures, and communication including general correspondence on budget material and contracts, day-to-day administration of office personnel, annual work programs and plans, travel, training, employee evaluations, position descriptions, and safety inspections, and supplies and office services, equipment requests and receipts, and the use of office space and utilities</p> <p>DISPOSITION Temporary Cut off at end of fiscal year Destroy in agency 3 years after cutoff</p>	NC1-406-80-7, items 2 and 70	
3	<p>Air Quality Analysis Consists of correspondence, informational documents, reference material, and data related to monitoring of air quality and include procedures for the development of models for estimating and measuring air quality</p> <p>DISPOSITION Temporary Cut off at end of fiscal year Destroy in agency 3 years after cutoff</p>	NC1-406-80-7, item 3	
4	<p>Air Quality Files Consist of general correspondence from the public, Congressional inquiries, legislative material, briefings, and other related documents pertaining to the effort of the program office to develop policies, procedures, and standards for the identification, measurement, and evaluation of vehicle air pollutants and to coordinate these policies, procedures, and standards with FHWA, local, State, and Federal agencies and with the public.</p> <p>DISPOSITION PERMANENT Cut off at end of fiscal year.</p> <p><u>If paper</u> Transfer to Federal Records Center (FRC) 5</p>	NC1-406-80-7, items 4 and 46	

	<p>years cutoff Transfer to the National Archives in 5 year blocks when 20 years old (Total accumulation on hand is 1 5 cubic feet, annual accumulation is approximately 3 cubic feet)</p> <p><u>If electronic</u> Transfer to National Archives 5 years after cutoff, in accordance with 36 CFR 1235-</p>		
5.	<p>Annual Reports. Contain statistics, correspondence, draft material, comments sent the FHWA Divisions and States with recommendations, reports required by Congress, and other related papers concerning the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970</p> <p>DISPOSITION PERMANENT Cut off at end of fiscal year</p> <p><u>If paper:</u> Transfer to FRC 5 years cutoff Transfer to the National Archives in 5 year blocks when 20 years old (Total accumulation on hand is 10 cubic feet, annual accumulation is approximately 25 cubic feet)</p> <p><u>If electronic</u> Transfer to National Archives 5 years after cutoff, in accordance with 36 CFR 1235</p>	NC1-406-80-7, items 5 and 47	
6	<p>Archeological/Historical Files Files contain policies, procedures, correspondence, background material, reference and data, working papers, drafts, reports, studies, field reviews, contracts and program information and coordination, including interdisciplinary teams, research and training</p> <p>DISPOSITION: Temporary. Cut off at end of fiscal year Destroy in agency 3 years after cutoff</p>	NC1-406-80-7, item 6	
7	<p>Right-of-Way Manual Certification Acceptance and Compliance Assurance Files Files consist of comments and correspondence on the State's responsibilities under 23 CFR 710 201 including, but not limited to, the review, revision, and approval of the State's Right-of-Way Operations Manual and compliance assurances</p> <p>DISPOSITION: Temporary. Cut off at end of fiscal year. Destroy 12 years after cutoff</p>	NC1-406-80-7, items 7 and 57	
8	<p>Civil Rights Files Contain annual reports to Congress on civil rights, comments on Title VI requirements, DOT orders and inquiries, general correspondence, and other related material</p>	NC1-406-80-7, item 8	

	concerning discrimination		
9	<p>DISPOSITION Temporary. Cut off at end of fiscal year Destroy in agency 3 years after cutoff</p> <p>Consumer Involvement Files Contain comments on DOT representative plans, correspondence related to brochures developed on the educational material for the general public, quarterly reports implementing the DOT Consumer Representative Plan, reports to the consumers on relocation assistance, and updated consumer reports</p> <p>DISPOSITION Temporary. Cut off at end of fiscal year Destroy in agency 3 years after cutoff</p>	NC1-406-80-7, item 9	
10	<p>Relocation Payment Schedules Files contain correspondence, studies, research, and proposals on preparing schedules for relocation payments in accordance with 49 CFR Part 24 which includes, but is not limited to, the Residential Fixed Moving Cost Schedule and in lieu payments</p> <p>DISPOSITION Temporary. Cut off at end of fiscal year. Destroy 15 years after cutoff</p>	NC1-406-80-7, item 11	
11	<p>Design, Art, Esthetics, and Visual Resources Files Contain policies, procedures, correspondence, background material, reference and data, working papers, drafts, reports, studies, field reviews, contracts, and program information and coordination, including interdisciplinary teams, research and training</p> <p>DISPOSITION Temporary. Cut off at end of fiscal year. Destroy in agency 3 years after cutoff</p>	NC1-406-80-7, item 12	
12	<p>Property Management Program Files Files consist of, but are not limited to, policy, procedures, correspondence, legislative material, minutes of committee meetings, training material, fiscal papers, incoming mail, notes, requisitions, contract agreements, research material, feasibility studies from the field, reports, committees and conference material, seminars, meetings and conferences with other Agencies, general information from companies and corporations, and other data pertaining to the development, execution, and evaluation of property management programs such as right of way lands and use of air space</p>	NC1-406-80-7, items 13, 63, 71, and 75	

