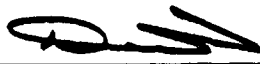


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. N1-406-90-2	DATE RECEIVED 8/20/90
1. FROM (Agency or establishment) Department of Transportation		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Federal Highway Administration		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3. MINOR SUBDIVISION Federal-Aid Division			
4. NAME OF PERSON WITH WHOM TO CONFER Earl Coles	5. TELEPHONE EXT. 366-9084	DATE 12/1/92	ARCHIVIST OF THE UNITED STATES 
6. CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE 8/14/90	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>J. DeMaackenberg</i>	D. TITLE Chief, Organization and Management Programs Division
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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	SEE 2 ITEMS ATTACHED		

Copies sent to agency, NSR, NN-W, NNT, NRE, NIA 12/1/92

Item /

ENGI 23

Series Description

Disposition

**Federal-Aid Project File:
(NC1-406-85-6)**

A. Project Agreement, Project Agreement Modifications.

PERMANENT. Remove project agreement and modifications from project file after payment of final voucher. Place in separate inactive file. Cutoff inactive file in 5 year blocks at end of fiscal year. Transfer to FRC 1 year after cutoff. Transfer to National Archives field branch in 5 year blocks when the oldest record is 10 years old.

B. Other Federal-Aid project documentation, including Letter of Authorization, Inspection Report, Final Voucher; supporting documentation, including railroad and utility bills and agreement, when applicable, PR-45s and PR-47s, copy of construction contract and extra work or change order, pertinent correspondence and documents not otherwise provided for in this schedule, including auditors work papers, final test report, right-of-way certificates of maps. Also includes projects involving preliminary engineering or advance acquisition of right-of-way.

Place in inactive file after payment of final voucher. Cutoff inactive file at end of fiscal year. Transfer to FRC 1 year after cutoff. Destroy 11 years after cutoff.

Item 2

Series Description

Disposition

ADMI 70

Project Fiscal Files (Completed):
Official project obligation records and statistical data for various highway programs. These records give a complete history of a project from Headquarters, regions and division offices which are compiled on Form FHWA-37 Project Status Records. The files are arranged by project number.

~~Transfer to ENGI 23, Federal-aid Project File upon payment of final voucher.~~

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NI-406-90-3 - Field

NI-406-80-11/107 - Headquarters