

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

RG406

LEAVE BLANK	
DATE RECEIVED JUN 21 1974	JOB NO.
DATE APPROVED NC	174-266

TO: GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Transportation

2. MAJOR SUBDIVISION
Federal Highway Administration

3. MINOR SUBDIVISION
Washington Headquarters - All Field Units

4. NAME OF PERSON WITH WHOM TO CONFER
Clifford E. Gilbert

5. TEL. EXT.
118-60534

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

7-19-74
 Date

James B. Rhoads
 Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 1 pages are proposed for disposal for the reason indicated: ("X" only one)

- A The records have ceased to have sufficient value to warrant further retention.
- B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

6/18/74 (Date)

[Signature] (Signature of Agency Representative)

Records Officer (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>Direct Construction Project Files. (Washington Office)</p> <p>These files document the construction of highway projects which the Federal Highway Administration rather than the State is the contracting authority. They include copies of contracts, copies of intermediate and final inspection reports, copies of final vouchers, copies of change and extra work orders and correspondence pertaining to contractors' claims.</p> <p>DISPOSE - 12 years after transfer to FRC. (Transfer to Federal Records Center 1 year after date of payment of final voucher or settlement of claim, if any, which ever is the latest date).</p>	NN-165-124 Item 5e	
2.	<p>Airport Concurrence Files. (All Field Units)</p> <p>These files pertain to Federal Highway Administration and Federal Aviation Administration concurrences in certifying that the construction, reconstruction or location of highways adjacent to airports are in the public interest. These files consist of inspection reports, sketch maps, prints of airports, layout plans, concurrences by representatives of State, FHWA and FAA, and related correspondence.</p> <p>DISPOSE - 10 years after date of concurrence. (Transfer to Federal Records Center when noncurrent).</p>	NN-162-80 Item 12a	

2 items