	<p>DISPOSITION: Temporary. Cut off files at end of fiscal year Destroy 10 years after cutoff</p>		
13	<p>Ecology Files. Contain policies, procedures, correspondence, background material, reference and data, working papers, drafts, reports, studies, field reviews, contracts, and program information and coordination, including interdisciplinary teams, research and training</p> <p>DISPOSITION Temporary. Cut off at end of fiscal year. Destroy in agency 3 years after cutoff.</p>	NC1-406-80-7, item 14.	
14	<p>Environmental Impact Statement (EIS) Project Files. Contain status sheets which are coordinated within the division, correspondence, draft report EIS statements and incoming correspondence from other Government agencies and States The development of environmental impact and related statements by the States are to assess the progress being made in the implementation of State Environmental Action Plans</p> <p>DISPOSITION Temporary. Destroy when 3 years old or when project is finalized, whichever comes first.</p>	NC1-406-80-7, items 15 and 21	
15	<p>Energy Reference Files Contain policies, procedures, correspondence, background material, reference and data, working papers, drafts, reports, studies, field reviews, contracts and program information and coordination, including interdisciplinary teams, research and training</p> <p>DISPOSITION Temporary. Cut off at end of fiscal year. Destroy in agency 3 years after cutoff</p>	NC1-406-80-7, item 16	
16.	<p>Environmental Quality Correspondence Files Contain correspondence on ecology, archeology, energy, coastal zone management, and other correspondence related to environmental quality</p> <p>DISPOSITION Temporary. Cut off at end of fiscal year Destroy in agency 3 years after cutoff.</p>	NC1-406-80-7, item 17	
17	<p>Environmental Program Correspondence Files Consist of incoming and outgoing correspondence related to all aspects of environmental projects</p> <p>DISPOSITION Temporary. Cut off after end of project. Destroy 5 years after cutoff</p>	NC1-406-80-7, item 17A	

18	<p>Acquisition Program Files. Files consist of, but are not limited to, correspondence, legislative material, minutes of committee meetings, training material, fiscal papers, incoming mail, notes, requisitions, contract agreements, research material, feasibility studies from the field, reports, committees and conference material, seminars, meetings and conferences with other Agencies, general information from companies and corporations, and other data pertaining to the development, execution, and evaluation of acquisition programs such as Federal land transfers and functional replacements of public lands and activities such as public housing, fire houses, parks, and schools.</p> <p>DISPOSITION: Temporary. Cut off files at end of fiscal year Destroy 10 years after cutoff</p>	NC1-406-80-7, items 18, 22, and 71	
19	<p>Appraisal Program Files. Files consist of, but are not limited to, correspondence, legislative material, minutes of committee meetings, training material, fiscal papers, incoming mail, notes, requisitions, contract agreements, research material, feasibility studies from the field, reports, committees and conference material, seminars, meetings and conferences with other Agencies, general information from companies and corporations, and other data pertaining to the development, execution, and evaluation of appraisal programs such as collaborations with other Federal agencies and States</p> <p>DISPOSITION: Temporary. Cut off files at end of fiscal year Destroy 10 years after cutoff</p>	NC1-406-80-7, items 19, 64, 66, and 71; NC1-406-80-6, item 55	
20	<p>Right-of-Way Field Reviews Files contain field trip reports, correspondence on field reviews from Headquarters or from the field division offices on different projects and other material related to right-of-way activities</p> <p>DISPOSITION: Temporary. Cut off files at end of fiscal year Destroy 10 years after cutoff.</p>	NC1-406-80-7, item 20	
21	<p>General Noise Files. Contain presentations, briefings, noise study reports, quarterly reports, bibliographies, and other reference material concerning noise.</p> <p>DISPOSITION Temporary. Cut off at end of fiscal year. Destroy in agency 3 years after cutoff</p>	NC1-406-80-7, item 23.	

