

**REQUEST FOR RECORDS DISPOSAL AUTHORITY**  
(See instructions on reverse)

*Real No 18 Aug 80 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  
Highway Planning

4. NAME OF PERSON WITH WHOM TO CONFER  
Frank Rubis

5. TEL EXT.  
426-0534

LEAVE BLANK	
JOB NO	<b>NCI-406-80-6</b>
DATE RECEIVED	<b>August 15, 1980</b>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<b>7-7-81</b> Date	<i>[Signature]</i> 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 22 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 <b>2/26/80</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> John H. Schnackerberg	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>Administrative Files.</u> Contain the files of activities that are necessary to manage the day-to-day operation of the office. Included in these files are briefing material, training for personnel, intra-office assignments, internal reports, T&amp;A cards and budget material.</p> <p>Disposition: Destroy <sup>in agency</sup> when no longer needed.</p>		
2.	<p><u>Airport Access Files.</u> Studies and background information on airport access projects and comments on studies concerning access roads to airports. These files are used to provide technical and policy information to states and local governments on access roads and related issues.</p> <p>Disposition: Destroy <sup>in agency</sup> when 5 years old.</p>		<i>100 items</i>

*Agency concurs with all pen-and-ink changes to NWR, NNF, NNH, NNTS, & NNRC -- NNO + agency Closed Out: 7-16-81: K.T.D.*

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
3.	<p><u>Annual Statistical Data.</u> Files consist of reports pertaining to motor fuel, motor vehicle registration, drivers licenses, registration fees and annual statistical data including States', cities' and counties' financial data on how States finance their highways and roads.</p> <p>a. Record copy, Highway Statistics -- Permanent, offer to NARS when 10 yrs. old.</p> <p>b. All other copies of Highway Statistics, &amp; all other records --</p> <p>Disposition: Transfer to the records center when 5 years old. Destroy when 10 years old.</p>		<p>App. chronologically. - Set dates from 1945 to present 10 yrs. old.</p>
4.	<p><u>Appalachian Local Access Road Files.</u> Contain correspondence, budget and financial statements and the quarterly annual report submitted to Congress that pertains to location of highways in the 13 States included in the Appalachian Development Highway and Local Access Road Program.</p> <p>Disposition: Destroy when 3 years old.</p>		
5.	<p><u>Appalachian Quarterly Report.</u> Background on published reports of the status of the Appalachian Road Construction Program. The report covers the status of completed mileage, expenditures, plans, specifications and estimates. This report is published quarterly.</p> <p>Disposition: Destroy when program is completed.</p>		
6.	<p><u>Associate Administrator's Administrative Files.</u> Consist of general correspondence, copies of all correspondence signed by office directors and other offices, memoranda, trip reports, briefing material, minutes of meetings, monthly and weekly calendar assignments, working papers and any related papers assisting the Associate Administrator for Planning to carry out his mission and objectives as principal advisor to the Administrator on all matters relating to planning.</p> <p>Disposition: Destroy when 2 years old.</p>		
7.	<p><u>Author Files.</u> Consist of copies of reports written by the Transportation Research Board (formerly Highway Research Board), research committees, and associations. Also contain files and projects that in some way are affected by these reports. These reports concern highways and their socio-economic impact.</p>		

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	Disposition: Destroy files when 3 years old or 1 year after completion of projects which involve these reports.		
8.	<u>Budget Files.</u> Included are the working papers used in the budget planning process for FHWA as well as related correspondence. The plans are submitted to the Office of the Secretary. If approved by the Secretary, the FHWA plans are submitted to Congress for approval.  Disposition: Destroy when 2 years old.	GRS 5/4 ok	
9.	<u>Budget Sheets.</u> Files consist of progress reports, general problem statements and transportation disadvantages relating to the social and economic impact of highways.  Disposition: Destroy when 2 years old.	GRS 5/4 ok	
10.	<u>Certification of Public Mileage.</u> Contains files concerning state certification of public roads and federal domain mileage and studies pertaining to the certification process. Included also are correspondence and related background material.  Disposition: Destroy <sup>in agency</sup> when no longer needed.		
11.	<u>Coal Haul Road Study Files.</u> Consist of correspondence, working papers, financial statements, statistical data and other related material pertaining to the study to determine the cost and benefits related to alternate coal haul road system improvement levels for the nation.  Disposition: Destroy when final report is completed.		
12.	<u>Committee/Organization Files.</u> Consist of correspondence, reports, minutes of meetings, and other material relating to committees and organizations that personnel from Planning are members of.  Disposition: Destroy when 3 years old.	GRS 16/ 12 b (1) (b) ok	

