

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

Reviewed 1 Aug 80

LEAVE BLANK	
JOB NO	NCL-406-80-7
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
11-3-81 Date	<i>John H. Schnackenberg</i> Archivist of the United States

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

Right-of-Way and Environment

4. NAME OF PERSON WITH WHOM TO CONFER

Frank Rubis

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 19 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>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.	<i>(American Association of State Highway & Transportation Officials)</i> AASHTO - Right of Way Committee. Files consist of correspondence on Right-of-Way activities between AASHTO Committee members and Right-of-Way minutes of AASHTO meetings, and routine correspondence related to the relocation assistance program and correspondence with directors of AASHTO. Disposition: Destroy in agency when 3 yrs. old.		
2.	Administrative Files. Contain general correspondence on budget material, contracts, employee evaluations, position descriptions, annual program objectives, training, promotion boards, division reorganization, safety inspections, travel, work programs, monthly status reports and program objectives. Disposition: Destroy when 3 years old, or when no longer needed for administrative purposes.		
3.	Air Quality Analyses. Consist of correspondence, informational documents, reference material and data related to monitoring of air quality and to include procedures for the development of models for estimating and measuring air quality.		

to agency NNF, NNB, WNRC 11/6/81
(S. Collins)
Closed Out: 11-5-81: K.T.I.
Copy sent to

7 items

Request for Records Disposition Authority - Continuation

JCS NO

PAGE OF

7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
14.	Disposition: Destroy when no longer needed. <i>in agency</i> <u>Air Quality Files.</u> Consist of general correspondence from the public, congressional inquiries, legislative material, briefings, working papers and other related documents pertaining to the effort of the program office to develop policies, procedures, and standards for the identification, measurement, and evaluation of vehicle air pollutants and to coordinate these policies, procedures and standards with FHWA, local, State, and Federal agencies and with the public. Arr by subject. Ca, 2 cu ft/yr.		
✓ 5.	Disposition: Destroy when no longer needed for administrative purposes. <i>Permanent. Transfer to FARC when</i> <i>Offer to NARS when 10 yrs. old in 5-yr. blocks when 20 years old.</i> <u>Annual Reports.</u> Contain correspondence, draft material, comments sent from the regions, divisions, and States with recommendations, reports required by Congress and other related papers concerning the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.		
16.	Disposition: Destroy when 3 years old or when no longer needed, whichever is sooner. <u>Archeological/Historical Files.</u> Files contain policies, procedures, correspondence, background material, reference and data, working papers, drafts, reports, studies, field reviews, contracts and program information and coordination, including interdisciplinary teams, research and training.		
✓ 7.	Disposition: Destroy when 3 years old, or when no longer needed for administrative purposes. <u>Certification Acceptance.</u> Files consist of comments on all eligible projects pertaining to relocation assistance in all States, reviews of the correspondence on certification acceptance, comments on FHPM's or directives on certification acceptance, position papers from States, and draft comments on the Federal-aid Highway Act. Disposition: Destroy when 3 years old, or when no longer needed.		

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✓ 8.	<p><u>Civil Rights.</u> Contain annual reports to Congress on Civil Rights, comments on Title IV requirements, DOT Orders and inquiries, general correspondence and other related material concerning discrimination in housing and in the women's program.</p> <p>Disposition: Destroy when 3 years old.</p>		
✓ 9.	<p><u>Consumer Involvement Files.</u> Contain comments on DOT representative plans, correspondence related to brochures developed on the educational material for the general public, quarterly reports implementing the DOT Consumer Representative Plan, reports to the consumers on relocation assistance and updated consumer reports.</p> <p>Disposition: Destroy when 3 years old.</p>		
10.	<p><u>Contracts.</u> Files contain third party contracts with parties in the field division offices. Contracts are written to get work done through States and ROW with a third party. <i>[these are not official copies of contracts, official copy is maintained in State office or FHWA procurement office]</i></p> <p>Disposition: Transfer to records center 2 years after completion of the contract. Destroy 4 years after transferring to the center.</p>		
✓ 11.	<p><u>Contract Schedules.</u> Files contain correspondence, studies, research, and proposals on preparing schedules for relocation payments.</p> <p>Disposition: Destroy when 3 years old.</p>		
✓ 12.	<p><u>Design, Art, Esthetics, Visual Resources Files.</u> Contain policies, procedures, correspondence, background material, reference and data, working papers, drafts, reports, studies, field reviews, contracts, and program information and coordination, including interdisciplinary teams, research and training.</p> <p>Disposition: Destroy when 3 years old and when no longer needed for administrative purposes.</p>		