22	<p>Outdoor Advertising Control Program Files Files consist of, but are not limited to, correspondence, legislative material, minutes of committee meetings, training material, fiscal papers, incoming mail, notes, requisitions, contract agreements, research material, feasibility studies from the field, reports, committees and conference material, seminars, meetings and conferences with other Agencies, general information from companies and corporations, and other data pertaining to the development, execution, and evaluation of outdoor advertising control, highway beautification, and national billboard data</p> <p>DISPOSITION: Temporary. Cut off files at end of fiscal year Destroy 10 years after cutoff.</p>	NC1-406-80-7, items 25, 38A, and 71, NC1-406-80-11, item 83	
23	<p>Land Use Files. Contain policies, procedures, correspondence, background material, reference and data, working papers, drafts, reports, studies, field reviews, contracts, and program information and coordination, including interdisciplinary teams, research and training</p> <p>DISPOSITION Cut off at end of fiscal year. Destroy in agency 3 years after cutoff</p>	NC1-406-80-7, item 29	
24	<p>Noise and Land Use Control Files. Contains general correspondence on interagency ad hoc groups on noise and land use control, and background reports on the procedures for evaluating outdoor-indoor noise reduction of structures in terms of the single number metric exterior wall noise rating (EWNr)</p> <p>DISPOSITION: Temporary. Cut off at end of fiscal year Destroy in agency 3 years after cutoff</p>	NC1-406-80-7, item 30	
25.	<p>Relocation Program Files Files consist of, but are not limited to, correspondence, legislative material, minutes of committee meetings, training material, fiscal papers, incoming mail, notes, requisitions, contract agreements, research material, feasibility studies from the field, reports, committees and conference material, seminars, meetings and conferences with other Agencies, general information from companies and corporations, and other data pertaining to the development, execution, and evaluation of housing relocations, relocation assistance, last resort house, and right-of-way approach issues.</p>	NC1-406-80-7, items 31, 56, 58, 59, 60, 62, 65, and 71	

26	<p>DISPOSITION: Temporary. Cut off files at end of fiscal year Destroy 10 years after cutoff</p> <p>Policy Files. Files used for policy development, review, and update of HEP programs Files include, but are not limited to, correspondence, memoranda, briefing materials, reports, litigation, and research materials relating to programs such as Right-of-Way activities (Acquisition, Legislation, Relocation, Special Projects, Outdoor Advertising Control, and Property Management) and Environment, as well as contacts with outside organizations, including Congress and other Federal agencies</p> <p>DISPOSITION PERMANENT Cut off at end of fiscal year</p> <p><u>If paper</u> Transfer to FRC 5 years cutoff Transfer to NARA 10 years after cutoff (Total accumulation on hand is 2 cubic feet, annual accumulation is approximately 2 cubic feet)</p> <p><u>If electronic.</u> Transfer to National Archives 5 years after cutoff, in accordance with 36 CFR 1235</p>	NC1-406-80-7, items 32, 33, and 67, NC1-406-80-6, item 34.	
27	<p>Local Public Agencies Program Files Files consist of, but are not limited to, correspondence, legislative material, minutes of committee meetings, training material, fiscal papers, incoming mail, notes, requisitions, contract agreements, research material, feasibility studies from the field, reports, committees and conference material, seminars, meetings and conferences with other Agencies, general information from companies and corporations, and other data pertaining to the development, execution, and evaluation of the local public agency program</p>	NC1-406-80-7, items 34 and 71	
28	<p>DISPOSITION: Temporary. Cut off files at end of fiscal year Destroy 10 years after cutoff</p> <p>Noise Level Measurement Files Files contain materials and correspondence from States requesting different models to be used to measure the noise level in residential areas and highway traffic noise Highway traffic noise level and property values require precise determination of noise levels</p>	NC1-406-80-7, item 35	
29	<p>DISPOSITION Temporary. Cut off at end of fiscal year Destroy in agency 3 years after cutoff</p> <p>Model Files Contain correspondence, research</p>	NC1-406-80-7, item 38	