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13.	<p><u>Completed Contract Files.</u> Consist of completed contracts, final reports and related background material on contract work that had been done in the socio-economic area as it relates to highways.</p> <p>Disposition: Destroy 3 years after completion of the contract.</p>		
14.	<p><sup>Related</sup> <u>Computer Data Files.</u> Consist of general computer data, processing standards, policies, studies, monthly usage summaries, personnel requirements for computer assisted planning programs and all information related to the implementation of programs in the Technical Support Branch.</p> <p>Disposition: Transfer to the records center when 3 years old. Destroy when 6 years old.</p>		
15.	<p><u>Contract and Research Program Files.</u> Consist of contracts, budget material, general correspondence, and other papers related to planning activities, to include documents maintained in the coordination with OST and external contractors in support of the planning program to develop highways and other transportation systems.</p> <p>Disposition: Transfer to records center 1 year after completion of contract. Destroy 6 years later.</p>		
16.	<p><u>Contract Awards.</u> Data from the States on all construction work performed by the State Highway Departments. Includes type of work, length in miles, cost, etc. This data is provided monthly and fed into <del>FHWA</del> <sup>OST</sup> national inventory tapes.</p> <p>Disposition: Destroy when 4 years old.</p>		
17.	<p><u>Contract Files.</u> Contain contract proposals, correspondence with contractors, progress reports, funding control, and final reports for contracts let through Planning.</p> <p>Disposition: Destroy when contract is completed, except for final report. <u>Destroy final report</u></p>		


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	when no longer needed.		
18.	<del>Costa Rica Load Control Study. Files consist of reports, studies, correspondence from Costa Rica and other foreign countries pertaining to the highway vehicle weight control program.</del>  <del>Disposition: Transfer to the records center when 3 years old. Destroy when 5 years old.</del>		Withdrawn, 8/29/80 - RTB AT 8/29/80
19.	<del>Demonstration Program Files. Consist of correspondence, requisitions, background material and other material concerned with projects related to the rural transportation highway public demonstration program.</del>  <del>Disposition: Transfer to records center when 2 years old. Destroy when 5 years old.</del>		Withdrawn, 8/29/80 RTB AT 8/29/80
20.	<del>Design and Procedures Files. Working papers, correspondence, minutes of meetings, contract proposals and other material relating to the study of design and procedures in Urban Transportation.</del>  <del>Disposition: Transfer to the records center 2 years after completion of study. Destroy when 5 years old.</del>		Withdrawn, 8/29/80 RTB AT 8/29/80
21.	<del>Designated Mileage Roadways. Summaries of Federal-aid designated road mileages.</del>  <del>Disposition: Destroy when <sup>sent to OST for conversion</sup> converted to computer tape.</del>		
22.	<del>Division Author Files. Contain background material and data used by the economists in preparation of study programs in the division.</del>  <del>Disposition: Destroy <sup>in agency</sup> when no longer needed.</del>		
23.	<del>Economic Growth Center Development Files. Consist of working papers, background material, study material, progress reports, correspondence received from States, FHWA regional and division offices, financial statements, and guidelines that pertain to the Economic Growth Center Development. This is a program which concerns the impact highways have had on the development</del>		

