

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO.	N1-406-90-3
1. FROM (Agency or establishment) Department of Transportation		DATE RECEIVED	8/20/90
2. MAJOR SUBDIVISION Federal Highway Administration		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Associate Administrator for 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
4. NAME OF PERSON WITH WHOM TO CONFER John H. Schnackenberg	5. TELEPHONE EXT. 366-0534	DATE 6-15-93	ARCHIVIST OF THE UNITED STATES <i>Cindy Huskamp Peterson</i>
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>JH Schnackenberg</i>	D. TITLE Chief, Organization and Management Programs Division
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	Fiscal Management Information System (See Attachment)		

Copies sent to agency, NN-W, NNT, NSX, NCF. NIA 6/22/93

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**FISCAL MANAGEMENT INFORMATION SYSTEM
 (FMIS)**

Fiscal Management Information System (FMIS). The system is a nationwide on-line computerized accounting system containing more than 2 million records related to all Federally funded highway projects. The data is summarized in a variety of ways and used for planning and executing agency programs, for evaluating program performance, and for depicting financial trends and requirements related to current and future funding. The information is maintained on a central mainframe computer and updated via microcomputers located in all Division, Regional, and Washington Headquarters fiscal offices.

A. Input

1. Project Status Report (FHWA 37). Report initially prepared by reporting office when the State is authorized to proceed with the project. On-line data entry by the Federal-Aid division offices (located in each state, the District of Columbia, and Puerto Rico).

Disposition: Cut off at end of fiscal year. Destroy 20 years after cutoff, or when no longer needed, whichever is later.

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2. Expenditure Data. Consists of purchase orders, procurement requests, contracts, and other expenditures. The data is transferred monthly by Finance Division on computer tapes from their automated accounting system to Program Analysis Division. The data is entered into the FMIS via a computer program by the Washington Headquarters Program Analysis Division.

Disposition: Cut off at end of fiscal year. Destroy 20 years after cutoff, or when no longer needed, whichever is later.

3. Apportionment Factor Information. Input information is provided from various FHWA offices, and other government agencies to determine apportionments to the State of Federal-aid highway funds. On-line data entry is done by the Washington Headquarters Program Analysis Division.

Disposition: Cut off at end of fiscal year. Destroy 20 years after cutoff, or when no longer needed, whichever is later.

4. Allocation. These allocations of Federal-aid highway funds, not subject to formula apportionment, are made by the Washington Headquarters program offices to the States. On-line data entry of these allocations is done by the Washington Headquarters Program Analysis Division from data provided from memoranda prepared by the FHWA program offices.

Disposition: Cut off at end of fiscal year. Destroy 20 years after cutoff, or when no longer needed, whichever is later.

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	<p>B. <u>Master Files</u>. Information contained in the data base, including that described above related to Federal-Aid projects. The Master File contains: (1) Active Records pertaining to open and ongoing projects. (This includes those projects which have been in an inactive stage, i.e. in one phase of the project for 6 months or longer.) (2) Inactive Records pertaining to projects that have either been closed or withdrawn.</p> <p>Current volume: 50 magnetic tapes. Annual accumulation: 5 magnetic tapes. All records, active and inactive, will be copied onto magnetic tapes. Each tape's data will be cumulative from 1989 to date of transfer.</p> <p>Arranged by State appropriation project. In some cases records are arranged by State Code and State I.D.</p> <p>No restrictions for access to public.</p> <p>Disposition: <u>PERMANENT</u>. Cutoff at end of fiscal year. Transfer magnetic tapes to the National Archives at the close of each fiscal year.</p> <p>C. <u>Output</u></p> <p>1. (Records consisting of extracted information.) Over 130 on-line, batch, and ad hoc reports containing financial and statistical information on individual projects, program and fund activity, and summary data on active, as well as closed, highway projects which have been recorded through FMIS.</p> <p>Disposition: Destroy 3 years from date of origination, or when no longer needed, whichever is later.</p>		

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2. Certificates of Apportionment.
Signed, and approved, by the
FHWA Administrator or designee,
apportionment of obligated
Federal-aid highway funds. The
certificates are attached to
FHWA Notice 4510.
Volume on hand is 2 cubic feet.
Annual accumulation: 15
certificates

Disposition: Cutoff at end of fiscal
year. Destroy 20 years after cutoff, or
when no longer needed, whichever is later.

D. Documentation. Data systems
specifications, file specifications,
codebooks, record layouts, user
guides, output specifications, and
final reports (regardless of media)
relating to a master file or data
base.
Volume on hand is 6 cubic feet.
Annual accumulation: 6 inches.
Documentation will be cumulative from
1989 to date of transfer.

Disposition: PERMANENT. Offer to
National Archives in conjunction with
transfer of master files.