30	<p>reports and mater... on FHWA models, Traffic Noise Prediction Models and Manual Method Models, which provide guidance for measurement of noise emission levels of motor vehicles and reference energy mean emission levels</p> <p>DISPOSITION Temporary. Cut off at end of fiscal year Destroy in agency 3 years after cutoff</p> <p>Payback Program Files Files consist of, but are not limited to, correspondence, legislative material, minutes of committee meetings, training material, fiscal papers, incoming mail, notes, requisitions, contract agreements, research material, feasibility studies from the field, reports, committees and conference material, seminars, meetings and conferences with other Agencies, general information from companies and corporations, and other data pertaining to the development, execution, and evaluation of the payback program (including the payback of funds by the States to the Highway Trust Fund, property management agreements between States and rental agencies, and railroad appraisal acquisition feasibility studies).</p> <p>DISPOSITION: Temporary. Cut off files at end of fiscal year Destroy 10 years after cutoff</p>	NC1-406-80-7, items 43, 51, 52, and 71	
31	<p>Planning, Project, Design and Source Control Files Consist of correspondence, working papers, reference material and documents that relate to ongoing projects of the office pertaining to State Implementation Plan Requirements, Project Design, Stationary Source Control, Transportation Control (Mobile Source), and construction sources (with the responsibility of the office to develop and coordinate policies and procedures for the identification, measurement, and evaluation of vehicle air pollutants)</p> <p>DISPOSITION Temporary. Cut off files at end of fiscal year Destroy 10 years after cutoff.</p>	NC1-406-80-7, item 45	
32.	<p>Private Organizations Files Contain correspondence with reports and other materials from organizations such as the Council on Environmental Quality, the Engineering Foundation, and the American Association of State Highway and Transportation Officials (AASHTO)</p> <p>DISPOSITION Temporary. Cut off at end of fiscal</p>	NC1-406-80-7, item 48.	

33	<p>year Destroy in agency 3 years after cutoff</p> <p>Project Files.</p> <p>Project Files (specific)</p> <p>Files used to monitor or carry out projects approved and funded by the Agency Files may include, but are not limited to, general correspondence, charts, brochures, articles, news releases, statistical data, notes reports, regulations, project proposals, preliminary studies, justifications, approvals, specifications, designs, maps, drawings, financial documents, change orders, notes, draft background material, questionnaires, summaries and other papers, and interim reports</p> <p>DISPOSITION: Temporary. Cut off files at the close of the project</p> <p>(1) <u>If paper</u> Transfer to FRC 5 years after cutoff Destroy 10 years after cutoff</p> <p>(2) <u>If electronic</u> Delete 10 years after cutoff</p>	NC1-406-80-7, items 49, 50, 54, 69, and 74, NC1- 406-80-6, items 25, 37, 58, and 71	
34	<p>Project Files (general)</p> <p>General information about projects (e g financial plans prepared by State DOTs, project descriptions submitted by States), used for planning or evaluation purposes</p> <p>DISPOSITION: Temporary. Cut off files annually Destroy in agency 5 years after cutoff</p>		
35	<p>Record of Coordination Files Contain records of coordination with proposed directives, organization changes, copies of approval and other material that relate to environmental and right-of-way activities in the office</p> <p>DISPOSITION Temporary. Cut off at end of fiscal year Destroy in agency 3 years after cutoff</p>	NC1-406-80-7, item 53	
36	<p>Noise Regulation Standards Files contain working papers and background material related to FHWA Noise Standards which contain highway traffic noise studies, noise abatement procedures, coordination requirements, design noise levels and other similar standards from HUD and EPA. Also contain calculations and background material showing how to</p>	NC1-406-80-7, item 55	