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24.	<p>of selected residential areas.</p> <p><del>Disposition: Destroy 1 year after project is completed.</del> See following page</p> <p><u>Environmental.</u> Files reflecting the environmental aspects of urban planning. In the files are directives pursuant to EPA regulations, correspondence with States and field offices interpreting policy, urban environmental studies, and comments on regulations. In addition to policy information and studies, these files include a subject file on environmental quality and information on how to prepare an environmental impact statement. All of this material is used to advise States and field offices on environmental variables considered in transportation planning, and is a reference file,</p> <p>Disposition: Destroy <sup>in agency</sup> when no longer needed.</p>		
25.	<p><u>Federal Coordination Program.</u> Files consist of reports on conferences held that relate to highway and research developments. Also included in these files are reports on studies concerning economics for land use models and related projects.</p> <p>Disposition: Destroy files when 3 years old or 1 year after completion of projects which involve these reports, whichever is sooner.</p>		
26.	<p><u>Federal-aid Route Files.</u> Consist of correspondence, <sup>state</sup> maps, route logs (route descriptions) and other related material pertaining to identified urban areas on the interstate system. This material is used as reference material.</p> <p>Disposition: Destroy <sup>in agency</sup> when no longer needed.</p>		
27.	<p><u>Federal-aid Secondary Files.</u> Consist of congressional correspondence, statistical data, route descriptions and related material pertaining to systems action (changes to the Federal-aid system) as related to secondary roads.</p> <p>Disposition: Destroy when 5 years old.</p>		

Item 23

- a. States "before" and "after" studies--PERMANENT. Transfer to FRC 1 year after project is completed. Offer to NARS 5 years after project is completed. Arr. by state, thereunder by city.
- b. Submittal material--Destroy 1 year after project is completed.
- c. Correspondence about operating the program--Destroy 1 year after project is completed.
- d. "National study"--PERMANENT. Transfer to FRC 1 year after project is completed, Offer to NARS 5 years after project is completed. (Not yet created. Volume should be ca. 1" total)

Ca. 8 cu ft total. No additional accumulation

RFB  
9/30/80  


7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
28.	<p>FHWA Research Files. Contain proposals, correspondence between branches and contractors, sub-task reports, background information and final reports relating to particular contracts. Files also contain budget control information.</p> <p>Disposition: a) Destroy final report and important documents 8 years after final report is received. b) Destroy all other material 1 year after report is received.</p>		<p>Withdrawn 9/30/80</p>
29.	<p>Fuel Tables. These files contain a copy of every motor vehicle and fuel table that has been published since 1936.</p> <p>Disposition: <del>Permanent. Transfer to the records center when 10 years old. Offer to archives when 20 years old.</del> Destroy in agency when no longer needed for reference purposes.</p>		<p>RTB 9/12/80 AT 9/12/80</p>
30.	<p>Geographical Files. Urban Transportation Planning is done at the local level with assistance and input from field division offices of FHWA and the Urban Mass Transportation Administration (UMTA). These files are used as a tool to evaluate the planning process in urban areas and the quality of assistance provided by field offices. The files contain the following information:</p> <p>a. <u>Field Trip Reports.</u> Reports by members of the Urban Planning Division to the Chief on personal observations of local planning processes.</p> <p>Disposition: Destroy when 5 years old.</p> <p>b. <u>Correspondence.</u> Correspondence between State and local governments and FHWA Headquarters and field offices concerning planning projects and issues.</p> <p>Disposition: Destroy when 5 years old.</p> <p>c. <u>Progress Reports.</u> Progress reports submitted by the States to Division Offices concerning planning projects.</p> <p>Disposition: Destroy when 2 years old.</p>		



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	<p>d. <u>Cost Reports.</u> Cost reports, agreements between States, FHWA, Metropolitan Planning Organizations and contractors concerning planning projects, maps of projects and minutes of meetings of planning agencies.</p> <p>Disposition: Destroy when 2 years old.</p>		
	<p>e. <u>Certification of Planning Process in Urban Areas.</u> These certifications are granted yearly by the FHWA Regional Offices and UMTA and indicate that the Metropolitan Planning Organizations have complied with applicable planning regulations.</p> <p>Disposition: Destroy when 2 years old.</p>		
	<p>f. <u>State Operation Plans.</u> These are the work programs developed by the States for transportation projects.</p> <p>Disposition: Destroy when 2 years old.</p>		
31.	<p><del>Highway Beautification.</del> Consists of projects, correspondence, reports and economic impact studies all related to the beautification of State highways.</p> <p>Disposition: <del>Transfer to the records center when 3 years old. Destroy when 5 years old.</del></p>		<p>Withdrawn, 8/29/80 RTB  AT 8/29/80</p>
32.	<p><u>Highway Needs to Solve Energy Problems.</u> Files consist of working papers, correspondence, exhibits and public hearing documents, state surveys and official documents submitted to the Washington office from local jurisdictions and the public relating to the report on highway needs to solve energy problems, which address transportation needs relating to energy resources (particularly coal), their relation to highway needs, and revenues available to fund such needs. <i>This is a reference file.</i></p> <p>Disposition: <del>Transfer to the records center when 5 years old.</del> <i>Destroy in agency when no longer needed for reference.</i></p>		<p>RTB 9/12/80  AT 9/12/80</p>

