

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

Rec'd NCD 11 days 8/14

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

1. FROM (AGENCY OR ESTABLISHMENT)

Department of Transportation

2. MAJOR SUBDIVISION

Federal Highway Administration

3. MINOR SUBDIVISION

Public Affairs

4. NAME OF PERSON WITH WHOM TO CONFER

Frank Rubis

5. TEL EXT.

426-0534

LEAVE BLANK
JOB NO
NCI-406-80-2
DATE RECEIVED
August 15, 1980
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
<u>9-18-80</u> <i>[Signature]</i> Date acting 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 3 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 <u>2/26/80</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> John H. Schnackenberg	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.	<u>Administrative Files.</u> Contain general correspondence, budget material, personnel matters, travel and training material, congressional and intergovernmental data; requests from the business community, highway industry groups, governmental agencies and States for documents or miscellaneous material involved in highway transportation activities; and related material having an impact on FHWA programs. Disposition: Destroy when 2 years old.	GRS 14/2. (submit SI 115 ok)	
2.	<u>Briefing Material Files.</u> Contain material prepared for the President, Vice-President and the Secretary of Transportation on FHWA and DOT policies and procedures and used by these officials when States are being visited or when solving various problems existing in a particular state. Disposition: Destroy when 3 years old.		

115-107 to agency, WNRC, NNB, NNF, NNH - 9/22/80

Closed 9-22-80

10 items

Request for Records Disposition Authority - Continuation

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PAGE OF

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
3.	<p><u>Federal Highway Administration (FHWA) News.</u> Contains photographs, articles pertaining to current highway events, viewpoints of employees, news in brief from Regions and Division offices, excerpts from speeches made by the FHWA Administrator and other material used to compile the FHWA News, which is an official publication of the FHWA, published by and for its employees. <i>6 1/2 yr. Arr. Chronologically. Agency set dates from 1954 to present.</i> a. Record copy: ^{Permanent} Transfer to the records center when 5 years old. Destroy when 10 years old. <i>offer to NARS</i> b. All other copies -- Destroy in agency when no longer needed.</p>		
4.	<p><u>Press Releases.</u> Contain drafts, supporting data and final copies of press releases that provide information on policies and procedures that are FHWA related. Arr. chronologically; 1 1/2 yr. (Agency set dates from 1964 to present) a. Record copy of press releases -- Disposition: <u>Permanent</u>. Transfer to the records center when 5 years old. Offer to the Archives when 15 years old. b. All other copies of press releases; all other records -- Destroy in agency when 5 yrs. old.</p>	<p><i>AT 9/12/80</i> <i>NCI-406-79-1, Item 6</i></p>	
5.	<p><u>Program Files.</u> Contain drafts, general correspondence, charts, brochures, articles, news releases, statistical data, notes, reports, funding, regulations and other related documents pertaining to various subject matters such as the Interstate, the History of Highways, the metric system, etc. Disposition: Destroy when 5 years old.</p>	<p><i>GRS 14/2 (submit SF-115) ok</i></p>	
6.	<p><u>Report Files.</u> Contain monthly narrative and general correspondence from Headquarters, regions and field division offices. The Office of Public Affairs provides advice and assistance to regional and field division offices with respect to techniques and approaches to providing information to the public with respect to highway plans and their environmental and economic impacts. Disposition: Destroy when 2 years old.</p>		

OK
8/26/80
RDB
8/26/80

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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
<p>7.</p> <p><i>ok</i> <i>8/26/80</i> <i>RTB</i> <i>8/26/80</i></p>	<p>Speech Files. Contain copies of speeches made by the present and former Administrators ^{Deputy & Exec. Director} on various subjects related to highways, background material, incoming requests and correspondence from the regions and private sector on particular highway related subjects, conferences and other data pertaining to professional Ca. 100/ speechwriting and other public affairs services.</p> <p>a. Record copy -- <u>Permanent</u>. Offer to NARS when 15 years old. <i>of speeches</i></p> <p>b. All other copies -- Destroy when 5 years old. <i>of speeches; and all other records</i></p> <p>8. <u>Working Papers.</u> Files contain notes, drafts, newspaper clippings, general correspondence, memorandums, background material and other related documents used in conducting public affairs programs including congressional liaison, business and intergovernmental relations.</p> <p>Disposition: Destroy 6 months after final action on project report or 3 years after completion of report if no final action is taken.</p>	<p><i>NCI-406</i> <i>79-15</i> <i>Item 6</i></p> <p><i>yr. Arr. by name, thereunder chronologically.</i></p>	<p>-</p> <p>-</p> <p>-</p>

115-203

Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A
Revised July 1974
Prescribed by General Service
Administration
FPMR (41 CFR) 101-11.4

GPO : 1975 O - 57-307