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
J 13.	<p><u>Disposal of Excess Right-of-Way.</u> Files consist of correspondence, copies of regulations and procedures used in the handling of requests for disposal and relinquishment of right-of-way lands acquired for the construction of highways.</p> <p>Disposition: Destroy ^{in agency} when no longer needed.</p>		
✓ 14.	<p><u>Ecology Files.</u> Contain policies, procedures, correspondence, background material, reference and data, working papers, drafts, reports, studies, field reviews, contracts, and program information and coordination, including interdisciplinary teams, research and training. National Wildlife Federation files are included. (<i>Reference file</i>)</p> <p>Disposition: Destroy when 3 years old or when no longer needed for administrative purposes.</p>		
✓ 15.	<p><u>Environmental Impact Statement (EIS) Project Files.</u> Contain status sheets which are coordinated within the Division, correspondence, official file copies, draft report EIS statements and incoming correspondence from other government agencies ^{and States}. The development of ^{by the States} environmental impact and related statements are to assess the progress being made in the implementation of State Environmental Action Plans.</p> <p>Disposition: Destroy when 3 years old or when project is finalized, or whichever comes first.</p>		
✓ 16.	<p>^{Reference} <u>Energy Files.</u> Contain policies, procedures, correspondence, background material, reference and data, working papers, drafts, reports, studies, field reviews, contracts and program information and coordination, including interdisciplinary teams, research and training.</p> <p>Disposition: Destroy when 3 years old or when no longer needed for administrative purposes.</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

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17.	<p><u>Environmental Quality Correspondence Files.</u> Contain official file copies of correspondence on ecology, archeology, energy, coastal zone management, and all other correspondence created by the Environmental Quality Division.</p>		
17A	Disposition: Destroy when no longer needed.		
18.	<p><i>see following page for item 17A.</i></p> <p><u>Federal Land Transfer Files.</u> Contain surveys, correspondence received from FHWA Regions and related documents pertaining to land owned by other Federal agencies such as the Federal Wildlife Administration when there is a need to collaborate with these agencies for right-of-way in the construction of highways. <i>(Reference file)</i></p> <p>Disposition: Destroy when no longer needed.</p>		
19.	<p><u>Federal Railroad Appraisal Files.</u> Consist of correspondence, cost statements, minutes of meetings, appraisal reviews for Federal Railroad Administration (FRA) and related documents pertaining to FHWA's efforts to collaborate with the FRA in all matters involving evaluation of real property needed for highways and railways.</p> <p>Disposition: Transfer to records center when 2 years old. Destroy when 4 years old.</p>		
20.	<p><u>Field Reviews.</u> Files contain field trip reports, correspondence on field reviews from Headquarters or from the field division offices on different projects and other material related to noise control. <i>(Reference file)</i></p> <p>Disposition: Destroy ^{in agency} when no longer needed.</p>		
21.	<p><u>Foreign Projects Canada/Darien Gap.</u> Contain comments incorporated into the text of the final Environmental Impact Statement. Files also contain material concerned with the U.S. financial participation in the funding of the Darien Gap. <i>(program records relating to Darien Gap project are covered by NCI-406-80-8, item 37)</i></p> <p>Disposition: Destroy when 3 years old or when project is finalized, or whichever comes first.</p>		

✓ Item 17A. Environmental Program Files. Consist of incoming and outgoing correspondence related to all aspects of environmental projects. Also included is background material and other documentation used in preparing replies to inquiries of a non-technical nature for the Office of Environmental Policy.

Destroy in agency when 5 years old or upon completion of project, whichever is appropriate.