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33.	<p>Highway Needs Studies. Files consist of reports on the Highway Needs Study Program including printouts of National Needs data.</p> <p>Disposition: (a) Destroy reports <sup>in agency</sup> when no longer needed. (b) Transfer printouts to records center when 2 years old. Destroy printouts when 5 years old.</p>		
34.	<p>Highway Planning Program Manual (HPPM) Superseded File. Contains portions of the HPPM that has been superseded because of changes in policy or procedures that relate to that particular portion of the Manual.</p> <p>Disposition: Destroy <sup>in agency</sup> when no longer needed.</p>		
35.	<p>Highway Statistics Files. Consists of documents, forms, files and other materials used in developing national summaries and studies and dealing with: highway finance at Federal, State and local levels; motor fuels, motor vehicles, motor carriers, and driver registrations; and highway mileage.</p> <p>Disposition: Transfer to the Federal Records Center when 3 years old. Destroy when 6 years old.</p>		
36.	<p><del>HPR Studies</del> Files consist of research studies done in the divisions and completed reports on these studies.</p> <p>Disposition: <del>Destroy</del> when no longer needed.</p>		<p>withdrawn, 8/29/86 RTB AT 2/29/80</p>
37.	<p>Input/Output Files. These consist of <del>printouts on beltway and urban area projects, the beltway's impact on ongoing projects, and background material and technical material relating to affected beltway projects.</del> <sup>Information relating to a</sup> <del>(ADP data is maintained in OST.)</del> <sup>background material</sup> <del>and technical material relating to affected beltway</del> <sup>and urban area</sup></p> <p>Disposition: Destroy 6 months after final action on project reports or 3 months after completion of report if no final action is taken.</p>		

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38.	<p><u>Interchange Research Material</u>. Contains data, working papers, background material, and final reports on traffic and commuter parking at highway interchanges.</p> <p>Disposition: Destroy when 5 years old.</p>		
39.	<p><u>Intercity Freight Corridor Files</u>. Consist of contracts, financial statements, correspondence and related papers used by the contractor when they develop reports on the magnitude and higher volume locations of heavy trucks on highways.</p> <p>Disposition: Destroy when project is closed or final report is issued.</p>		
40.	<p><u>Intergovernmental Files</u>. Files that describe the division's responsibilities in coordinating activities with other agencies and DOT administrators. Primarily files consist of correspondence, comments, or interpretations of FHWA's regulations in conjunction with other government agencies in transportation. <i>This is a reference file</i></p> <p>Disposition: Destroy <sup>in agency</sup> when no longer needed.</p>		
41.	<p><u>International Registration Information System (IRIS) Files</u>. Consist of correspondence from States, working papers, background material and other documents relating to FHWA's supporting efforts in providing an International Registrational Plan (IRP) in States and provinces. This plan provides for the inter-jurisdictional registration of commercial vehicles.</p> <p>Disposition: Destroy <sup>in agency</sup> when no longer needed.</p>		
42.	<p><u>Interstate Cost Estimates</u>. Background information and data on mileage and travel on the Interstate System and projections for the next 20-30 years. These are forecasts by the States which are formulated according to established procedures and are used in reports to Congress.</p> <p>Disposition: Destroy all but data summaries when 5 years old. Destroy data summaries when program is completed.</p>		

