

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

RG406

LEAVE BLANK	
DATE RECEIVED AUG 13 1974	JOB NO.
DATE APPROVED NC-406-75-2	

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
 All Field Units

4. NAME OF PERSON WITH WHOM TO CONFER
 C. 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

9-24-74 *James B. Rhoads*
 Date 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 _____ 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.

7-29-74 (Date) *C. E. Gilbert* (Signature of Agency Representative) FHWA 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.	Federal-aid Project Files (All Field Units) a. Basic Federal-aid project documentation Project Agreement Inspection Reports Final Voucher These documents give the essential data to identify and explain the expenditure of Federal funds on a given route and system of highways. These records compliment each other and furnish a history of the project as to the financing, operational aspects, deficiencies and final determination of Federal fund participation. They represent the bare minimum of information to be retained permanently.	NN 162-80 Item 4.a.(1)	
2.	Route Reports and Route Maps. Route reports containing pertinent engineering and related data are submitted by engineers, and cover an extended road section. Route reports are required for extensions of the secondary system into urban areas except in those States which come under (1) of section 103(c), Title 23, and proposed improvement is to be financed	NN 162-80 Item 8	Permanent, offer to the National Archives when reference has expired. <i>(20) Year old.</i> Copy to Agency <i>H.H.M.</i> at Field <i>(Signature)</i> 2 items

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>with Federal-aid Secondary funds under an approved Secondary Road Plan. Normally the area covered by a route report is involved in a number of detailed projects. The information contained in these reports, however, is of value since the route report covers more than one section of same route, and are therefore considered of value as long as it is current. All route reports are considered to be current regardless of age, until superseded.</p> <p>Dispose when superseded.</p> <p>Dispose of all Secondary Route Reports and Route Maps of States working under the 1954 Secondary Road Plan.</p> <p><i>Permanent. Offer to the National Archives in annual blocks when superseded.</i></p>		