

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

add N 40 131117849

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

1. FROM (AGENCY OR ESTABLISHMENT)
Federal Highway Administration

2. MAJOR SUBDIVISION Office of Engineering and Traffic Operations
~~Office of Management Systems~~

3. MINOR SUBDIVISION Field Offices only
~~Organization and Management Programs Division~~

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

LEAVE BLANK

JOB NO
NC 1 406 79 8

DATE RECEIVED
EOV 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

7-23-79 *[Signature]*
Date Archivist of the United States

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 2 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>[Signature]</i> John H. Schnackenberg	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>Direct Construction Project Files</u></p> <p>These are files which pertain to Direct Construction projects, that is, those in which FHWA rather than the State is the contracting authority, involve road construction in National parks and forest, also Indian reservations and other Federal land areas. The direct construction project files contain key data on each project and also involve the contract negotiation, awards, inspection, and payment.</p> <p>a. Record items having permanent retention consisting of:</p> <p align="center">Project Tracing Files Reconnaissance Reports Final Construction Reports</p> <p>Disposition: <u>Permanent</u> - Transfer to Federal records center 5 years after payment of final voucher. <i>Completion of project.</i> Offer to the Archives 15 years later.</p> <p>b. Basic project documentation consisting of: <i>per Frank Rubio FHWA</i></p>	NN 162-80 Item 10	

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 2
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>Copy of contract Intermediate and final inspection Project reports Final voucher Copies of change and extra work orders, suspend and resume orders, contract modifications and all pertinent correspondence pertaining to the project. Field notebooks, materials test reports and construction plans Right-of-Way files, structural design computations for loading and deflecting, topographic maps</p> <p>Disposition: Transfer to Federal Records Center 3 years after payment of final voucher. Destroy 17 years later. <i>Completion of project.</i> <i>Destroy 10 years after completion of project.</i> <i>SC 7-18-79</i> <i>per Frank Rubis</i> <i>FHWA</i></p>		