

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

LEAVE BLANK	
JOB NO NCL-406-85-4	
DATE RECEIVED 12-20-84	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
11-23-86 Date	<i>Frank A. Banks</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  
 Civil Rights - Field offices

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 12-2-83	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>J. H. Schnackenberg</i>	E. TITLE 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.	<p><u>Administrative Files</u>: Correspondence, memoranda and related material of a general nature that are concerned with the overall functional responsibilities of the office.</p> <p>Disposition: Destroy when 2 years old or when no longer needed, whichever is sooner.</p>		
2.	<p><u>Affirmative Action Plan</u>: Files reflecting State's good faith efforts to eliminate past and present discrimination in all Federally assisted programs, and to ensure future nondiscriminatory practices.</p> <p>Disposition: Transfer to Records Center 5 years from date of plan. Destroy when 10 years old.</p>		
3.	<p><u>Areawide Plans</u>: Contains action plans and related record and report material approved by the Department of Labor to increase minority and female utilization in crafts of the construction industry in a specified geographical area pursuant to EO 11246, as amended and taking the form of either a "Hometown" or an "Imposed Plan".</p>		

115-107 Copy to Agency 11-14-86, emh,

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

Request for Records Disposition Authority - Continuation

JOB NO  
NC1-406-85-4

PAGE OF 4  
2

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
<p>7 DR 6/19/86 78M 6/19/86</p> <p>4.</p>	<p>Disposition: (A) Regional Office - Transfer to record center 6 years after completion of the plan. <del>Destroy 3 years after transferring to records center. 9 years after completion of plan.</del></p> <p>(B) Division Offices - Destroy when no longer needed.</p>		
<p>5.</p>	<p><u>Civil Rights Organization (Alaska Plan):</u> EEO agreements, memoranda and related correspondence on approved minority employment plan.</p> <p>Disposition: Transfer to records center when 6 years old. Destroy when 10 years old.</p>		
<p>7 DR 6/19/86 78M 6/19/86</p> <p>6.</p>	<p><u>Civil Rights Special Projects:</u> Correspondence and related material on promoting the Federal Women's Program, Women's Advisory Council, employment of the handicapped, etc.</p> <p>Disposition: <del>Transfer to records center when 2 years old.</del> Destroy when 5 years old.</p>		
<p>7 DR 6/19/86 78M 6/19/86</p> <p>7.</p>	<p><u>Contract Compliance Reviews:</u> Reviews made by Civil Rights officials to determine whether contractors are in compliance with EEO contract procedures. Files consist of review scheduling, contractor modification, preliminary analysis, onsite verifications and interviews, exit conferences, compliance determinations and formal notifications; data relating to administration of contracts.</p> <p>Disposition: Destroy when <del>5</del> 7 years old.</p>	<p>GRS 126 (d)</p>	
<p>7 DR 6/19/86 78M 6/19/86</p>	<p><u>Contract Compliance Reviews (Special Cases):</u> Contract compliance reviews of a sensitive nature of special interest or procedures, in which contractors have been offered or have requested hearings regarding their non-compliance with Federal EEO regulations.</p> <p>Disposition: Destroy when <del>5</del> 7 years old.</p>	<p>GRS 126(d)</p>	

Request for Records Disposition Authority - Continuation

JOB NO  
NCL-106-85-4

PAGE OF 4  
3

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
8.	<p><u>EEO Assurances:</u> Correspondence documenting the States' responses to a requirement by the Federal Highway Act of 1968 to develop effective programs to ensure provisions for equal employment opportunity in the employment of Federally assisted contractors.</p> <p>Disposition: Transfer files to records center when 2 years old. Destroy when 5 years old</p>		
9.	<p><del><u>EEO Complaints:</u> Discrimination complaints filed with State highway agencies against contractors by employees of the State and contractor pursuant to title 23 U.S.C.</del></p> <p><del>Disposition: Destroy records 4 years after case is closed.</del></p>	GRS 1/26a	
10.	<p><del><u>Minority Business Enterprise:</u> Information, policy and correspondence relative to the utilization of minority contractors, and subcontractors on Federal-aid highway construction projects; includes reports periodically received from the Divisions, State highway agencies and contractors relative to the utilization of minority contractors.</del></p> <p><del>Disposition: Destroy policy matter when superseded or obsolete. All other transfer to records center when 3 years old; destroy when 9 years old.</del></p>	See ON	item 10 page 3A
11.	<p><del><u>Reports:</u> Division office file copies of timely reporting to Regional and Washington offices in various formats on the administration, progress, and documentation of the FHWA/DOT Civil Rights program within the State, including contract compliance, EEO assurances and non-discriminatory practices. Used for periodic reviews.</del></p> <p><del>Disposition: Destroy when 3 years old.</del></p>	GRS 1/26d(2)	
12.	<p><u>Show Cause Notices:</u> Written notifications and related correspondence to contractors based on the determinations of noncompliance with the equal opportunity requirements.</p> <p>Disposition: Maintain for 30 days in separate file and then transfer to appropriate compliance review file. After transfer to appropriate compliance review file, transfer to records center 3 years after completion of review. Destroy 3 years after transferring to records center. See item 6 (Destroy</p>		

FDR  
6/19/86  
JFM  
6/19/86

when 3 years old)

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.  
NCL-406-85-4

PAGE 3A  
OF

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
<p>10.</p> <p style="position: absolute; left: -50px; top: 50px; transform: rotate(-90deg); font-family: cursive;">FDR JRM 6/19/86</p>	<p><u>Minority Business Enterprise</u>: Information, policy and correspondence relative to the utilization of minority contractors, and subcontractors on Federal-aid highway construction projects; includes reports periodically received from the Divisions, State highway agencies and contractors relative to the utilization of minority contractors.</p> <p>A. Policy Records Disposition: Destroy when superseded or obsolete</p> <p>B. All Other Records Disposition: Temporary, Transfer to records center when 3 years old; destroy when 9 years old.</p>		

**Request for Records Disposition Authority – Continuation**

JOB NO  
**NC1-406-85-4**

PAGE OF **4**  
**4**

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
13.	<p><u>Special Projects:</u> Records of projects with contractors whereby contractors train special minority groups such as Indians and Asian Americans to increase their participation in the highway programs.</p> <p>Disposition: Transfer to records center when 2 years old. Destroy when 5 years old.</p>		
14.	<p><u>Supportive Services:</u> Files related to programs designed to support the funding of the external training program of Civil Rights.</p> <p>Disposition: Transfer to records center when 2 years old. Destroy when 5 years old.</p>		
15.	<p><u>Title VI Program Areas:</u> Files that reflect the technical implementation of Title VI in each program area.</p> <p>Disposition: Transfer to records center when 3 years old. Destroy when 6 years old.</p>		
16.	<p><u>Title VI Reviews:</u> Files indicating that a Title VI recipient is either in compliance or noncompliance with Title VI requirements or can demonstrate that every good faith effort towards achieving this end has been made.</p> <p>Disposition: Destroy files when 5 years old.</p>		