

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-406-99-1	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 5-20-99	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Federal Lands Headquarters and Field			
4. NAME OF PERSON WITH WHOM TO CONFER Arthur McCune	5. TELEPHONE (202) 366-9090	DATE 10-5-99	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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,  <input type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 5-20-99	SIGNATURE OF AGENCY REPRESENTATIVE <i>Arthur McCune</i>	TITLE FHWA's Records Officer	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Federal Lands Highway Program, Project Files, Headquarters and Field Offices  This schedule provides for continuing disposition authority for Federal Highway Administration records, which are located in the agency, stored in FRCs and WNRC and which have been previously transferred to NARA's custody by the Federal Highway Administration.  SEE ATTACHED PAGE		

10/8/99  
CB

copy to: agency, NWMD, NWCT &amp; NR, NWMW

**Item 1a - Primary Documentation**

Project Tracing Files  
Reconnaissance Reports  
Final Construction Reports

**Disposition: PERMANENT.** Transfer to FRC 5 years after completion of project. Transfer to NARA 15 years after completion of project.

**Item 1B -Basic Project Documentation**

Copy of Contract  
Intermediate and final inspection  
Project Reports  
Copies of change and extra work orders, suspend and resume orders, contract modifications and all pertinent correspondence pertaining to the project.  
Field notebooks, materials test reports and constructions plans,  
Right-of Way files, structural design computations for loading and deflecting,  
topographic maps

**Disposition: TEMPORARY.** Transfer to FRC 3 years after completion of project. Destroy 10 years after completion of project. (NC1-406-79-3, item 1b. At the approval of this schedule the new authority will be N1-406-99-1/1b)

**Item 1c. Federal Lands Highway Project Files**

Electronic version of records created by electronic mail and word processing applications.

**Disposition: TEMPORARY.** Delete when file copy if generated or when no longer needed for reference or updating.