

REQUEST FOR RECORDS DISPOSITION AUTHORITY			JOB NUMBER N1-406-99-2		
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408			DATE RECEIVED 3-24-2000		
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.		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 Headquarters and Field Offices					
4. NAME OF PERSON WITH WHOM TO CONFER Arthur McCune		5. TELEPHONE (202) 366-9090	DATE 6-22-00	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 ___ 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 checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.					
DATE 3/30/00	SIGNATURE OF AGENCY REPRESENTATIVE <i>Arthur McCune Jr</i>		TITLE Records Management Officer		
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION		9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)	
	<p>This schedule provides continuing disposition authority for Federal Highway Administration Federal Aid Project files that are located in the agency, stored at WNRC and which have been previously transferred to NARA custody by Federal Highway Administration.</p> <p style="text-align: center;">SEE ATTACHED PAGES</p>				

Agency: NWAD, NWCT, NR

1. Federal-Aid Project (FAP) Files, October 1, 1966-on

Project Agreement, Project Agreement Modification (N1-406-90-2/1A) and 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 paper, final test report, right-of-way certificates of maps. This series also includes projects involving preliminary engineering or advance acquisition of right-of-way (N1-406-90-2/B) and interstate system FAP projects files as approved under NC1-406-85-6/24-A(1) and A(2) and B.

A. TEMPORARY. Place in active file after payment of final voucher. Cutoff inactive files at the end of the fiscal year. Transfer to inactive storage one year after cutoff. Destroy 25 years after cutoff. (N1-406-99-2)

B. Electronic Mail, Word Processing and Other Office Automation Applications

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

Temporary. Delete when file copy is generated or when no longer needed for reference or updating.

NOTE: If there are any particular FAP case files that contain sufficient historical value to warrant permanent retention, FHWA should identify such projects on an SF 115 for individual appraisal.

Prior to October 1, 1966, use the following FAP authorities:

1A. Project Agreement and Project Agreement Modification (N1-406-90-2/1A)

PERMANENT. Remove project agreement and modification 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 records is 10 years old.

1B. Other Federal-Aid project Documentation. (N1-406-90-2/1B) 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 audit work papers, final test report, right-of-way certificates of maps. Also includes projects involving preliminary engineering or advance acquisition of right-of-way.

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

Federal-Aid Project Plan Files

A. For Interstate System Projects (NC1-406-85-6/24(A)1)

1. Title sheet, typical cross-section sheets; plan and profile sheets, special layout sheets showing geometric features.

Temporary. Transfer to FRC at end of year in which final voucher is paid. Destroy 10 years after payment of voucher.

2. Right-of -Way Maps. Arranged by project number. (NC1-406-85-6/24(A)2)

Permanent. Cutoff and transfer to FRC at end of year in which final voucher is paid. Transfer to the National Archives 10 years after cutoff.

B. Other Federal-Aid projects. (NC1-406-85-6/24(B))

Title sheet, typical cross -section sheets, special layout sheet showing geometric features.

Temporary. Cutoff and transfer to FRC at end of year in which final voucher is paid. Destroy 20 years after cutoff.