


REQUEST FOR RECORD DISPOSITION AUTHORITY
 (See Instructions on reverse)

LEAVE BLANK	
JOB NO.	NC1-406-84-2
DATE RECEIVED	8-28-84
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
11-13-86 Date	 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
 Planning and Program Development
 (Transportation Planning Function) - Field Records

4. NAME OF PERSON WITH WHOM TO CONFER
 John H. Schnackenberg


5. TEL. EXT.

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 _____ 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
12-2-83		Chief, Organization and Management Programs Division

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<u>Airport Access Files:</u> Studies and background information on airport access projects and comments on studies concerning access roads to airports. Disposition: Destroy when no longer needed.		
2.	<u>Annual Statistical Data:</u> Reports pertaining to motor fuel, motor vehicle registration, drivers licenses, registration fees and annual statistical data, including States', cities' and counties' data on how States finance their highways and roads. Disposition: (a) Regional Office: Destroy when 5 years old (b) Division Office: Destroy when 3 years old		
3.	<u>Appalachian Cost Estimate:</u> Current cost estimate and copies of the previous cost estimates, including pertinent correspondence on their preparation and submittal. Disposition: Destroy when no longer need.		

41 items

115-107 Copy to Agency on 11/14/86, emh.

12/12/86 NNF, NNA 1/16/87 NC

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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
4.	<p><u>Appalachian Local Access Road Files:</u> (Non Project) Correspondence, budget and financial statements and the 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> Report and related documents.</p> <p>Disposition: Destroy when 3 years old.</p>		
6.	<p><u>Census:</u> Correspondence and various reports documenting the population of each State in the Region.</p> <p>Disposition: Dispose when no longer applicable to operation.</p>		
7.	<p><u>Certification of Public Mileage:</u> Documents 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.</p> <p>Disposition: Destroy when no longer needed.</p>		
8.	<p><u>Coastal Zone Management:</u> Correspondence on the review and comments on the Coastal Zone Plans for each State. Approved final plans are maintained for reference.</p> <p>Disposition: Destroy when no longer needed.</p>		
9.	<p><u>Coal Haul Road Study Files:</u> 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.</p> <p>Disposition: Destroy when final report is completed.</p>		
10.	<p><u>Demonstration Program Files:</u> Consist of correspondence, requisitions, background material and other material concerned with projects related to the rural transportation highway public demonstration program.</p>		

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	Disposition: (a) Regional Office - Destroy when 3 years old. (b) Division Office - Transfer to records center when 2 years old. Destroy when 5 years old.		
11.	<p><i>7DR 4/19/86 78m 6/19/86</i></p> <p><u>Economic Growth Center Development Files:</u> 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.</p> <p>Disposition: (a) Regional Office - Destroy when no longer needed. (b) Division Offices - Transfer to records center 1 year after project is completed. Destroy when 10 years old. <i>after project is completed.</i></p>		
12.	<p><u>Economic Studies & Surveys:</u> Records pertaining to highway cost allocation, tourists, highway needs, highway performance monitoring systems, economic impact.</p> <p>Disposition: Destroy when 3 years old</p>		
13.	<p><u>Environmental - Urban:</u> Files reflecting environmental aspects of urban planning, including directives that implement EPA regulations, correspondence with States, EISs from other agencies, policy, interpretations, urban environmental studies, and comments on regulations and information on how to prepare an environmental impact statement.</p> <p>Disposition: Destroy when no longer needed.</p>		
14.	<p><u>Highway Needs Studies:</u> Reports on the Highway Needs Study Program, including printouts of national needs data.</p> <p><i>and printouts</i></p> <p>Disposition: (a) Destroy reports when no longer needed. (b) Transfer printouts to records center when 2 years old and destroy when 5 years old.</p>		
15.	<p><i>7DR 6/19/86 78m 6/19/86</i></p> <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</p>		

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	<p>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.</p> <p>Disposition: Destroy in agency when no longer needed for reference.</p>		
16.	<p><u>Highway Statistics Files</u>: 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 Federal records center when 3 years old. Destroy when 6 years old.</p>		
17.	<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 State which are formulated according to established procedures and are used in reports to Congress. Also, records concerning detailed support for Interstate withdrawals.</p> <p>Disposition: (a) Destroy all but data summaries when 5 years old. (b) Destroy data summaries when program is completed.</p>		
18.	<p><u>Intermodal Planning Group</u>: Correspondence, reports, minutes of meetings and related documents for the Intermodal Planning Group (IPG).</p> <p>Disposition: Transfer to Federal Records Center when 2 years old. Destroy when 5 years old.</p>		
19.	<p><u>Metropolitan Planning Organizations (MPO)</u>: Correspondence documenting FHWA interpretation, administration, general supervision and contacts with the MPOs in the State, and reports documenting an urban transportation plan.</p> <p>Disposition: Transfer to records center when 2 years old. Destroy when 5 years old.</p>		