37	<p>measure these standards</p> <p>DISPOSITION Temporary. Cut off at end of fiscal year. Destroy in agency 3 years after cutoff</p> <p>Reorganization Files Files contain correspondence, proposals, and studies concerning what effects reorganization makes on HEP offices [The Management Program and Analysis Division (HAIM-10) maintains organization charts and changes as Permanent under NC1-406-80-11, item 54A, to be superseded by pending N1-406-09-3, item 21A]</p> <p>DISPOSITION Temporary. Cut off at end of fiscal year.</p> <p><u>If paper</u> Transfer to FRC 3 years after cutoff Destroy 10 years after cutoff</p>	NC1-406-80-7, item 61	
38	<p><u>If electronic</u> Delete 10 years after cutoff</p> <p>Research Files. Records used for conducting or monitoring research projects Files include, but are not limited to correspondence, proposals, feasibility studies, research paperwork, workshop materials, reports, work plans, project statements, financial data related to the research activity, and publications</p> <p>DISPOSITION: Temporary. Review files annually Cut off at the close of the research</p> <p><u>If paper:</u> Transfer to FRC 5 years cutoff Destroy 10 years after cutoff</p>	NC1-406-80-7, item 72, NC1-406-80-6, item 15	
39	<p><u>If electronic.</u> Delete 10 years after cutoff</p> <p>Special Studies Files. Special studies on transportation issues, including enhancements, planning packages, highway financing, and other topics. Files include, but are not limited to, study papers, correspondence, legal reviews, briefings, proposals, Federal Register notices, cooperative agreements, and census data</p> <p>DISPOSITION: Temporary. Cut off files at the end of the fiscal year in which the study was completed</p> <p><u>If paper</u> Transfer to the FRC after cutoff Destroy 10 years after cutoff</p> <p><u>If electronic</u> Delete 10 years after cutoff</p>	NC1-406-80-6, items 11, 22, 66, and 72	

40	<p>Intergovernmental Files. Files contain correspondence and reports related to Joint projects, such as those with the Federal Transit Administration (FTA) and other agencies Also includes files that describe the division's responsibilities in coordinating activities with other agencies and DOT Administrators Consist of correspondence, comments or interpretations of FHWA's regulations in conjunction with other Government agencies in transportation</p> <p>DISPOSITION Temporary. Cut off at end of fiscal year.</p> <p><u>If paper</u> Transfer to FRC 3 years after cutoff Destroy 6 years after cutoff</p> <p><u>If electronic</u> Delete 6 years after cutoff</p>	NC1-406-80-7, item 73, NC1-406-80-6, item 40	
41.	<p>Airport Access Files. Studies and background information on airport access projects and comments on studies concerning access roads to airports. These files are used to provide technical and policy information to State and local governments on access roads and related issues</p> <p>DISPOSITION Temporary. Cut off at end of fiscal year Destroy 5 years after cutoff</p>	NC1-406-80-6, item 2	
42	<p>Budget Files Files consist of progress reports, general problem statements, and transportation disadvantages relating to the social and economic impact of highways</p> <p>DISPOSITION Temporary. Cut off at end of fiscal year Destroy in agency 3 years after cutoff</p>	NC1-406-80-6, item 9, GRS 5, item 4.	
43	<p>Committee/Organization Files. Consist of correspondence, reports, minutes of meetings, and other material relating to committees and organizations on which personnel from Planning are members</p> <p>DISPOSITION: Temporary. Cut off at end of fiscal year Destroy in agency 3 years after cutoff</p>	NC1-406-80-6, item 12	
44.	<p>Contract Files Consists of completed contracts, final reports, and related background material on contract work</p>	NC1-406-80-6, items 13, 17, and 53	