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43.	<p><u>Interstate System Files.</u> Contain correspondence, working papers, proposals and any related documents pertaining to the descriptions of the Interstate System or concerning changes or additions to the Interstate System which are received from local jurisdictions, the general public, States and Congress.</p> <p>Disposition: Transfer to the records center when 5 years old. Destroy when 10 years old.</p>		
44.	<p><u>License Plates.</u> Files consist of correspondence, tables, charts and other statistical data relating to license plates both for trucks and automobiles.</p> <p>Disposition: Destroy when 2 years old.</p>		
45.	<p><u>Long Range Motor Vehicle and Population Growth.</u> Files containing information and data furnished by the States and used by FHWA in projecting long range motor vehicles and population growth.</p> <p>Disposition: Destroy when 1 year old.</p>		
46.	<p><u>Metropolitan Planning Organization (MPO).</u> Files concerning these local government agencies, including information on their designation and funding. The field division offices are the primary FHWA contact with these organizations; therefore, these files are chiefly a reference for personnel.</p> <p>Disposition: Destroy when 5 years old.</p>		
47.	<p><u>Motor Vehicle Use Tables.</u> Tables which show what motor vehicles are used for and how many are used. This data is collected from the State highway agencies.</p> <p>Disposition: Destroy <sup>in agency</sup> when no longer needed.</p>		

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48.	<p><u>Narrative Report Files</u>. Consist of annual status reports of the HP&amp;R program by State.</p> <p>Disposition: Destroy when 3 years old.</p>		
49.	<p><u>National Cooperative Highway Research Program (NCHRP)</u>. Files consist of reports and comments on reports published by the NCHRP.</p> <p>Disposition: Destroy <sup>in agency</sup> when no longer needed.</p>		
50.	<p><u>Non-FHWA Contract Files</u>. Contain files of personnel who sit on committees that evaluate contracts let by the National Cooperative Highway Research Program - a non-Federal research activity. The files also include research evaluations, progress reports and correspondence with contractors and with evaluation committees.</p> <p>Disposition: Destroy when contract is completed.</p>		
51.	<p><u>OMB Clearance Files</u>. Copies of submissions to OMB requesting clearance for public reports, correspondence pertaining to these requests and documents supporting the requests.</p> <p>Disposition: Destroy <sup>2 years after the report is discontinued.</sup> <del>when no longer needed for reference.</del></p>	GRS 16/8	
52.	<p><u>Organization</u>: Memorandums of approved delegations of authority and informational copies of DOT reorganization plans.</p> <p>Disposition: Destroy when 2 years old.</p>		

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53.	<p><u>Planning Contract Program.</u> Copies of contracts let through the Planning Contract Program. The program is administered through the field division offices and the files are used by the Office Director for reference. Included are copies of contracts, status reports, and memorandums with contractors and FHWA personnel concerning the contracts.</p> <p>Disposition: Destroy when contract is completed.</p>		
54.	<p><u>Population Growth Pattern Tables.</u> Consist of background material and working papers used in developing tables. These tables are used in forecasting travel patterns and population growth patterns.</p> <p>Disposition: Destroy <sup>in agency</sup> when no longer needed.</p>		
55.	<p><u>Production and Scrappage.</u> Files consist of data given by industry on how they reprocess old cars collected from junkyards or any areas with junk cars.</p> <p>Disposition: Destroy when 2 years old.</p>		
56.	<p><u>Progress Emphasis Area Files.</u> Include background papers, reports on the progress of these programs, and related material on programs targeted for special attention in a given year.</p> <p>Disposition: Destroy when 2 years old.</p>		
57.	<p><u>Program Files.</u> Consist of policy, procedures, correspondence from other agencies, legislative material, minutes of committee meetings, training material, printing and reproduction requests, fiscal papers and related documents pertaining to States annual program of highway studies financed with 1 1/2 percent funds (23 U.S.C. 307c).</p>	<p>NW 165- 124, Item 3b</p>	

