

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-406-09-26	
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	
2 MAJOR SUBDIVISION Federal Highway Administration		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION Federal-Aid Divisions (Field Offices) – Planning and Program Development (Transportation Planning Function)			
4 NAME OF PERSON WITH WHOM TO CONFER Victor S. Wagher	5 TELEPHONE NUMBER 202-366-6672	DATE 8/24/09	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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>7</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 <i>August 7, 2009</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Victor S. Wagher</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 Planning and Program Development (Transportation Planning Function) records of the Federal-Aid Divisions (field offices) of the Federal Highway Administration (FHWA) This schedule supersedes SF 115 job numbers NC1-406-84-2 and NC1-406-85-6 (portions), approved by the Archivist of the U S. on November 13, 1986		

1	<p>Airport Access Files. Studies and background information on airport access projects and comments on studies concerning access roads to airports</p> <p>DISPOSITION Cut off at end of fiscal year Destroy 5 years after cutoff</p>	NC1-406-84-2/1	
2	<p>Annual Statistical Data Reports, forms, files and other materials pertaining to motor fuel, motor vehicle registration, drivers licenses, registration fees, and annual statistical data, including States', cities' and countries' data on how States finance their highways and roads</p> <p>DISPOSITION Cut off at end of fiscal year Destroy 5 years after cutoff</p>	NC1-406-84-2/2, NC1-406-84-2/16	
3	<p>Appalachian Development Highway System Program Records. Correspondence, reports, cost estimates, and related records pertaining to this program Files include non-project correspondence, budget, and financial statements and reports to Congress pertaining to States that are part of this program</p> <p>DISPOSITION Cut off at end of fiscal year Destroy 3 years after cutoff</p>	NC1-406-84-2/3, NC1-406-84-2/4, NC1-406-84-2/5	
4	<p>Certification of Public Mileage. Documents concerning State certification of public roads and Federal domain mileage and studies pertaining to the certification process Included also are correspondence and related background material</p> <p>DISPOSITION Cut off at end of fiscal year Destroy 5 years after cut off</p>	NC1-406-84-2/7	
5	<p>Coastal Zone Management. Correspondence on the review and comments on the Coastal Zone Plans for each State Approved final plans are maintained for reference</p> <p>DISPOSITION Cut off at end of fiscal year Destroy 3 years after cutoff</p>	NC1-406-84-2/8	
6	<p>Coal Haul Road Study Files: Correspondence, working papers, financial statements, statistical data and other related material pertaining to the study to determine the cost and benefits related to alternate coal haul road system improvement levels for the nation</p>	NC1-406-84-2/9	

	DISPOSITION Cut off after completion of final report Destroy 3 years after cutoff		
7	Smart Growth Files (formerly Economic Growth Center Development Files) Working papers, background material, study material, progress reports, correspondence received from States and FHWA Division offices, financial statements, and guidelines that pertain to the Smart Growth program DISPOSITION Place in inactive file after project is completed Cut off inactive file at end of fiscal year Destroy 10 years after cutoff	NC1-406-84-2/11	
8	Economic Studies and Surveys. Records pertaining to highway cost funds, tourists, highway needs, highway performance monitoring, and economic impact NOTE Records pertaining to the Highway Performance Monitoring System (HPMS) are not covered in this item DISPOSITION Cut off at end of fiscal year. Destroy 5 years after cutoff	NC1-406-84-2/12	
9	Statewide Transportation Improvement Program (STIP)/Transportation Improvement Plans (TIP) Files. Records pertaining to STIP and TIP, including progress reports and status reports, needed for review of projects submitted to the Division by the State and approved by the Division for funds spent on urban and rural highways and the utilization of highway construction funds DISPOSITION Cut off at end of fiscal year Destroy 3 years after cutoff	NC1-406-85-6/4, NC1-406-85-6/22	
10	Federal-Aid System Files. Inventories, approvals, logs, statistical data, route descriptions and related material pertaining to Federal-Aid systems, including functional classification DISPOSITION Keep most current copy until the system is revised, destroy 5 years after system is revised	NC1-406-85-6/25	
11	Map Files. Approved Federal-aid system, county, urban area boundary, city and tourist maps File also contains right-of-way maps documenting areas affected by action	NC1-406-85-6/38	

