

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

*Red NCD if any day*

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

LEAVE BLANK	
JOB NO	
<b>NCI-406-80-9</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	<i>Rubis</i> Archivist of the United States

1. FROM (AGENCY OR ESTABLISHMENT)

Department of Transportation

2. MAJOR SUBDIVISION

Federal Highway Administration

3. MINOR SUBDIVISION

Research and Development

4. NAME OF PERSON WITH WHOM TO CONFER

Frank Rubis

5. TEL. EXT.

426-0534

6-5-81  
Date

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 11 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>7/26/80</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>JH 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.	<p><i>Note: Final technical reports of research are scheduled in NCI-406-79-1, Item 4 for permanent retention.</i></p> <p><b>Accident Files.</b> Consist of correspondence, official file copies, reports, final reports, cost data, accident data, statistical data, requests for research information from other government agencies and other related documents pertaining to involvement in the research of vehicle accidents with the research directed to improvement in crash behavior of roadside structures.</p> <p>Disposition: Destroy 3 years after issuance of final report.</p>		
2.	<p><b>Administrative Contract Files.</b> Consist of correspondence, letters of agreement, <sup>copies of</sup> vouchers, requisitions, reports and related documents used to plan, conduct, promote and coordinate research projects conducted in-house or by contract with funds apportioned by Congress.</p> <p>Disposition: Transfer to the records center when 5 years old. Destroy when 10 years old.</p>		

115-107

*Agency concurs with all pen-and-ink changes.*  
*copy to agency, 6/15/81; to WNRG & NNF- 6/17/81*  
*NNV, NNT, NNTS*

STANDARD FORM 115  
Revised April, 1975  
Prescribed by General Service Administration  
FPMR (41 CFR) 101-11.4

*RTB 5/11/81*  
**Closed Out 6-22-81: A.T.D.**

*4/0 Item*

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3.	<p><u>Administrative Files.</u> Contain chronological files, budget material, annual reports, contract and procurement plans, demonstration projects, authorization for paid overtime, Federal Coordinated Program progress reports and conferences, cooperative government and foreign research programs, training and all documents related to the daily operations of the office.</p> <p>Disposition: Destroy when 3 years old.</p>		
4.	<p><u>Annual Program Files.</u> Consist of general correspondence, state agreements from all States, project agreements, and correspondence with research committees such as the American Association of State Highway and Transportation Officials and the National Academy of Sciences. Files also contain final reports, <sup>copies of</sup> public vouchers for purchases other than personnel, reimbursable costs, contract costs and research costs. The annual program is submitted by the State highway agencies <u>each</u> year on the projects to be undertaken.</p> <p>Disposition: Destroy when 3 years old.</p>	NCI-406-79-1, Item 2	
5.	<p><u>Committee Files.</u> Consist of correspondence, official file copies, minutes of meetings and documents related to staff members who serve on committees such as the Rapid Testing Committee, Quality Assurance Advisory Committee, etc., and ad hoc committees in connection with ongoing research activities.</p> <p>Disposition: Destroy when 5 years old.</p>		
6.	<p><u>Completed Contract Files.</u> Consist of general correspondence, <del>official file copies</del>, contract plans, statistical data, evaluation worksheets, requisitions, notes, contract log sheets, final reports and <sup>copies of</sup> all completed contracts related to the construction of bridges and tunnels.</p> <p>Disposition: Transfer to the records center when 5 years old. Destroy when 10 years old.</p>		

