

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-406-95-1	DATE RECEIVED 6-16-95
1. FROM (Agency or establishment) 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Office of the FHWA Administrator			
4. NAME OF PERSON WITH WHOM TO CONFER Larry Ross	5. TELEPHONE 202/ 3662242	DATE JUL 31 1995	ARCHIVIST OF THE UNITED STATES <i>Arthur W. Carne</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 ___ 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 6-3-95	SIGNATURE OF AGENCY REPRESENTATIVE <i>Arthur L. McCarne Jr</i>	TITLE Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See Attached Page		

Copies sent to agency, NN-E, NNT, NIA 8/23/95

1. **FHWA's Administrator, Deputy Administrator and Executive Director Correspondence Files. Arranged alphabetically, thereunder by date. Annual Accumulation is estimated at 10 cubic feet a year.**

Contains correspondence, internal memos, reports, minutes of FHWA and DOT policy and planning meetings, speeches, travel itineraries and related records and conference participation. Subjects include communications with Congress, DOT Secretary, and DOT Administrators on transportation policies, FHWA program planning and management as well as contact with state, local, professional and civic interests. The records document the high level activities for the FHWA's Administrator, Deputy Administrator and Executive Director.

**DISPOSITION: Permanent. Cut off at end of the fiscal year. Transfer to FRC 2 years after cutoff. Transfer to the National Archives 10 years after cutoff.
(NC1-406-80-5-3)**

Chronological Files (NC1-406-80-5/2) and Executive Director's Files (NC1-406-80-5/5) are no longer maintained as separate series and are withdrawn.