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58.	Disposition: Transfer to the records center when 3 years old. <i>Destroy when 10 yrs. old</i>  <u>Project Files.</u> Contain working papers, background material and related documents used daily concerning highway projects of States under the HP&R program.  Disposition: Destroy when 3 years old.		
59.	<u>Public Transportation Files.</u> Information concerning public transportation subjects including correspondence from States and Federal policy, background material on directives addressing funding of public transportation and information on technical aspects of public transportation subjects (studies and reports). <i>This is a reference file.</i>  Disposition: Destroy when no longer needed.		
60.	<del>Disposition: Destroy <sup>in agency</sup> when no longer needed.</del> <del><u>Punch Cards.</u> <sup>FHWA reference copies of</sup> Program and data cards on mileage, highway characteristics, contracts awarded, truck weight studies and special studies related to traffic. The data is provided by the States and updated yearly.</del>  <del>Disposition: Destroy data cards when 2 years old. Destroy program cards when no longer needed.</del>		<i>withdrawn, 3/13/81 RTB AT</i>
61.	<i>(Not described elsewhere in this schedule)</i> <u>Reference Files.</u> Files containing 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.  Disposition: Destroy <sup>in agency</sup> when no longer needed.		

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62. Regional Economical Development Report Files. Consist of correspondence, reference material, reports, and any documents related to FHWA's liaison with several regional economic development commissions that are concerned with the development of the highway needs report which is required by Congress and pertains to the highway planning and programing responsibilities under regional highway development programs.

Disposition: Transfer to the records center 1 year after issuance of the report. Destroy when 4 years old.

63. Reports to Congress. These are the control files for all legislatively mandated reports required by FHWA. Included is information concerning these reports, target dates for their completion and a listing of offices responsible for preparing them.

Disposition: Review files annually and destroy those no longer needed.

64. Revenue Files. Files contain information related to the revenue collected by the States from motor vehicles.

Disposition: Transfer to the records center when 3 years old. Destroy when 6 years old.

65. Roadlife Files. Contain files on programs that monitor State collection of road-life data, i.e., life expectancy and maintenance data on roads. In these files are correspondence, roadlife studies, procedures for conducting studies, and State programs for studying data.

Disposition: Destroy <sup>in agency</sup> when no longer needed.



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66.	<p><u>Scenic Road Study Files.</u> Consist of correspondence on study design of scenic highways, proposals, statistical data, national studies on scenic highways and material pertaining to scenic roads as related to the Interstate System.</p> <p>Disposition: Transfer to the records center when 2 years old. Destroy when 5 years old.</p>		
67.	<p><del><u>Severance Studies.</u> Studies dealing with the use of privately owned lands in the construction of highways and the impact that the use of such lands has.</del></p> <p><del>Disposition: Destroy 6 months after final action on project or 3 years after completion of report if no final action is taken.</del></p>		<p>Withdrawn, 8/29/80 RTB</p> <p>AT 8/29/80</p>
68.	<p><u>Size and Weight (Project Files).</u> Files consist of correspondence, working papers, background material and related material that supports policies on the interrelationships of motor truck transport, vehicle sizes and weights and other truck technology development and innovative concepts of drayage.</p> <p>Disposition: Transfer to the records center 1 year after completion of project. Destroy when 3 years old.</p>		
69.	<p><del><u>Socio-economic Computer Tapes.</u> Files consist of punch cards and original data relating to the socio-economic studies program in FHWA.</del></p> <p><del>Disposition: Destroy when no longer needed.</del></p>		<p>Withdrawn, RTB 3/13/81 AT</p>
70.	<p><u>Special Consolidated Report Files.</u> Consist of correspondence and related material concerning studies that are done on consolidation of the technical information of FHWA and UMTA.</p> <p>Disposition: Destroy when 3 years old.</p>		
71.	<p><u>Special Projects.</u> Files on projects that are kept because of high departmental or continuing legal interest. These files are duplicative, but are maintained because of the volume of inquiries that are received.</p>		