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✓ 22.	<p><u>Functional Replacement Files.</u> Consist of general correspondence, memoranda, annual reports, background material, correspondence received from states concerning State programs, copies of legislative material that involves functional replacement and other related documents pertaining to acquisition of right-of-way on Federal-aid programs including the functional replacement of public lands and facilities such as public housing, fire houses, parks and schools.</p> <p>Disposition: Destroy ^{in agency} when no longer needed.</p>		
✓ 23.	<p><u>General Noise Files.</u> Contain presentations, briefings, noise study reports, quarterly reports, bibliographies and other reference material concerning noise.</p> <p>Disposition: Destroy ^{in agency} when no longer needed.</p>		
✓ 24.	<p><u>Government Organization Files.</u> Contain correspondence that has transpired with agencies such as the Bureau of National Affairs and the Environmental Protection Agency.</p> <p>Disposition: Destroy when 2 years old.</p>		
24A.	<p>See following page for Item 24A, "Hearing Transcripts."</p>		
✓ 25.	<p><u>Highway Beautification Reference Files.</u> Consist of background material, reports, correspondence and other papers used for reference on highway beautification projects.</p> <p>Disposition: Destroy ^{in agency} when no longer needed.</p>		
26.	<p><u>Historical Preservation.</u> Contain policies, procedures, correspondence, background material, reference and data, working papers, drafts, reports, studies, field reviews, contracts, and program information and coordination, including interdisciplinary teams, research and training.</p> <p>Disposition: Destroy when 3 years old or when no longer needed for administrative purposes.</p>		<p>(duplicates #6) withdrawn 5/29/81 AT RJB</p>

✓ 24A. HEARING TRANSCRIPTS. Consists of hearing testimony from nationwide hearings conducted for the purpose of establishing Federal Highway Beautification Program Standards. Testimony was used to develop legislation for the 1965 Highway Beautification Act. Arranged alpha. by State. 5 cu ft.

(this item was withdrawn from NCI-406-78-1, Item 1)

[no additional accumulation - This is a one-time file)

PERMANENT. Transfer to FARC upon approval of this SF 115. Offer to NARS when 20 years old.

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
✓ 27.	<p><u>Integrated Grant Administration Program.</u> Contain comments on DOT Order 4600.8A, Integrated Grant Administration Program, which provide a technique whereby public agencies can file a single application for funds from several Federal programs.</p> <p>Disposition: Destroy when 3 years old.</p>		
✓ 28.	<p><u>Junkyard Surveys.</u> Files contain reports on junkyards made by representatives of the Relocation Assistance Division to determine how the junkyards are being maintained in the States.</p> <p>Disposition: Destroy when no longer needed.</p>		<p>(does not exist) withdrawn, 5/29/81 RTB AT</p>
✓ 29.	<p><u>Land Use.</u> Contain policies, procedures, correspondence, background material, reference and data, working papers, drafts, reports, studies, field reviews, contracts, and program information and coordination, including interdisciplinary teams, research and training.</p> <p>Disposition: Destroy when 3 years old or when no longer needed for administrative purposes.</p>		
✓ 30.	<p><u>Land Use Control.</u> Contains general correspondence on interagency ad hoc groups on noise and land use control, and background reports on the procedures for evaluating outdoor-indoor noise reduction of structures in terms of the single number metric exterior wall noise rating (EWNR).</p> <p>Disposition: Destroy ^{in agency} when no longer needed.</p>		
✓ 31.	<p><u>Last Resort Housing - Section 206(a).</u> Contains general correspondence, comments, drafts and projects with specific States such as California, Florida, District of Columbia, Kentucky, Michigan, and Hawaii, which build or buy houses when nothing else is available, due to the relocation of the affected citizens. Files also contain monthly printouts of the status of this program and the studies that have been done on last resort housing.</p> <p>Disposition: Transfer to the records center when 3 years old. Destroy when 6 years old.</p>		

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✓ 32.	<p><u>Litigation.</u> Files contain comments, background material on legal cases; Senate bills; court decisions on noise projects and court orders related to changes on Statewide projects.</p> <p>Disposition: Destroy ^{in agency} when no longer needed.</p>		
✓ 33.	<p><u>Litigation of Relocation Benefits.</u> Contain correspondence and related materials on court cases concerning the relocation assistance program.</p> <p>Disposition: Destroy ^{in agency} when no longer needed.</p>		
✓ 34.	<p><u>Local Public Agencies.</u> Files contain correspondence on local government involvement in relocation assistance instead of the States.</p> <p>Disposition: Destroy ^{in agency} when 3 years old or when no longer needed.</p>		
✓ 35...	<p><u>Measurements.</u> Files contain materials and correspondence from States requesting different models to be used to measure the noise level in residential areas and highway traffic noise. Highway traffic noise level and property values require precise determination of noise levels.</p> <p>Disposition: Destroy when 3 years old.</p>		
✓ 36.	<p><u>Metric System.</u> Files contain reports and correspondence regarding the conversion of the metric system in housing replacement.</p> <p>Disposition: Destroy when 3 years old.</p>		
J 37.	<p><u>Mobile Source Emission.</u> Files consist of correspondence, statistical data, notes, material received from the Environmental Protection Agency and related documents pertaining to the development of Mobile Source Emission Sector Tables. These tables are used for estimating vehicular pollutant emissions and aid FHWA reviews in assessing the emission factors used in analysis pertaining to environmental impact statements or the transportation portion of</p>		