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7.	<p><u>Computer Program Files.</u> Contain computer printout <del>cards</del> that are stored for program input and used in analysis, procedures on bridge decks, bridge foundations, and guardrails. Files also contain technical and laboratory data. <i>These files are a reference copy of ADP data maintained in OST.</i></p> <p>Disposition: Destroy when no longer needed.</p>		
8.	<p><u>Contract Files.</u> Consist of unsolicited proposals, summary-sheets, reports, evaluation sheets, agreements, correspondence, <del>official files,</del> monthly reports and other documents related to planning, conducting, promoting and coordinating research projects by contract with funds approved by Congress for authorizing an office to develop new appropriate structural design and solve other highway problems through the use of the latest scientific and engineering advances.</p> <p>Disposition: <i>Destroy 2 years after completion of the study.</i></p>		
9.	<p><u>Correspondence Files.</u> Consist of correspondence received from other FHWA elements and field offices to include official files and related memoranda pertaining to daily ongoing projects of the office.</p> <p>Disposition: Destroy when <u>3</u> years old.</p>		
10.	<p><u>Delineation (Signing and Pavement Marking).</u> Contain correspondence, minutes of meetings, contracts, reports, coordinations, and official file copies that relate to paint striping, breakaway barricades, pavement marking materials, pavement marker remover, grooved striping, permanent and temporary signing and other surface preparations.</p> <p>Disposition: Destroy when 5 years old.</p>		
11.	<p><u>Distribution Files.</u> Consist of memorandums, requests for implementation material, mailing lists and summary sheets to see whether the distribution material on the implementation programs need to be updated.</p>		

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	Disposition: Destroy when 5 years old.		
12.	<p><u>Drawing Files.</u> Consist of original tracings of equipment, signs, building plans, equipment used in laboratory work, specific projects and miscellaneous drawings for the purpose of building research and development equipment both in-house and at facilities outside of FHWA.</p> <p>Disposition: Transfer to the Federal Records Center when 5 years old. Destroy when 12 years old.</p>		
13.	<p><u>Experimental Project Files.</u> Consist of general correspondence, tabulated plans, construction and progress evaluation reports, agreements, copies of incoming correspondence from all regions and States on their experimental projects. When States use methods other than standard specifications in highway construction, they are considered experimental projects. Experimental project studies are administered jointly by the Office of Highway Operations, the Office of Research and Development and, when appropriate, Region 15.</p> <p>Disposition: Destroy when 3 years old.</p>		
14.	<p><u>Federally Coordinated Program Research Files.</u> Consist of research documents on implementation of activities planned for research projects including time charts and schedules. This program is essentially an applied research program planned so that key milestones can be reached and implemented within a few years while pursuing the solution of major underlying problems over a long period of time. The general focus, therefore, is to utilize the talents and capabilities of FHWA field offices, State highway departments, FHWA operating offices, and others as appropriate in the search for solutions to problems and to bring about the development of implementable outputs that will foster safer and more efficient highway transportation.</p> <p>Disposition: Transfer to the records center</p>	<p>NCI-406-79-1, Item 3 (same)</p>	

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	5 years after completion of the project. Destroy <del>when 10 years old, after completion of project.</del>		
15.	<p><u>Final Print Files.</u> Consist of drawing prints of reports, drawings of all projects in the division and equipment used in the laboratory at the Fairbanks Highway Research Station. Examples would be research and prints used in the development of new equipment, designs for steel racks for mechanical shops which are equipped for fabricating metal, wood or plastic experimental and model equipment for tests, demonstrations or displays.</p> <p>Disposition: Transfer to the records center when 5 years old. Destroy when 20 years old.</p>		
16.	<p><u>Foreign Files.</u> Consist of official file copies, correspondence, and records related to the notification of foreign visitors that have made requests to tour the Materials Division in connection with research activities.</p> <p>Disposition: Destroy when 2 years old.</p>		
17.	<p><u>Foreign Tunnel Files.</u> Contain foreign correspondence from such countries as France, Poland, and Yugoslavia who share their research and development studies on tunneling. Files also contain foreign newspaper clippings, international research cooperation program information and quarterly reports.</p> <p>Disposition: Destroy when 5 years old.</p>		
18.	<p><u>Highway Planning Research (HPR) Files.</u> Contain initial proposals from States, reviews and comments, technical data, studies, drafts, minutes of meetings, background material, budget estimates, progress reports, equipment listings, official file copies, correspondence pertaining to highway construction and other related documents pertaining to the operations and appropriation of funds. Annual HPR work programs refer to the development effort described in an annual statement of proposed work and estimated cost.</p>		