115-203

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

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

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
72.	<p>Disposition: Destroy <sup>in agency</sup> when no longer needed.</p> <p>Special Study Branch Files. Reports, data coding guides, technical background, tables, and other information used for the analysis of data that goes into highway planning and planning related studies most of which are presented to Congress.</p> <p>Disposition: Transfer to the records center 1 year after completion of the study. Destroy 3 years after transferring to the records center.</p>		-
73.	<p>Speeches. Contain speeches prepared for FHWA and OST officials. Also included in these files are background papers and briefing packages.</p> <p>Disposition: <del>a. Background papers and briefing packages. Destroy files when 5 years old.</del>  <del>b. Speeches. Permanent. Transfer to the records center when 5 years old. Offer to the Archives when 10 years old.</del></p>		<p>RB 9/12/80 AT</p>
74.	<p>Speed Monitoring (55-mph speed limit). These are files containing the data which is collected from the States and is used for monitoring States compliance with the 55 mile per hour speed limit.</p> <p>Disposition: Destroy <sup>in agency</sup> when no longer needed.</p>		
75.	<p>Speed <sup>Monitoring</sup> Trends. Contain highway speed trend data that is collected from the States on a voluntary basis for use in studies and research. Also includes other data, summaries, correspondence related to the data collection, copies of reports done elsewhere, and charts developed from the data. This data is used to compare trends over a period of time, and therefore is of constant and long term value.</p> <p>Disposition: <del>a. Destroy background material in files when 5 years old. b. Summaries and tables are to be offered to the Archives when no longer needed by the program office.</del>  <del>destroyed</del></p>		<p>RB 9/30/80 AT</p>

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
76.	<p><u>Standard Metropolitan Statistical Area (SMSA).</u> Research and statistical data gathered by the SMSA for FHWA and used by FHWA in studying the economic impact of highways in metropolitan areas.</p> <p>Disposition: Destroy <sup>in agency</sup> when no longer needed.</p>		
77.	<p><u>State Mileage Data.</u> Highway mileage and highway characteristics data submitted by the State highway departments. This information is used to update the national inventory of the data that is kept on <del>FHWA</del> <sup>OST</sup> tapes.</p> <p>Disposition: Destroy when 3 years old.</p>		
78.	<p><u>State Motor Vehicle Use Studies.</u> State studies on motor vehicle use. These studies are used as a guide for the planning of highway construction and trend studies.</p> <p>Disposition: Destroy <sup>in agency</sup> when no longer needed.</p>		
79.	<p><u>State Obligations.</u> Files consist of reports on State's debts, bonds sold, bonds outstanding and other data related to the financing of highways.</p> <p>Disposition: Transfer to records center when 5 years old. Destroy when 10 years old.</p>		
80.	<p><u>State Planning Reports.</u> These are reports written by Metropolitan Planning Organizations that document a transportation plan for an urban area. These reports are kept as a reference since the plans are reviewed at the field division office.</p> <p>Disposition: Destroy when no longer needed.</p>		

## Request for Records Disposition Authority - Continuation

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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
81.	<p><u>State Traffic Count Data.</u> Contains <del>computer printouts of</del> State traffic count data. This data is converted from State to FHWA format and then processed into a national traffic count data inventory and used in publication of traffic volume trends. <i>The inventory is maintained by OST in machine-readable form.</i></p> <p>Disposition: Destroy when 18 months old.</p>		
82.	<p><u>Toll Facility.</u> Files consist of legislation, administrative hearings on the toll system, and financial data provided by the States on their toll facilities.</p> <p>Disposition: Destroy when 3 years old</p>		
83.	<p><u>Traffic Analysis of the Interstate System Files.</u> Consist of statistical data, background material, correspondence, original studies of the proposed system, traffic flow data and any related papers concerning the development of the Interstate Highway System.</p> <p>Disposition: Transfer to the records center when 5 years old. Destroy when 10 years old.</p>		
84.	<p><u>Traffic Flow, Maps and Data.</u> State maps and data on traffic flow on the Interstate System only. The data is <sup>transferred to OST where it is</sup> converted on tapes and in conjunction with the maps used in the publication of a national interstate traffic flow map. <i>(Note: the national interstate traffic flow map is a GPO publication.)</i></p> <p>Disposition: Destroy <sup>maps</sup> when 5 years old.</p>		
85.	<p><u>Traffic Volume by Highway Category.</u> Computer printouts of traffic volume data by functional classification. These printouts are used to develop a functional, rather than a current system classification for this data.</p>		