45	<p>DISPOSITION Temporary. Cut off files at the close of the contract</p> <p><u>If paper</u> Transfer to FRC 3 years after cutoff Destroy 6 years and 3 months after cutoff</p> <p><u>If electronic</u> Delete 6 years and 3 months after cutoff.</p> <p>Computer Oversight and Compliance Files Consist of general processing standards, policies, studies, monthly usage summaries, personnel requirements for computer assisted planning programs and information related to the implementation of programs</p> <p>DISPOSITION Temporary. Cut off at end of fiscal year</p> <p><u>If paper</u> Transfer to FRC 3 years after cutoff Destroy 6 years after cutoff.</p> <p><u>If electronic</u> Delete 6 years after cutoff.</p>	NC1-406-80-6, item 14	
46.	<p>Urban Planning Environmental Files Files reflecting the environmental aspects of urban planning In the files are copies of directives pursuant to EPA regulations, correspondence with States and field offices interpreting policy, urban environmental studies, and comments on regulations in addition to policy information and studies These files include a subject file on environmental quality and information on how to prepare an environmental impact statement. Material is used to advise States and field offices on environmental variables considered in transportation planning</p>	NC1-406-80-6, item 24	
47	<p>DISPOSITION Temporary. Cut off at end of fiscal year Destroy in agency 3 years after cutoff</p> <p>Federal-aid Route Files Consist of correspondence, State maps, route logs (route descriptions) and other related material pertaining to identified urban areas on the interstate system This material is used as reference material</p> <p>DISPOSITION Temporary. Cut off at end of fiscal year Destroy in agency 5 years after cutoff.</p>	NC1-406-80-6, item 26	

<p>48</p> <p>49</p> <p>50</p> <p>51</p> <p>52</p>	<p>Geographical Urban Planning Files Urban Transportation Planning is done at the local level with assistance and input from field division offices of FHWA and FTA. These files are used as a tool to evaluate the planning process in urban areas and the quality of assistance provided by field offices. The files contain field trip reports about personal observations of local planning processes and correspondence between State and local governments and FHWA concerning planning projects and issues.</p> <p>Field Trip Reports Reports by staff members on their personal observations of the local planning processes</p> <p>DISPOSITION: Temporary. Cut off at end of fiscal year. Destroy in agency 5 years after cutoff</p> <p>Correspondence Correspondence between State and local governments and FHWA Headquarters and field offices concerning planning projects and issues</p> <p>DISPOSITION: Temporary. Cut off at end of fiscal year. Destroy in agency 5 years after cutoff</p> <p>Progress Reports Progress reports submitted by the States to division offices concerning planning projects</p> <p>DISPOSITION: Temporary. Cut off at end of fiscal year. Destroy in agency 3 years after cutoff</p> <p>Cost Reports Cost reports, agreements between States, FHWA, metropolitan planning organizations and contractors concerning planning projects, maps of projects and minutes of meetings of planning agencies</p> <p>DISPOSITION: Temporary. Cut off at end of fiscal year. Destroy in agency 3 years after cutoff</p> <p>Certification of Planning Process in Urban Areas These certifications, granted yearly by the FHWA Division Offices and FTA, indicate that the metropolitan planning organizations have complied with applicable planning regulations</p> <p>DISPOSITION: Temporary. Cut off at end of fiscal year. Destroy in agency 5 years after cutoff</p>	<p>NC1-406-80-6, item 30</p>	
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53.	<p>State Operation Plans These are the work programs developed by the States on transportation projects</p> <p>DISPOSITION. Temporary. Cut off at end of fiscal year Destroy in agency 3 years after cutoff</p>		
54	<p>Interchange Research Material Contains data, working papers, background material, and final reports on traffic and commuter parking at highway interchanges</p> <p>DISPOSITION Temporary. Cut off at end of fiscal year Destroy in agency 5 years after cutoff</p>	NC1-406-80-6, item 38	
55	<p>Intercity Freight Corridor Files Consist of contracts, financial statements, correspondence, and related papers used by the contractor when they develop reports on the magnitude and higher volume locations of heavy trucks on highways</p> <p>DISPOSITION Temporary. Destroy when project is closed or final report is issued</p>	NC1-406-80-6, item 39	
56	<p>Long Range Motor Vehicle and Population Growth Files Contain information and data furnished by the States and used by FHWA in projecting long range motor vehicles and population growth</p> <p>DISPOSITION Temporary. Cut off at end of fiscal year. Destroy in agency 3 years after cutoff</p>	NC1-406-80-6, item 45	
57	<p>Delegations of Authority and Organization Files Include memorandums of approved delegations of authority and informational copies of DOT reorganization plans FHWA Management Programs and Analysis Division maintains record copies of these files</p> <p>DISPOSITION Temporary. Cut off at end of fiscal year. Destroy in agency 3 years after cutoff</p>	NC1-406-80-6, item 52	
58.	<p>Progress Emphasis Area Files. Include background papers, reports on the progress of HEP programs, and related material on programs targeted for special attention in a given year</p> <p>DISPOSITION Temporary. Cut off at end of fiscal year Destroy in agency 3 years after cutoff</p>	NC1-406-80-6, item 56	

