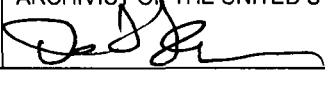



REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-406-09-23	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 8/24/09	
1 FROM (Agency or establishment) U S Department of Transportation		NOTIFICATION TO AGENCY In accordance with the provisions 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Federal-Aid Divisions (Field Offices) – Bridges and Structures			
4 NAME OF PERSON WITH WHOM TO CONFER Victor S. Wagher	5 TELEPHONE NUMBER 202-366-6672	DATE 25 Aug 2009	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>5</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 August 7, 2009	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 Bridges and Structures records of the Federal-Aid Divisions (field offices) of the Federal Highway Administration (FHWA). This schedule supersedes SF 115 job numbers NC1-406-85-5 and NC1-406-85-6 (portions), approved by the Archivist of the U S on November 13, 1986.		

1	<p>Routine Bridge Correspondence. Includes data, memoranda and criteria on design, construction, and maintenance of bridges and culverts, navigable waterways, bridge safety inspection, joints and sealers, welding, bridge railings, hydraulics and hydrology, geotechnical, bank and shore protection.</p> <p>DISPOSITION: Cut off at end of fiscal year. Destroy 5 years after cutoff.</p>	NC1-406-85-5/2	
2	<p>Bridge Failure Files. Files on bridges that have failed including correspondence, reports, and reviews used in documenting problems on bridge construction.</p> <p>DISPOSITION: Place in inactive file after bridge fails. Cut off inactive file at end of fiscal year in which the investigation is completed. Destroy 10 years after cutoff.</p> <p><i>NOTE If there are any particular files that contain sufficient historical value to warrant permanent retention, FHWA will identify such projects on an SF 115 for individual appraisal</i></p>	NC1-406-85-5/3	
3.	<p>Bridge Construction Materials and Methods Files. Includes correspondence concerning various materials and methods used in the construction of bridges, i.e. fabrication of steel bridges and welding methods.</p> <p>DISPOSITION. Cutoff 3 years after project completion at end of fiscal year. Destroy 10 years after cutoff</p>	NC1-406-85-5/4	
4.	<p>Bridge Plans.</p> <p>a. Standard Plans. Standard plans for bridge design used as a guide by State and Division engineers when designing bridges.</p> <p>DISPOSITION Destroy 3 years after superseded</p> <p>b Non-Standard Plans Correspondence, drawings, and related engineering documents pertaining to type, size, and location of major bridges. Include Final Plans (e.g Plans Specifications and Estimates).</p> <p>DISPOSITION Cutoff upon project completion Destroy 3 years after cutoff</p>	NC1-406-85-5/5	

5	<p>Bridge Policy and Procedures. Files include various correspondence concerning bridge policy and procedures</p> <p>DISPOSITION Cut off at end of fiscal year. Destroy 20 years after cutoff.</p>	NC1-406-85-5/6	
6.	<p>Highway Bridge Program Files. Records of the highway bridge program and ancillary bridge programs (such as the Bridge Discretionary Program, Innovative Bridge Research and Construction/Deployment Program, Ferry Boat Program, and the Historical Covered Bridge Program), including correspondence with the Washington Headquarters office and the Division offices concerning the eligibility requirements for the program, bridge projects, bridge construction unit costs submittals, requests for candidates from the Washington Headquarters office, and inventory of bridges subject to the National bridge inspection standards.</p> <p>DISPOSITION: Cut off at end of fiscal year. Destroy 10 years after cutoff.</p>	NC1-406-85-5/7	
7.	<p>Corps of Engineers Files. Correspondence on coordination, general requirements, policy guidance, and memorandums of agreement on dredge and fill permits required from the U S. Corps of Engineers, including any pertinent general permits that could involve highway proposals</p> <p>DISPOSITION: Destroy 3 years after policy or general permit is superseded</p>	NC1-406-85-5/8	
8	<p>Geotechnical Files. Correspondence and technical data relating to soil mechanics, foundations, piling, slope stability, and earth retaining structures</p> <p>DISPOSITION: Cutoff after project completion at end of fiscal year Destroy 10 years after cutoff</p>	NC1-406-85-5/9	
9	<p>Hydraulics Files. Correspondence concerning hydraulic design procedures, field hydraulic problems (including project construction related), and hydraulic structures and channels.</p> <p>DISPOSITION: Cutoff after project completion at end of fiscal year Destroy 10 years after cutoff</p>	NC1-406-85-5/10; NC1-406-85-6/31	
10.	<p>National Bridge Inspection Standards (NBIS)</p>	NC1-406-85-5/11	

