

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC 1 400 78 4
DATE RECEIVED	4 MAY 1978
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	5-12-78 <i>James B. Rhoads</i> Archivist of the United States

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)
DOT - FHWA

2. MAJOR SUBDIVISION
Office of Management Systems

3. MINOR SUBDIVISION
Office of Organization and Mgmt. Systems

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL EXT

John H. Schnackenberg

426-0534

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>J. H. Schnackenberg</i>	E. TITLE Chief, Organization and Management Programs Division
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p><u>Land Acquisition ROW Case Files.</u> Contain 2 types of files: (a) Land transfer files containing requests by States, communication with other Federal agency owning the land and when approved the deed; (b) Federal Condemnation files consist of appraisal reports, descriptions, maps, deeds transferring lands for highway purposes, and declaration of takings.</p> <p>Have open and closed files. Close files after completion of the transfer. Transfer records to FARC 3 years after closing files. Destroy 10 13 years later. <i>after case is closed. SC 5-8-78</i></p>	NN 165-124(2a)	
2.	<p><u>Legislative History Files.</u> Memoranda, correspondence, copies of bills, testimony, and other records related to proposed legislation changes and to proposed program changes.</p> <p>Destroy when 15 years old.</p>	NN 165-124(2c)	

2 items

Sent to agency all FRC's, NCW, NINF-8/10/78