59	<p>Research, Development, and Technology (RD&T) Grants Program for Congestion Mitigation Files Consist of policy, procedures, correspondence from other agencies, legislative material, minutes of committee meetings, training material, printing and reproduction requests, fiscal papers and related documents pertaining to States annual program of highway studies financed with 1 1/2 percent funds (23 U S.C. 307c).</p> <p>DISPOSITION Temporary. Cut off at end of fiscal year.</p> <p><u>If paper</u> Transfer to FRC 3 years after cutoff Destroy 10 years after cutoff</p> <p><u>If electronic</u> Delete 10 years after cutoff</p>	NC1-406-80-6, item 57.	
60	<p>Public Transportation Files Information concerning public transportation subjects including correspondence from States and Federal policy, background material on directives addressing funding of public transportation, and information on technical aspects of public transportation subjects (studies and reports) These are reference files</p> <p>DISPOSITION Temporary. Cut off at end of fiscal year Destroy in agency 3 years after cutoff</p>	NC1-406-80-6, item 59	
61	<p>Reference Files Files containing copies of information used as ready reference on subjects of current or ongoing interest These files may contain copies of publications, directives, pictures, correspondence, and the like Official file copies are not to be placed in these files nor are the files to be considered pending files where official file copies are kept on a tentative basis</p> <p>DISPOSITION Temporary. Cut off at end of fiscal year Destroy in agency 3 years after cutoff</p>	NC1-406-80-6, item 61	
62	<p>Regional Economic Development Report Files Consist of correspondence, reference material, reports, and documents related to FHWA's liaison with several regional economic development commissions that are concerned with the development of the highway needs report which is required by Congress and pertains to the highway planning and programming responsibilities under regional highway development programs</p>	NC1-406-80-6, item 62	

63.	<p>DISPOSITION. Temporary. Place in closed case upon issuance of report. Cut off closed case file at end of fiscal year</p> <p><u>If paper:</u> Transfer to FRC 1 year after cutoff Destroy 4 years after cutoff</p> <p><u>If electronic</u> Delete 4 years after cutoff</p> <p>Revenue Files Files contain information related to the revenue collected by the States from motor vehicles</p>	NC1-406-80-6, item 64	
64	<p>DISPOSITION Temporary. Cut off at end of fiscal year</p> <p><u>If paper</u> Transfer to FRC 3 years after cutoff Destroy 6 years after cutoff</p> <p><u>If electronic</u> Delete 6 years after cutoff</p> <p>Road-life Files Contain information on programs that monitor State collection of road-life data, i.e., life expectancy and maintenance data on roads. In these files are correspondence, road-life studies, procedures for conducting studies, and State programs for studying data</p>	NC1-406-80-6, item 65	
65.	<p>DISPOSITION Temporary. Cut off at end of fiscal year Destroy in agency 5 years after cutoff.</p> <p>Speeches Contain speeches prepared for FHWA and OST leadership. Also included in these files are background papers and briefing packages for the speeches.</p> <p>Record copy.</p> <p>DISPOSITION. PERMANENT Cut off at end of fiscal year.</p> <p>(1) <u>If paper</u> Transfer to FRC 5 years cutoff Transfer to NARA 10 years after cutoff. (Total accumulation on hand is .25 cubic feet, annual accumulation is approximately 50 cubic feet)</p> <p>(2) <u>If electronic</u> Transfer to National Archives 10 years after cutoff, in accordance with 36 CFR 1235</p>	NC1-406-80-6, item 73.	
66	<p>All other copies and background records.</p>		