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	State implementation plans. Disposition: Destroy ^{in agency} when no longer needed.		
✓ 38.	<u>Model Files.</u> Contain correspondence, research reports and material on FHWA models, Traffic Noise Prediction Models and Manual Method Models which provide guidance for measurement of noise emission levels of motor vehicles and reference energy mean emission levels. Files also contain computer programs to implement these models involving analyzing simple sites with parallel carriers and analyzing complex sites. <i>(these are instructions to the computers but NOT machine-readable records)</i> Disposition: Destroy ^{in agency} when no longer needed.		
38A.	See following page for Item 38A, "Nationwide Billboard Data Base Files."		
39.	<u>Noise Barriers.</u> Files contain correspondence, publications, presentations, reports and projects regarding reduction of sound changing surface characteristics of buildings, trees, shrubs and land forms for noise control. Files also contain installation reports for installing wall barriers and design on different types of wall barriers from private industry. Disposition: Destroy when no longer needed.		withdrawn, 9/16/80 RFB AT
40.	<u>Noise Correspondence Files.</u> Contain general correspondence from the public, Congress, and foreign countries on various questions and issues concerning noise. Disposition: Destroy when 3 years old.		} withdrawn, 9/16/80 RFB AT
41.	<u>Noise Descriptions.</u> Files contain correspondence between Headquarters and field offices analyzing highway traffic noise impacts and assessments between the field division offices on preparation of environmental impact statements. Disposition: Destroy when 5 years old.		
42.	<u>Noise Source Files.</u> Files contain general correspondence on different sources of noise such as automobiles, trucks, trams, tire noise, construction, community equipment (buses, fire trucks, ambulances, etc.). Disposition: Destroy when no longer needed.		

- ✓ 38A. NATIONWIDE BILLBOARD DATA ~~BASE~~ FILES. Consists of statistical data used as a basis for State-Federal agreements on the permanent classification of sign status in each State.

Transfer to FARC upon approval of this SF 115. Destroy when ~~25~~ years old.

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3/29/81

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
✓ 43.	<p><u>Payback Files.</u> Consist of correspondence, legal determinations, minutes of meetings, cost estimates, records of relocation cost, memorandums of understanding, judgments and other related material that involve the payback of funds by States to the Highway Trust Fund.</p> <p>Disposition: Transfer to the records center when 2 years old. Destroy when 5 years old.</p>		
44.	<p><u>Photographic Files.</u> Contain slides for presentations. Selected projects in each State are described with photographs, diagrams and tabulations showing the wide range of applicability to various transportation modes, urban and rural situations, differing land use activities and numerous placements with respect to the highway roadways. Highway joint development projects have been carried out for a multitude of purposes, but basically the objective sought has been a higher measure of compatibility between the highway facility and its environment.</p> <p>Disposition: <u>Permanent.</u> Transfer to the Archives when no longer needed for administrative purposes.</p>		(could not find) withdrawn, 5/29/81 RTB AT
✓ 45.	<p><u>Planning, Project, Design and Source Control Files.</u> Consist of correspondence, working papers, reference material and documents, that relate to ongoing projects of the office pertaining to State Implementation Plan Requirements, Project Design, Stationary Source Control; Transportation Control (Mobile Source) and construction sources (with the responsibility of the office to develop and coordinate policies and procedures for the identification, measurement and evaluation of vehicle air pollutants.)</p> <p>Disposition: Destroy ^{in agency} when no longer needed.</p>		

