

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCL-406-85-7	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
11-13-86 Date	<i>Frederick S. Burns</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 Planning and Program
Development (Right-of-Way function) - 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
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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.	<u>Acquisition File</u> : Negotiations for right-of-way up to and including signing of option or agreement for purchase. Disposition: Destroy when project is closed and accepted.		
2.	<u>Appraisal File</u> : Material pertaining to the appraisals of realty and machinery. Disposition: Destroy when project is closed and accepted.		
3.	<u>Annual Reports</u> : Correspondence, draft material, comments sent from the Division offices and State agencies with recommendations, reports required by Congress and other related papers concerning Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970. Disposition: Destroy when 3 years old or when no longer needed, whichever is later.		

27 items

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

12/12/86 NNA, NNR 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>Certification Acceptance File:</u> All correspondence in regard to right-of-way coordination in the implementation of the plan and inspection.</p> <p>Disposition: Destroy when superseded or no longer needed, whichever comes first.</p>		
5.	<p><u>Civil Rights Data File:</u> All Civil Rights data as it pertains to right-of-way, such as employment, contracts for appraisal, demolition, graveyard removal and other activities, inspections of cases in both divisions and States, and all general correspondence in coordinating the programs with the Civil Rights office.</p> <p>Disposition: Destroy when 5 years old or after close of case, whichever comes first.</p>		
6.	<p><u>Design, Art, Esthetics, Visual Resources Files:</u> 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>		
7.	<p><u>Federal Land Transfer Files:</u> Deeds, recording data, correspondence, plats and boundary descriptions. The files are arranged by project number. The estimated volume annually is ½ cubic foot and the current total volume is 2½ cubic feet.</p> <p>Disposition: a. Destroy correspondence 1 year after deed is recorded. b. Transfer all other documents to records center when 10 years old. Offer to NARS when 20 years old. Destroy deed 5 years after deed is recorded</p>		
8.	<p><u>Functional Replacement Files:</u> 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 when no longer needed.</p>		

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9.	<p><u>General Correspondence File:</u> Right-of-way correspondence, and general materials which apply to all States and division offices, and reviews and reports that relate to the right-of-way program, not otherwise classified.</p> <p>Disposition: (a) Transfer correspondence to records center when 2 years old. Destroy when 5 years old. (b) Transfer all other documents to records center when 5 years old. Destroy when 10 years old.</p>		
10.	<p><u>Hardship and Protective Buying File:</u> Proposals from States requesting advance acquisition; review reports and approvals given by the various departments.</p> <p>Disposition: Destroy 3 years after close of project.</p>		
11.	<p><u>Inspection Program File:</u> The latest inspections of each Right-of-Way phase including condemnation phase prepared by the Regional Offices and those received from Washington Headquarters and Division Offices.</p> <p>Disposition: (a) Condemnation Records: Transfer to records center 3 years after completion of the project. Destroy 6 years after transfer completion of project. (b) All Other Records: Destroy when no longer needed.</p>		
12.	<p><u>Junkyard Files:</u> Correspondence, reports, reviews, congressional inquiries and other related papers pertaining to junkyards; States' complete procedures for removing, screening or controlling junkyards.</p> <p>Disposition: Review files annually, to remove material no longer needed Destroy when no longer needed.</p>		
13.	<p><u>Landscaping Scenic Enhancement:</u> Correspondence and other materials pertinent to beautifying the highway facility such as landscaping the right-of-way, scenic overlooks and rest stops plus any abuse to the landscape of the highway.</p> <p>Disposition: Destroy when superseded or when 5 years old.</p>		

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14.	<p><u>Local Public Agencies ((LPA) File:</u> General correspondence in regard to LPA's doing right-of-way work for the States, including copies of LPA procedures and agreements to do work for the States.</p> <p>Disposition: a. Destroy agreements when superseded. b. Destroy all other material when no longer needed.</p>		
15.	<p><u>Multiple Use and Joint Development Project Data Files:</u> General correspondence and state proposals where the right-of-way has been used for a secondary purpose, or the same realty rights are being utilized by highway and 2nd party to accomplish two different goals.</p> <p>Disposition: Destroy when no longer needed but not before project completion.</p>		
16.	<p><i>State</i> <u>Outdoor Advertising Files:</u> Correspondence, reports, control agreements, acquisition data, schedules, financial data, vouchers (including bonus claims) and other related papers pertaining to outdoor advertising control authorized under 23 U.S.C. 131; State procedures on how billboards will be acquired and controlled. The acquisition data in this case means evaluation, negotiation and disposition of billboards. Schedules consist of sign cost schedules, take down schedules, etc.</p> <p>Disposition: Transfer to the records center upon completion. Destroy 5 years old.</p>		
17.	<p><u>Property Closing Files:</u> Material related to properties negotiated after the option or agreement to purchase has been signed by the owner; deeds, leases, closing costs, etc.</p> <p>Disposition: Destroy when no longer needed.</p>		
18.	<p><u>Property Management File:</u> Data concerning acquisition of properties by the States, including leases, sales, and demolition.</p> <p>Disposition: Destroy 5 years after completion of project.</p>		

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19.	<p><u>Railroad Files:</u> Official file copies of correspondence in regard to application of policy on railroad right-of-way and abandonment.</p> <p>Disposition: Destroy when superseded.</p>		
20.	<p><u>Relocation Assistance Files:</u> Information about advisory services to displacees; moving cost, supplemental payments, last resort housing, business payments, relocation conferences, HUD regulations, and other agency negotiations; includes public telephone inquiries and congressional inquiries relating to relocation assistance payment and services for replacement housing.</p> <p>Disposition: Destroy when no longer needed.</p>		
21.	<p><u>Relocation Assurances:</u> State procedures showing compliance with Federal law, which provides 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.</p> <p>Disposition: Destroy when no longer needed.</p>		
22.	<p><u>Right-of-Way Plan Files (Division Office):</u></p> <p>a. <u>Interstate System Projects.</u> The files are arranged by project number. The estimated volume annually is 4½ cubic feet and the current volume is 7 cubic feet.</p> <p>Disposition: Permanent: Transfer to Federal records center at end of year in which Final Voucher is paid. Offer to National Archives 10 years thereafter.</p> <p>b. <u>Other Systems Projects -</u> Transfer to records center at end of year in which final voucher is paid.</p> <p>Disposition: Destroy 6 years after payment of Final Voucher.</p>	Withdrawn	
23.	<p><u>Right-of-Way Revolving Fund File:</u> General correspondence, reports, background material, working documents, requests from States, advances of funds, payment records, and related documents regarding the right-of-way revolving fund account as established in 23 U.S.C. 108(c).</p>		

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24.	<p>Disposition: (a) Requests for advance payment of funds: Destroy 2 years after close of project. (b) Other records: Destroy when 2 years old.</p> <p><u>Utility Files:</u> Correspondence about franchised utilities where Right-of-Way is involved.</p> <p>Disposition: Destroy 5 years after completion of the project.</p>		