67	<p>DISPOSITION Temporary. Cut off at end of fiscal year Destroy in agency 5 years after cutoff</p> <p>Speed Monitoring Files These are files containing the highway spend trend data which is collected from the States and is used for monitoring States' compliance with speed limits and for use in studies and research</p>	NC1-406-80-6, items 74 and 75	
68.	<p>DISPOSITION Temporary. Cut off at end of fiscal year Destroy in agency 3 years after cutoff</p> <p>State Obligations Files consist of reports on State's debts, bonds sold, bonds outstanding and other data related to the financing of highways</p>	NC1-406-80-6, item 79	
69	<p>DISPOSITION Temporary. Cut off at end of fiscal year</p> <p><u>If paper</u> Transfer to FRC 5 years after cutoff Destroy 10 years after cutoff</p> <p><u>If electronic</u> Delete 10 years after cutoff</p> <p>State Planning Reports These are reports written by metropolitan planning organizations that document a transportation plan for an urban area These reports are kept as a reference since the plans are actually reviewed at the field division offices</p>	NC1-406-80-6, item 80	
70	<p>DISPOSITION Temporary. Cut off at end of fiscal year. Destroy in agency 3 years after cutoff</p> <p>Transportation Research Board (TRB) Files Contains copies of research studies done by the TRB, and FHWA's comments on the studies and projects that involve these studies</p>	NC1-406-80-6, item 86	
71.	<p>DISPOSITION. Temporary. Place in closed case file after completion or cancellation of related project Cut off closed case file at end of fiscal year Destroy 3 years after cutoff</p> <p>Transportation Systems Management (TSM) Files The TSM program is aimed at encouraging the States to use the existing transportation system more efficiently The files contain Congressional correspondence pertaining to the program and other technical material used for reference and for providing information to State and local</p>	NC1-406-80-6, item 87	

72.	<p>governments. The responsibility for reviewing TSM has been delegated to the field, so these files are used as an overall program control, and reference for policy and technical information.</p> <p>DISPOSITION: Temporary. Cut off at end of fiscal year. Destroy 5 years after cutoff.</p> <p>Urban Corridor Control Files. Consist of background material, monthly progress reports, recommendations on contacts, correspondence, and related papers that are maintained as reference material and used in work related to the urban corridor control program.</p> <p>DISPOSITION: Temporary. Cut off at end of fiscal year. Destroy in agency 3 years after cutoff.</p>	NC1-406-80-6, item 96.	
73.	<p>Urban Planning Studies.</p> <p>Background files on transportation studies. The majority of these studies are special projects on urban transportation planning and the data is kept for reference.</p>	NC1-406-80-6, item 97.	
74.	<p>DISPOSITION: Temporary. Cut off at end of fiscal year. Destroy in agency 5 years after cutoff</p> <p>Other Background Files. Contain reports and studies on elements of highway planning such community values, traffic flow, costs, and data generation. These files are used to supplement planning studies and used as a reference on research techniques.</p> <p>DISPOSITION: Temporary. Cut off at end of fiscal year. Destroy in agency 3 years after cutoff.</p>		
75.	<p>Foreign Studies. Contain foreign transportation studies that FHWA participated in or commented on. Also included in the files are correspondence and background information related to FHWA's support of foreign planning</p> <p>DISPOSITION: Temporary. Cut off at end of fiscal year. Destroy in agency 5 years after cutoff</p> <p>Surface Transportation Project Delivery Pilot Program Files. These files include audit records and reports, Memorandums of Understanding (MOUs)</p>	New	

76.	<p>and applications from the States, and administrative files pertaining to this pilot program. A State may assume all or part of the responsibilities of FHWA for environmental review, consultation or other action required under any Federal environmental law pertaining to the review or approval of specific highway projects under this pilot program. The pilot will terminate August 10, 2011. During the participation of a State in this pilot program, FHWA will audit its compliance with the responsibilities assumed twice a year for the first 2 years in the pilot, and then once a year after that.</p> <p>Audit Records and Reports.</p> <p>DISPOSITION: Temporary. Retain for the duration of the pilot program and for a period of no less than 3 years after the termination of the pilot program.</p>		
77.	<p>MOUs and Applications.</p> <p>DISPOSITION: PERMANENT. Retain for the duration of the pilot program.</p> <p>(1) <u>If paper</u>: Transfer to FRC 1 year after termination of the pilot program. Transfer to NARA 10 years after cutoff (Total accumulation on hand is less than 1 cubic foot; total for pilot is expected to be less than 1 cubic foot.)</p> <p>(2) <u>If electronic</u>: Transfer to National Archives 5 years after cutoff, in accordance with 36 CFR 1235.</p>		
78.	<p>Other Background and Administrative Files.</p> <p>DISPOSITION: Temporary. Retain for the duration of the pilot program, then destroy when no longer needed.</p>		