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19.	<p>Disposition: Transfer to the records center when 5 years old. Destroy when 10 years old.</p> <p><u>Implementation Project Files.</u> Consist of technical data, copies of contracts, general correspondence, official file copies and reports implementing new systems for the operational control of highway transportation facilities and for highway traffic in urban areas and for developing guidelines and procedures for accelerating the implementation of research in traffic location, design, and engineering methodology areas by assisting or participating in field testing, evaluation, demonstrations and reporting as necessary to ensure adoption of improved highway engineering technology.</p> <p>Disposition: Destroy when 3 years old.</p>		
20.	<p><u>Inspection Report Files.</u> Consist of brief descriptions of all observations made during the course of an inspection on soil aggregates and bituminous material which is conducted by representatives of the AASHTO Materials Reference Laboratory or the American Society for Testing Materials. These reports are received from all States in connection with research testing to develop better cost methods for the stabilization of soils and upgrading of aggregates to standards acceptable for highway use.</p> <p>Disposition: Destroy when 3 years old.</p>		
21.	<p><u>Interactive Graphics Files.</u> Consist of contracts, quarterly reports, correspondence, background material, proposals, and trip reports. The contents are prepared by the Texas Department of Transportation who provide guidance and consultation to technical offices on Research and Development.</p> <p>Disposition: Destroy 3 years after completion of the project.</p>		
22.	<p><u>Interagency Committee on Excavation Technology (ICET).</u> Files contain reports, drafts, general correspondence, minutes of meetings, background material, notes, official file copies and final</p>		

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	<p>reports relating to ICET's research information on excavation and tunneling technology. Files also contain related coordinated research studies done with the National Academy of Sciences and the National Academy of Engineers.</p> <p>Disposition: Transfer to the records center when 5 years old. Destroy when 10 years old.</p>		
23.	<p><u>National Cooperative Highway Research Program Files.</u> Consist of correspondence, official file copies, pre-award contract information, study statements, comments, <sup>copies of</sup> contracts and related material pertaining to administering a program of research for protective highway systems which involve R&amp;D studies authorized for funding under section 307(c) of 23 U.S.C. which ensures that Federal funds are spent in accordance with Federal-aid procedures.</p> <p>Transfer to FRC when 5 yrs. old. Destroy when 10 years old.</p>		
24.	<p><u>Pavement Files.</u> Contain correspondence, projects, coordination of drafts with the field offices on joint repairs and other data on subjects such as recycling, workshop design concepts, etc. which concern construction techniques, and design and maintenance of pavements.</p> <p>Disposition: Destroy when 5 years old.</p>		
25.	<p><u>Project Files.</u> Consist of correspondence, photographs, exhibits, public hearings, status reports, working papers, bridge inspections, structural analysis and tests done on bridges.</p> <p>Disposition: Transfer to the records center when 10 years old. Destroy when 20 years old.</p>		

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26.	<p><u>Property and Material Files.</u> Contain technical and trade literature that pertains to such subject areas as air pollution, paints, corrosion and concrete which are related to the office research program. The material in this file is also used as background information in answering public inquiries that involve the subject areas of chemical research.</p> <p>Disposition: Destroy when 5 years old.</p>		
27.	<p><u>Protective System Group Program Files.</u> Consist of correspondence, reports, official file copies, background material, working papers, requests, inquiries, technical data and documents related to the overall mission of the Protective System Group whose purpose is to plan, conduct, promote, and coordinate research in house or by contract to obtain adequate, practical, traffic railings, safer signs, luminous supports and in subject areas that pertain to miscellaneous roadside structures.</p> <p>Disposition: Destroy when 3 years old.</p>		
28.	<p><u>Public Roads Magazine.</u> Consist of the original printed copies of each issue, and copies of separate articles of approved manuscripts. <i>Archronologically.</i></p> <p>Disposition: <del>Permanent. Transfer to the records center when 5 years old. Offer to the Archives when 20 years old.</del> <i>Destroy in agency when no longer needed for reference.</i></p>		
29.	<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 files are kept on a tentative basis.</p> <p>Disposition: Destroy <sup>in agency</sup> when no longer needed.</p>		
30.	<p><u>Rapid Testing Files.</u> Files consist of information relating to materials and documents</p>		