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
✓46.	<p><u>Pollutant Files.</u> Consists of correspondence, reports, working papers, and related documents used to develop reports, technical manuals, and procedures pertaining to the type of pollutants that come from motor vehicles such as carbon monoxide, oxidants, nitrogen oxides, hydrocarbon particulates, lead and sulphur oxides.</p> <p>Disposition: Destroy ^{in agency} when no longer needed.</p>		
✓47.	<p><u>PR-1228.</u> Files contain relocation assistance payment statistics done annually, program review reports, and correspondence.</p> <p>Disposition: Destroy when 3 years old.</p>		
✓48.	<p><u>Private Organizations.</u> Contain correspondence with reports from, and other materials from organizations such as Council on Environmental Quality, the Engineering Foundation and AASHTO.</p> <p>Disposition: Destroy when 2 years old.</p>		
✓49.	<p><u>Project Analyses Files.</u> Consist of correspondence, comments from other government agencies and field reviews as they relate to projects pertaining to air quality. Files also include comments on Environmental Impact Statements.</p> <p>Disposition: Destroy when 1 year old.</p>		
✓50.	<p><u>Project Files.</u> Contain working papers, background material and related documents used daily concerning highway projects of States under the HP&R program.</p> <p>Disposition: Destroy when 3 years old.</p>		
✓51.	<p><u>Property Management Files.</u> Consist of correspondence, audit findings, and related material pertaining to property management agreements between States and rental agencies. The agreements involve the demolition of buildings and the selling of houses to clear the right-of-way for a particular highway project.</p> <p>Disposition: Destroy ^{in agency} when no longer needed.</p>		

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
✓ 52.	<p><u>Railroad Project Files.</u> Consist of general correspondence, reports, and other related documents used to conduct the railroad appraisal acquisition feasibility studies which are undertaken to look into any problem of requiring railroad right-of-ways in connection with Federal-aid highways.</p> <p>Disposition: Destroy ^{in agency} when no longer needed.</p>		
✓ 53.	<p><u>Record of Coordination Files.</u> Contain records of coordination with proposed directives, organization changes, copies of approval and other material that relate to all FHWA environmental and right-of-way activities in the office.</p> <p>Disposition: Destroy when 2 years old.</p>		
✓ 54.	<p><u>Regional Relocation Project Study Files.</u> Contain separate studies made in each region on various kinds of ^{relocation} projects.</p> <p>Disposition: Destroy when 3 years old.</p>		
J 55.	<p><u>Regulation Standards.</u> Files contain working papers, background material, related directives, FHWA Noise Standards which contain highway traffic noise studies, noise abatement procedures, coordination requirements, design noise levels and other similar standards from HUD and EPA. Also contain calculations and background material showing how to measure these standards.</p> <p>Disposition: Destroy ^{in agency} when no longer needed.</p>		
✓ 56.	<p><u>Relocation Assistance Implementation Committee (RAIC).</u> Files contain correspondence, comments and related materials, minutes of the committee meetings, uniform agreements the committee decided to adopt, proposed and adopted legal and procedural differences, all of which relate to the committee established by GSA to iron out the differences between agencies caused by the Uniform Relocation Assistance Act.</p> <p>Disposition: Transfer to the records center when 3 years old. Destroy when 6 years old.</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

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✓ 57.	<p><u>Relocation Assurances.</u> Files contain procedures from all field division offices and regions showing that they comply with the law which states that no State shall be authorized to proceed with right-of-way negotiations on any project which will cause the relocation of any person until it has submitted specific written assurances. <i>This is a reference file for headquarters offices.</i></p> <p>Disposition: Destroy ^{in agency} when no longer needed.</p>		
✓ 58.	<p><u>Relocation Council.</u> Files contain reports from all States dealing with relocation problems. Files also contain material related to the Relocation Task Force.</p> <p>Disposition: Destroy ^{in agency} when no longer needed.</p>		
✓ 59.	<p><u>Relocation Meetings.</u> Files contain comments, reports and meetings held in the Relocation Assistance Division within the last few years.</p> <p>Disposition: Destroy when 3 years old.</p>		
✓ 60.	<p><u>Relocation Plans.</u> Files contain copies of reports and correspondence relative to relocation plans. Plans consist of reviewing States secondary road plans for acceptability as they relate to the handling of relocation payments, services, and replacement housing.</p> <p>Disposition: Destroy when 3 years old.</p>		
✓ 61.	<p><u>Reorganization of FHWA.</u> Files contain correspondence, proposals, and studies concerning what effects reorganization makes on the Relocation Assistance Division.</p> <p>Disposition: Transfer to the records center when 3 years old. Destroy when 10 years old.</p>		
✓ 62.	<p><u>Right-of-Way Approach Program.</u> Files contain comments, reports, and studies made on programs such as relocation payment, services, and replacement.</p> <p>Disposition: Destroy ^{in agency} when no longer needed.</p>		