12	<p>DISPOSITION Keep most current copy until the next revision, destroy 3 years after the maps are revised</p> <p>Metropolitan Planning Organizations (MPO) Files. Correspondence documenting FHWA interpretation, administration, general supervision and contacts with the MPOs in the State, plans and TIPs, and reports documenting urban transportation plans</p>	NC1-406-84-2/19	
13	<p>DISPOSITION Keep the most current copy until the next revision, then destroy 3 years after documents are revised</p> <p>Statewide Planning and Research (SPR) Work Program Narrative Report Files Include status reports and related files of the SPR program from the States</p>	NC1-406-84-2/20	
14	<p>DISPOSITION Cut off at end of fiscal year Destroy 3 years after cutoff</p> <p>Planning and Research Subject Files. Correspondence, policies and procedures, memoranda, reports, background materials, and other records documenting Washington Headquarters office and Division office interpretation, administration, execution, studies, classification, and general supervision of planning and research functions in the Federal-aid highway program Includes subjects urban planning, non-urbanized planning, carpooling, vanpooling, ridesharing, mass transit, parking, transportation of elderly and handicapped, energy, speed, truck studies, economic growth, Federal Railroad Administration, functional classification, Highway Performance Monitoring System (HPMS), off-system roads, motor vehicle operations, census, airports, traffic, TOPICS program, secondary road plans, control devices, maps and mapping, technology transfer, and environment</p> <p>a Planning and Environmental Linkages Partnering Agreements, policy documents, and subjects concerning Urban planning, speed, truck studies, economic growth, functional classification, HPMS, off-system roads, traffic, secondary road plans, planning program and approvals, expenditure reports, highway statistical data, transportation studies, maps and mapping, technology transfer, and environment</p>	NC1-406-84-2/22, NC1-406-84-2/26	

	<p>DISPOSITION. PERMANENT. Cut off files at end of fiscal year Transfer to the National Archives in 5-year blocks when 10 years old</p>		
b.	<p>All other subjects (for example, non-urbanized planning, carpooling, vanpooling, ridesharing, mass transit, parking, transportation of elderly and handicapped, energy, Federal Railroad Administration and motor vehicle operations, and census airports)</p>		
15	<p>DISPOSITION Cut off files at end of fiscal year Destroy 10 years after cutoff</p> <p>Public Transportation Files. Information concerning public transportation subjects, including material on FHWA clearance of public transportation projects to transfer highway funds to mass transportation projects</p>	NC1-406-84-2/27	
16.	<p>DISPOSITION. Cut off at end of fiscal year Destroy 3 years after cutoff</p> <p>National Scenic Byways Study Files. Correspondence on study design of scenic highways, proposals, statistical data, national studies on scenic highways and material pertaining to scenic roads as related to the Interstate system</p>	NC1-406-84-2/28	
17	<p>DISPOSITION PERMANENT Cut off files at end of fiscal year Transfer to National Archives when 3 years old.</p> <p>Non-Motorized Needs Files (formerly Pedestrian Needs Files). Policy guidance on the incorporation of pedestrian and bicycle needs into project facilities, codes and laws, educational materials, and information on pedestrians/bicycles and accidents</p>	NC1-406-85-6/43	
18	<p>DISPOSITION: Cut off after supersession/revision Destroy 3 years after cutoff</p> <p>State Obligations. Reports on State's debts, bonds sold, bonds outstanding and other data related to financing of highways</p>	NC1-406-84-2/31	
19	<p>DISPOSITION Cut off at end of fiscal year Destroy 3 years after cutoff</p> <p>Highway Systems Correspondence.</p>	NC1-406-85-6/57	

20	<p>Correspondence documenting all systems actions taken within the States and system substitution, transfers and supplements.</p> <p>DISPOSITION Cut off at end of fiscal year Destroy 3 years after cutoff</p> <p>State Traffic Count Data. Traffic count data provided by the States</p> <p>DISPOSITION Cut off at end of fiscal year Destroy 3 years after cutoff</p>	NC1-406-84-2/32	
21	<p>Size and Weight Program Files. Contain correspondence, reports, certifications, research, briefings and other materials relating to the vehicle size and weight program, and cover such areas as drivers, permits, buses, trucks, scales, vehicle components and operating characteristics, Federal and State vehicle size and weight laws and regulations, national network route descriptions, grandfather rights, and penalties for violations Most information from these files is sent to Washington Headquarters, and Headquarters maintains the permanent records</p> <p>DISPOSITION Cut off at end of fiscal year Destroy 4 years after cutoff</p>	New	