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	<p>on testing and determining the density of material such as concrete, cement and water content to include predicting potential strength and depth of material used in construction of highways.</p> <p>Disposition: Destroy when 5 years old.</p>		
31.	<p><u>Semi-Closed and Complete HPR Research Study Files</u>. Contain interim reports, work plans, official file copies, general correspondence, project statements for all States, guidelines for other research studies in bridge and tunneling areas. Files also contain guidance for studies on future projects and on related documents pertaining to the operation of the office.</p> <p>Disposition: Destroy 3 years after completion of the study.</p>		
32.	<p><u>Slide Files</u>. Contain files on all subject areas related to organization contract research studies, briefings, investigations, field documentation, training courses and presentations.</p> <p>Disposition: Destroy 2 years after closing project.</p>		
33.	<p><u>Soil, Foundation and Drainage</u>. Consist of correspondence related to contract documentation as the contracts relate to a specific subject including embankments, slope stability, deformation earth slopes, foundation pile wave equations and miscellaneous areas. Studies are conducted on the engineering properties and characteristics of soil materials and soil aggregates.</p> <p>Disposition: Destroy when 5 years old.</p>		
34.	<p><u>Staff Research Files</u>. Contain correspondence, requisitions, semi-annual progress reports, unsolicited proposals, workshop files, technical data, working papers, <sup>copies of</sup> purchase orders for scientific equipment, <del>official file copies</del>, correspondence between the States and in-house</p>		

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	<p>researchers, technical material and data pertaining to research studies done in-house when the staff has the capability, resources and time to accomplish complete research projects.</p> <p>Disposition: Destroy when 5 years old.</p>		
35.	<p><u>Structural Files.</u> Consist of correspondence related to contracts and technical matters in the structural areas. Included also are minutes of committee meetings, reports, evaluation data, agreements, statistical data, background material, maps of project sites, official file copies and structural inspections on stress corrosion, steel box girders, erection problems, prediction of stress, polymers, optimum design and microwave heating and other related miscellaneous data pertaining to structural areas.</p> <p>Disposition: Destroy when 5 years old.</p>		
36.	<p><u>Technical Research Files.</u> Consist of <u>Transportation Research Board</u> general correspondence, background material, reports, notes, problem statements, research studies on specific projects, coordinated research studies with Organization for Economic Cooperation and Development on programs related to the traffic system.</p> <p>Disposition: Destroy when 5 years old.</p>		
37.	<p><u>Test Report Files.</u> Consist of correspondence and memoranda received from other government agencies requesting information pertaining to the analysis of chemical material tested that are related to basic properties of inorganic binders, such as portland cement or new cements and that provide a basis for improving performance and developing new products.</p> <p>Disposition: Destroy when <del>10</del> years old.</p>		

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38.	<p><u>Tunnel Files.</u> Consist of general correspondence, official file copies, notes, annual summary reports, national meetings and workshops, project schedules and related developments, techniques and equipment on construction of tunnels.</p> <p>Disposition: Destroy when 5 years old.</p>		
39.	<p><u>Waste and Substitute Materials Files.</u> Contain information relating to marginal soil waste on low volume roads, waste from coals, incinerator residue, unburned garbage, sulphate waste, waste materials used in highway construction such as coal mine waste, fly ash, sludge and other data pertaining to garbage, incinerator and waste products.</p> <p>Disposition: Destroy when 5 years old.</p>		
40.	<p><u>Working Files.</u> Contain copies of correspondence, background material, studies by the National Cooperative Highway Research Program (NCHRP), analysis, notes, copies of drafts and other related documents.</p> <p>Disposition: Destroy when 3 years old.</p>		

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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