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✓ 63.	<p><u>Right-of-Way Revolving Fund.</u> Files consist of correspondence and proposals related to the Right-of-Way revolving fund which are set aside for future construction of highways on Federal-aid systems.</p> <p>Disposition: Destroy ^{in agency} when no longer needed.</p>		
✓ 64.	<p><u>State Appraisal Files.</u> Consist of correspondence, court cases, appraisal reviews, working papers and background material relating to FHWA's efforts to establish specific criteria for determining the qualifications of appraisers when making review of appraisals done by State or federally assisted highway proposals and projects.</p> <p>Disposition: Destroy ^{in agency} when no longer needed.</p>		
J 65.	<p><u>State Files - Relocation Assistance Division.</u> Contain reports and correspondence from the regions. Also in the files are inquiries pertaining to the relocation program.</p> <p>Disposition: Destroy when 3 years old.</p>		
J 66.	<p><u>State Junkyard Files.</u> Consist of correspondence, reports, reviews, congressional inquiries and other related papers pertaining to junkyards. The junkyards are establishments, or places of business, operated or used for storage, or selling junk in areas adjacent to Federal-aid Highway Systems.</p> <p>Disposition: Destroy ^{in agency} when no longer needed.</p>		
J 67.	<p><u>State Outdoor Activities Files.</u> Consist of correspondence, congressional inquiries, reviews, follow up to reviews, background material, memoranda and other related papers maintained in the effort of administering the FHWA program designed to promote and control the erection and maintenance of outdoor advertising signs, displays and devices in areas adjacent to Federal-aid Highways. Arr by subject. Ca. 3 cu ft/yr.</p> <p>Disposition: All other records - PERMANENT ^{a) Records filed under Subject Code 140 - Destroy when 20 years old} Destroy when no longer needed.</p> <p>when ^{b) Break file annually. Transfer to FARE} Offer to NARS in 5-year blocks ^{when 20 years old.}</p>	<p>RTB AT 6/1/81</p>	

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✓ 68.	<p><u>Stationary Service Emission Files.</u> Consist of reference material, reports, correspondence from States and other government agencies, statistical data and related papers pertaining to emission control.</p> <p>Disposition: Destroy ^{in agency} when 1 year old.</p>		
✓ 69.	<p><u>Stopped Projects.</u> Files contain correspondence and research projects concerning construction of highways and freeways and their effect on the public and the court cases that are involved.</p> <p>Disposition: Transfer to the records center when 3 years old. Destroy when 10 years old.</p>		
✓ 70.	<p><u>Telephone Inquiries.</u> Files contain telephone requests made by the public complaining about relocation assistance payments and services for replacement housing. Files also contain congressional inquiries relating to the same subject.</p> <p>Disposition: Destroy ^{in agency} when 1 year old.</p>		
✓ 71.	<p><u>Training Files.</u> Consist of working papers, correspondence, training schedules, slides and other documents used for training of regional personnel, State highway personnel and personnel of other government agencies in the area of ROW.</p> <p>Disposition: Destroy files ^{in agency} when no longer needed.</p>		
✓ 72.	<p><u>Transportation Research Board (TRB) Files.</u> Consist of comments, correspondence, reports, research studies and also papers reviewed by the TRB relating to relocation assistance, moving costs, replacement housing and related documents.</p> <p>Disposition: Destroy when 3 years old.</p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF
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✓ 73.	<p><u>Urban Mass Transportation Administration (UMTA).</u> Files contain correspondence and reports related to joint projects, including a consolidation study between FHWA and UMTA.</p> <p>Disposition: Transfer to records center when 3 years old. Destroy when 6 years old.</p>		
✓ 74.	<p><u>Urban Systems Project</u>^{Files} Files contain correspondence on studies of projects on urban systems and programming urban systems.</p> <p>Disposition: Destroy when 3 years old.</p>		
✓ 75.	<p><u>Use of Air Space Files.</u> Consist of correspondence, memoranda, reports and related documents pertaining to quarterly progress reports on the use of air space over or below a highway and used for parking purposes.</p> <p>Disposition: Destroy ^{in agency} when report is completed. upon completion of _____</p>		