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20.	<p><u>Narrative Report Files:</u> Annual status reports of the HPR program from States.</p> <p>Disposition: Destroy when 3 years old.</p>		
21.	<p><u>National Cooperative Highway Research Program (NCHRP):</u> Reports and correspondence on NCHRP and Pooled Funded Research using HPR funds.</p> <p>Disposition: Destroy when no longer needed.</p>		
22.	<p><u>Planning Files:</u> Correspondence documenting Washington office, regional office, and division office interpretation, administration, execution, studies, classification, and general supervision of planning functions in the Federal-aid highway program. Includes subjects: urban planning, non-urbanized planning, carpooling, vanpooling, ridesharing, mass transit, parking, transportation of elderly and handicapped, energy, speed, truck studies, economic growth, Federal Railroad Administration, functional classification, Highway Performance Monitoring System, Off-system roads, motor vehicle operations, census, airports, and traffic.</p> <p>Disposition: Destroy when 5 years old.</p>	See ON	item 22 Page 5A
23.	<p><u>Planning Projects Progress Reports:</u> Progress reports submitted by the State to division office concerning planning projects.</p> <p>Disposition: Destroy 3 years after completion of project.</p>		
24.	<p><u>Planning & Research Funding:</u> General correspondence, highway planning survey funds, matching ratios, Interstate substitution funds.</p> <p>Disposition: Destroy when 3 years old.</p>		
25.	<p><u>Planning & Research Reports & Studies:</u> Narrative and expenditure reports; clearinghouse reviews; registration and taxation; various surveys and studies, both State and national. Includes studies on railroad and aviation system planning.</p> <p>Disposition: Destroy when 3 years old, or when no longer needed, whichever comes first.</p>		

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22	<p><u>Planning Subject Files:</u> Correspondence, memorandums, reports, background materials, and other records documenting Washington office, regional office, and division office interpretation, administration, execution, studies, classification, and general supervision of planning functions in the Federal-aid highway program. Includes subjects: urban planning, non-urbanized planning, carpooling, vanpooling, ridesharing, mass transit, parking, transportation of elderly and handicapped, energy, speed, truck studies, economic growth, Federal Railroad Administration, functional classification, Highway Performance Monitoring System, Off-system roads, motor vehicle operations, census, airports and traffic.</p> <p>A. Divisional Files: Disposition: Permanent: Cut off file at end of fiscal year. Offer to NA Field Branch when 7 years old.</p> <p>B. Regional Files: Disposition: Destroy when 7 years old, or when no longer needed, whichever comes first.</p>		

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26.	<p>Program Planning and Research Correspondence: Correspondence and other materials concerning policy and procedure, TOPICS program, systems, secondary road plan, planning program and approvals, expenditure reports, Highway statistical data, traffic reports, control devices, etc., urban planning, transportation studies, maps and mapping, studies and surveys, technology transfer and environment.</p> <p>Disposition: Destroy when 3 years old, or when no longer needed.</p>	<p>see 26 page</p>	<p>item on 6A</p>
27.	<p>Public Transportation Files: 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); also material on FHWA clearance of public transportation projects to transfer highway funds to mass transportation projects.</p> <p>Disposition: Destroy when no longer needed.</p>		
28.	<p>Scenic Road Study Files: 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>	<p>See 28 page</p>	<p>item on 6A</p>
29.	<p>Shakwak Project Files: Correspondence and documents pertaining to the development of Shakwak; personnel records, staffing charts, committee reports, meeting minutes, travel information, financial management, financial activity, project funding audit reports, delegations and assignments.</p> <p>Disposition: Permanent: Offer to the Archives after completion of project. <i>Destroy immediately and records not accepted by NARA</i></p>		
30.	<p>Special Studies: Correspondence, procedural manuals, directions, and reports on studies required by legislation and studies conducted by States under the HPR-PI annual work programs.</p> <p>Disposition: Destroy when no longer needed.</p>		

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26.	<p><u>Program Planning and Research Correspondence:</u> Correspondence and other materials concerning policy and procedure, TOPICS program, systems, secondary road plan, planning program and approvals, expenditure reports, Highway statistical data, traffic reports, control devices, etc., urban planning, transportation studies, maps and mapping, studies and surveys, technology transfer and environment.</p> <p>A. Divisional Files: Disposition: Permanent: Cut off file at end of fiscal year. Offer to NA Field Branch when 3 years old.</p> <p>B Regional Files Disposition: Destroy when 3 years old, or when no longer needed, whichever comes first.</p>		
28.	<p><u>Scenic Road Study Files:</u> 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>A Divisional Files: Disposition: Permanent: Cut off file at end of fiscal year. Offer to NA Field Branch when 5 years old.</p> <p>B Regional Files Disposition: Destroy when 5 years old</p>		

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31.	<p><u>State Obligations:</u> Reports on State's debts, bonds sold, bonds outstanding and other data related to financing of highways.</p> <p>Disposition: Destroy when 3 years old.</p>		
32.	<p><u>State Traffic Count Data:</u> Traffic count data provided by the States.</p> <p>Disposition: Destroy when 2 years old.</p>		
33.	<p><u>Transportation System Management (TSM) Files (Regional Office):</u> Congressional correspondence pertaining to TSM and other technical material used for reference and for providing information to State and local governments.</p> <p>Disposition: Destroy when no longer needed.</p>		
34.	<p><u>Transportation Research Board (TRB) Files:</u> Copies of research studies done by the TRB, FHWA's comments on the studies, and projects that involve these studies.</p> <p>Disposition: <i>Destroy</i> Transfer to records center 5 year after completion or cancellation of related projects. Destroy when 5 years old.</p>		
35.	<p><u>Urban Corridor Control Files:</u> Background material, monthly progress reports, recommendations on contracts, correspondence and related papers that are maintained as reference material used in work related to the urban corridor control program.</p> <p>Disposition: Destroy when 3 years old.</p>		
36.	<p><u>Urban Planning Division Studies:</u> Correspondence among regional office, Washington office, and division office and background material concerning transportation studies.</p> <p>Disposition: Destroy when 3 years old.</p>		

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