

Req No. 17 NOV 78 49

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NO1 406 79 1
DATE RECEIVED	NOV 17 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
3-13-79 Date	<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)
Depart. of Transportation-Federal Highway Administra.

2. MAJOR SUBDIVISION *Office of Fiscal Services Budget Division*
~~Office of Management Systems~~

3. MINOR SUBDIVISION *Washington Office only*
~~Organization and Management Programs Division~~

4. NAME OF PERSON WITH WHOM TO CONFER
John H. Schnackenberg

5. TEL. EXT.
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 4 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 <i>11/7/78</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>JH Schnackenberg</i>	E. TITLE Chief, Organization and Management Programs Division
---------------------------	--	--

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p><u>Budget estimates and justification files</u></p> <p>Federal Highway records covered by this schedule document the annual budget process. They include:</p> <ul style="list-style-type: none"> procedural instructions to operating elements of the agency concerning the development of their budgets estimates of apportionments to the States apportionment records budget execution records Congressional and OMB justifications for staff and programs copies of the budget submission to Congress, including testimony <p>These records are created by the Office of Fiscal Services each fiscal year, and represent the separate operations and final product of the yearly budget request to Congress.</p>	GRS/5/2(a)	<i>9 items</i>

115-107

Frank Rubio, FHWA, agreed to disposition change per telecom 1-4-79 & 3-7-79.

Copies to agency, all Centers, NNB, NNF, NNH 3/15/79 JED

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
2	<p>Disposition: Destroy 5 years after the close of the fiscal year covered by the budget.</p> <p><u>R&D Program Files</u></p> <p>Program documents, schedules, and correspondence maintained by offices responsible for execution, review, and analysis of agency research and development programs, and relating to the general planning and supervision of the programs.</p> <p>Disposition: Break files at end of fiscal year. Transfer to Records Center 5 years after completion of program. Destroy records two years after transferring to Records Center.</p>	GRS9/1	
3	<p><u>R&D Project Case Files</u></p> <p>Records maintained at the laboratory or comparable level, reflecting a complete history of each project from initiation through research, development, design, and testing, to completion. They include (when created by agency personnel or received from contractors) procurement files, consisting of a copy of each contract or agreement for research services with related modifications, changes, or addenda; project authorization documents; project cards; technical characteristics; test and trial results; drawings, specifications, and photographs considered to be essential to document design, modifications, and engineering development; technical and progress reports; notice of completion or cancellation; reference to the location of prototype models, films, or other items too bulky for inclusion in these files; and correspondence influencing the course of action on a project.</p> <p>Disposition: Break files at end of fiscal year. Transfer to Records Center 5 years after completion of project. Destroy records after 5 more years. <i>10 years after completion of project. SC 1-5-74</i></p>	GRS/19/3	

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
4	<p><u>R&D Technical Report Files</u> <i>Arranged by report number.</i> a. An official file copy of each ^{published} technical report. or b. Unpublished manuscript of a report prepared in connection with a project, article reprints, terminal narratives, statistical and graphic compilations, summarizations, and analyses. <i>Permanent.</i> a. Disposition: Break files at end of fiscal year. Transfer to Records Center when 3 years old. Offer to NARS Destroy when 10 years old. b. <i>Destroy when 10 years old. SC 3-7-79</i></p>	GRS/19/7	<i>6 cu. ft. / yr.</i>
5	<p><u>Directive Case Files</u> a. <i>Master set of</i> Internal directives issued at the agency, bureau or division level. <i>Arranged by DOT functional classification code.</i> These files constitute a history of the policies and procedures of the Federal Highway Administration, and trace its evolution as an agency. They have historical value as they document the development of the agency from 1917 to the present. Disposition: Permanent. Break files at end of calendar year. Transfer to Record Center 5 years after issuance of directive. Offer to NARS in 5 more years, when 10 years old. b. <i>Background & Supporting Documents. Destroy 10 years after directive is cancelled, or superseded, or obsolete.</i> SC 1-5-79</p>	GRS/16/1	<i>2" / yr. 3 cu. ft. / 20 yrs.</i>
6	<p><u>Information Files</u> Complete set of formal informational releases and publications, such as press releases, press conference transcripts, official speeches, and indexes thereto. Disposition: Permanent. Break files at end of calendar year. Transfer records to Record Center when 5 years old. Offer to NARS in 3 more years. <i>when 8 years old. SC 1-5-79</i></p>	GRS/14/1	<i>1 cu. ft. total</i>

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
7	<p><u>Research Data Files</u></p> <p>These records are data files created by the Office of Highway Planning (HHP). They consist of data submitted to or generated by the HHP, and form the base of research conducted by this office concerning highway use. Included in this record category are traffic flow data submitted by the states, highway usage data, motorist habit data, and other data useful to this office for the purpose of studying various aspects of highway use that are significant for future highway planning, and for gauging the success of past planning. These files must be retained for a long time due to significant reference value.</p> <p>Disposition: Establish open and closed files. Transfer to Records Center 5 years after closing files. Destroy in 40 <i>more years. 45 years after closing files.</i> <i>SC 1-5-99</i></p>	<p>LI-NN-1147</p> <p>Item 33</p>	