

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

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Red, NCD, 8/15/80

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
National Highway Institute

4. NAME OF PERSON WITH WHOM TO CONFER
Frank Rubis

5. TEL EXT
426-0534

JOB NO. **NCI-406-80-3**

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disposal request including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

8-27-80 **James C. O'Neil**
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 <i>7/26/80</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>John H. Schnackenberg</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> Consist of correspondence, memoranda, reports and other related material pertaining to the operations of the various program offices. Disposition: Destroy when 2 years old.	NC406-75-4 Item 1	
2.	<u>Budget Files.</u> Consist of fiscal year plan breakdown of training courses and costs. Disposition: Transfer to records center when 5 years old. Destroy when 10 years old.		
3.	<u>Contract Project Files.</u> Contract, pre-contract and post contract materials for developing training courses and aids needed in highway training programs. Also included are progress reports, drafts and other related papers. Disposition: Destroy ^{in agency} when no longer needed.	NC406-75-4 Item 2	
4.	<u>Course Files.</u> Memoranda, evaluation reports and related correspondence on courses presented by NHI and appraisals of workshops conducted in the different States.	NC406-75-4 Item 3	

12 items

1-107

to agency, NNF, UNRC, 8/28/80
Closed out: 8-29-80: R.I.D.

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	Disposition: Destroy when 1 year old.		
5.	<p>Highway Research Fellowship Program. Files consist of background information, applications, selecting records, correspondence, evaluations and other information concerning the highway research fellowship program which is a graduate level program oriented towards the needs of State and highway agencies.</p> <p>Disposition: Destroy when 5 years old.</p>		
6.	<p>Highway Safety Fellowship Program. Consists of background information, applicants, evaluations, and any other information concerning the fellowship program in Highway Safety. The fellowship program is of graduate level and is intended to enable professionals and students in highway safety and/or transportation to gain proficiency in the fields in which they are working or plan to work or in other disciplines impinging on their work.</p> <p>Disposition: Destroy when 5 years old.</p>		
7.	<p>Industry Files. Consist of conference records, reports, and other related correspondence documenting NHI's cooperation with non-government highway industries in developing training courses and training materials.</p> <p>Disposition: Destroy when 3 years old.</p>	NC406-75-4 Item 7	
8.	<p>Participant/Country Files. Background information, biographical data, outlines of the training programs and related correspondence concerning international visitors who came to the United States, for 1 week or longer, to study highway related matters.</p> <p>Disposition: Destroy when 3 years old.</p>	NC406-75-4 Item 8	

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

STANDARD FORM 115-A
Revised July 1974
Prescribed by General Services
Administration
FPMR - CFR 101-11.4

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9.	<p><u>Program Correspondence Files.</u> Contain correspondence from States and to States requesting and providing information on NHI courses.</p> <p>Disposition: Destroy files when courses are no longer offered.</p>	NC406-75-4 Item 3	
10.	<p><u>Reference Files.</u> Contain copies of information used as ready reference on subjects of current or ongoing interest. These files may contain copies of publications, directives, pictures, correspondence and the like. Official file copies are not to be placed in these files nor are the files to be considered pending files where official file copies are kept on a tentative basis.</p> <p>Disposition: Destroy when no longer needed.</p>		
11.	<p><u>School Files.</u> Memoranda and related material containing information regarding universities and junior colleges curriculum and study programs in highway related disciplines.</p> <p>Disposition: Destroy files when 3 years old.</p>	NC406-75-4 Item 9	
12.	<p><u>Technology Scholarship Program.</u> Files consisting of background information, applications, evaluation and any other information concerning the scholarship program in highway technology. The program grants awards to employees of State and local highway/transportation agencies and the FHWA who are presently engaged in work activities at the technician or paraprofessional level. The awards are for academic study in areas related to highway transportation.</p> <p>Disposition: Destroy files when 5 years old.</p>		

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