	<p>Files. Records of the bridge inspection program, including correspondence with the Washington Headquarters office and Division offices concerning the requirements of the NBIS, requests for bridge inspection data from the Washington Headquarters office, and submissions of inspection data from the States.</p> <p>DISPOSITION Cut off at the end of the inspection cycle (currently 8 years) at the end of fiscal year after date of report. Transfer to FRC 8 years after cutoff Destroy when superseded or after the structure or object has been retired from service</p>		
11	<p>Navigational Clearances. This file includes correspondence concerning navigational clearances for various bridge projects.</p> <p>DISPOSITION: Cut off at end of fiscal year Destroy 5 years after cutoff.</p>	NCI-406-85-5/12	
12	<p>Routine Tunnel Correspondence. Includes data, memoranda, and criteria on the design, construction, and maintenance of tunnels.</p> <p>DISPOSITION Cut off at end of fiscal year. Destroy 5 years after cutoff</p>	NCI-406-85-5/14	
13.	<p>Annual Construction Cost Files Include correspondence concerning the annual construction costs, memorandums, and State submissions</p> <p>DISPOSITION: Cut off at end of fiscal year Destroy 3 years after cutoff</p>	New	
14.	<p>Special Project Files. Include correspondence and memoranda on complex or unique structures.</p> <p>DISPOSITION: Cut off at end of fiscal year. Destroy 3 years after cutoff.</p>	New	
15.	<p>Coast Guard Files Include correspondence on coordination, general requirements, policy, guidance, navigation determinations, and memorandums of agreements with the U.S. Coast Guard.</p> <p>DISPOSITION Cut off at end of fiscal year. Destroy 3 years after cutoff</p>	New	

16.	<p>Tunnel Failure Files. Files on tunnels that have failed including correspondence, reports, and reviews used in documenting problems on tunnel construction.</p> <p>DISPOSITION: Place in inactive file after tunnel fails Cut off inactive file at end of fiscal year in which the investigation is completed. Destroy 10 years after cutoff.</p> <p><i>NOTE If there are any particular files that contain sufficient historical value to warrant permanent retention, FHWA will identify such projects on an SF 115 for individual appraisal</i></p>	New	
17	<p>Tunnel Materials and Methods Files Include correspondence concerning various materials and methods used in the construction of tunnels.</p> <p>DISPOSITION Cut off 3 years after project completion at end of fiscal year Destroy 10 years after cutoff</p>	New	
18.	<p>Tunnel Plans. Plans for tunnel design used as a guide by State and Division engineers when designing tunnels. Correspondence, drawings, and related engineering documents pertaining to type, size, and location of major tunnels.</p> <p>DISPOSITION Cut off upon project completion Destroy 3 years after cutoff.</p>	New	
19.	<p>Tunnel Policy and Procedures. This file includes various correspondence concerning tunnel policy and procedures</p> <p>DISPOSITION Cut off at end of fiscal year. Destroy 20 years after cutoff unless previously superseded</p>	New	
20.	<p>Tunnel Inspection Standards Records of the tunnel inspection program, including correspondence with the Washington Headquarters office and Division offices concerning the requirements, requests for inspection data from the Washington Headquarters office, and submissions of inspection data from the States</p> <p>DISPOSITION: Cut off at the end of the inspection cycle (currently 8 years) at the end of fiscal year after date of report Transfer to FRC 8 years after cutoff</p>	New	

Destroy when superseded or after the structure or object has been retired from service