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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
86.	<p>Disposition: Destroy when 1 year old.</p> <p><u>Transportation Research Board (TRB) Files.</u> Contains copies of research studies done by the TRB, FHWA's comments on the studies and projects that involve these studies.</p> <p>Disposition: Destroy 1 year after completion or cancellation of related projects.</p>		
87.	<p><u>Transportation Systems Management (TSM) Files.</u> The TSM program is aimed at encouraging the States to use the existing transportation plant more efficiently. All Metropolitan Planning Organizations must develop a Transportation systems management plan to show their compliance with these legislative goals. The files contain Congressional correspondence pertaining to the program and other technical material used for reference and for providing information to State and local governments. The responsibility for reviewing state plans has been delegated to the field, so these files are used as an overall program control, and reference for policy and technical information.</p> <p>Disposition: Destroy <sup>in agency</sup> when no longer needed.</p>		
88.	<p><u>Travel and Accident Report Files.</u> Contains data submitted yearly by States in a standardized format on mileage travelled, number of accidents, and other travel-related categories. This data is transferred to OST, <i>connected to</i> computer tape, analyzed, published and used for reference in reports and studies.</p> <p>Disposition: Destroy when no longer needed.</p>		
89.	<p><u>Travel Demand/Behavior Report Files.</u> Files consist of reproduction requests, distribution memoranda, mailing lists, camera copies, <del>computer data</del> and other related material concerning the report. The report is an analysis of urban area travel by time of day.</p> <p>Disposition: Transfer to the records center</p>		

115-203

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

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

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	when 5 years old. Destroy when 10 years old.		
90.	<p><u>Travel-Fuel Consumption Files.</u> Consist of background material printouts and other data used in a study regarding travel based upon fuel consumption. This information is also used to discern trends in travel and fuel consumption and writing reports.</p> <p>Disposition: Destroy <sup>in agency</sup> when no longer needed.</p>		
91.	<p><del>Truck Weight Data Tapes.</del> Tapes of truck weight data submitted by the States. This data is used in preparation of published reports and for reports to Congress and GAO.</p> <p>Disposition: Destroy when 5 years old.</p>		<p>withdrawn, 3/13/81</p> <p>RTB</p> <p>AT</p>
92.	<p><u>Truckweight Studies.</u> Studies done on truck weights, truck weighing operations, etc., that are developed on the basis of data collected from the States on truck weights. Some of the studies are done by FHWA and some by the States.</p> <p>Disposition: Destroy <sup>in agency</sup> when no longer needed.</p>		
93.	<p><u>Trust Fund - Computer Program.</u> Files contain <del>copies of</del> <sup>the</sup> computer programs used in estimating the cost of the Highway Trust Fund, assessments, and the background material used in developing the highway trust fund.</p> <p>Disposition: Transfer to the records center when 3 years old. Destroy when 6 years old.</p>		
94.	<p><u>Trust Fund Tables.</u> Files consist of monthly tables received from the Treasury Department and also FHWA tables on the status of the Highway Trust Fund.</p> <p>Disposition: Destroy when 1 year old.</p>		
95.	<p><u>University Research Program Files.</u> Consist of drafts, background and solicitation information pertaining to contracts from universities that participate in the urban transportation contract program.</p>		

7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>Disposition: Transfer to records center 1 year after completion of the contract. Destroy when 6 years old.</p>		
96.	<p><u>Urban Corridor Control Files.</u> Consist of background material, monthly progress reports, recommendations on contracts, correspondence and related papers that are maintained as reference material and used in work related to the urban corridor control program.</p> <p>Disposition: Destroy when 3 years old.</p>		
97.	<p><u>Urban Planning Division Studies</u></p> <p>a. Contain background files on transportation studies. The majority of these studies are special projects on urban transportation planning and the data is kept for reference.</p> <p>Disposition: Destroy when 5 years old.</p> <p>b. <u>Background Files.</u> Contain reports and studies on elements of highway planning such as community values, traffic flow, and costs and data generation. These files are used to supplement planning studies and as a reference on research techniques.</p> <p>Disposition: Destroy when 3 years old.</p> <p>c. <u>Foreign Studies.</u> Contain foreign transportation studies that FHWA participated in or commented on. Also included in the files are correspondence and background information related to FHWA's support of foreign planning.</p> <p>Disposition: Destroy when 5 years old.</p>		