


REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-406-09-24	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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) - Right-of-Way Functions			
4 NAME OF PERSON WITH WHOM TO CONFER Victor S Wagher	5 TELEPHONE NUMBER 202-366-6672	DATE 4/22/10	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>4</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 Victor S. Wagher		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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 planning and program development (right-of-way function) records of the Federal-Aid Divisions (field offices) of the Federal Highway Administration (FHWA) This schedule supersedes SF 115 job number NC1-406-85-7, approved by the Archivist of the U S on November 13, 1986 Items marked with an asterisk (*) may contain sensitive and/or personal identifiable information and require controlled access and handling to safeguard against a breach of information (<i>Privacy Act of 1974</i> and the <i>Federal Information Security Management Act of 2002</i>)		

1	<p>Federal Land Transfer Files. Include deeds, recording data, correspondence, plats, and boundary descriptions</p> <p>DISPOSITION Destroy 3 years after completion of construction project</p>	NC1-406-85-7/7	
2	<p>Functional Replacement Files. General correspondence, memoranda, annual reports, background material, correspondence received from States concerning State programs, copies of legislative material that involves functional replacement and other related documents pertaining to acquisition of right-of-way on Federal-aid programs, including the functional replacement of public lands and facilities such as public housing, fire houses, parks, and schools</p> <p>DISPOSITION Cut off at end of fiscal year Destroy 3 years after cutoff</p>	NC1-406-85-7/8	
3	<p>General Correspondence Files. Right-of-way correspondence, which applies to all States and division offices, and reviews and reports that relate to the right-of-way program, not otherwise classified</p> <p>DISPOSITION Cut off at end of fiscal year Destroy 3 years after cutoff</p>	NC1-406-85-7/9	
4 *	<p>Hardship and Protective Buying Files. Proposals from States requesting advance acquisition, review reports and approvals given by the various departments</p> <p>DISPOSITION If not part of the project file, place in inactive file after close of project Cut off inactive file at end of fiscal year Destroy 3 years after cutoff</p>	NC1-406-85-7/10	
5	<p>Scenic Byways Program Files. Correspondence and other materials pertinent to beautifying the highway facility such as landscaping the right-of-way, scenic overlooks and rest stops plus any improvements to the landscape of the highway</p> <p>DISPOSITION Cut off at end of fiscal year Destroy 5 years after cutoff</p>	NC1-406-85-7/13	
6	<p>Local Public Agencies (LPA) Files. General correspondence in regard to LPAs doing right-of-way work for the States, including copies of LPA procedures and agreements to do work for the States</p>	NC1-406-85-7/14	

7	<p>DISPOSITION Cut off at end of fiscal year Destroy 3 years after cutoff</p> <p>State Outdoor Advertising Files. Correspondence, reports, control agreements, acquisition data, schedules, financial data, vouchers (including bonus claims), bonus maps, and other related papers pertaining to outdoor advertising control, State procedures on how billboards will be acquired and controlled The acquisition data in this case means evaluation, negotiation and disposition of billboards Schedules consist of sign cost schedules, take down schedules, etc</p> <p>a State and Federal agreements and bonus maps</p> <p>DISPOSITION Destroy 3 years after superseded or voided</p> <p>b Other files</p> <p>DISPOSITION Place in inactive file upon completion Cut off inactive file at end of fiscal year Destroy 5 years after cutoff</p>	NC1-406-85-7/16	
8	<p>Utilities Files General policy and correspondence and documentation pertaining to utility projects in the States Also includes correspondence about franchised utilities where Right-of-Way is involved</p> <p>DISPOSITION Destroy 3 years after completion of project</p>	NC1-406-85-7/24	
9	<p>Process and Program Review Files Reports, working papers, and other supporting documentation pertaining to maintenance reviews and reviews of various right-of-way functions of State highway and local public agencies</p> <p>DISPOSITION: Cut off files at end of fiscal year Destroy 3 years after cutoff</p>	NC1-406-85-6/44	