

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

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

(Research & Technology Transfer Function) - Field

4. NAME OF PERSON WITH WHOM TO CONFER

John H. Schnackenberg

LEAVE BLANK	
JOB NO	NCL-406-85-9
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	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>Frank A. Bumb</i> Archivist of the United States

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	<i>J. Schnackenberg</i>	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.	Administrative Research File: Copies of contracts let through the Washington R&D Offices, and related correspondence. Used by Research Engineer for reference.  Disposition: Destroy when no longer needed	GRS 3/4c	
2.	<u>Asphalt Research:</u>  a. Background material pertaining to use of asphalt emulsions instead of cutback asphalt and guidelines by EPA to all States on emulsions.  Disposition: Destroy when superseded or obsolete.  b. Joint efforts between Transportation Research Board, FHWA, industry and associates pertaining to research studies on asphalt used in highway construction.  Disposition: Destroy when 7 years old.		

*Copy to Agency 11-14-86, emh.  
12/12/86 NNA, NNF*

*11/16/87 N*

*13*

Request for Records Disposition Authority – Continuation		JOB NO NC1-406-85-9	PAGE OF 3 2
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
3.	<p><u>Completed HPR Contract Files:</u> Completed contracts, final reports and related background material on contract work that had been done in the socio-economic area as it relates to highways. Done under HPR projects.</p> <p>Disposition: Destroy 3 years after completion of the contract.</p> <p><u>Delineation (Signing and Pavement Marking):</u> Correspondence, minutes of meetings, contracts, reports, coordinations, and official file copies that relate to paint striping, breakaway barricades, pavement marking materials, pavement marker removal, grooved striping, permanent and temporary signing and other surface preparations.</p> <p>Disposition: Destroy when 5 years old.</p>		
5.	<p><u>Federally Coordinated Program Research Files:</u> Research documents on implementation of activities planned for research projects, including time charts and schedules.</p> <p>Disposition: Transfer to Records Center 5 years after completion of project. Destroy when 15 years old.</p>		
6.	<p><u>Highway Planning Research (HPR) Files:</u> Reviews and comments, technical data, studies, drafts, minutes of meetings, background material, budget estimates, monthly narrative and expenditure reports, equipment listings, <del>official file copies</del> (including approval letters), correspondence pertaining to highway construction and other related documents pertaining to the operations and appropriation of funds.</p> <p>Disposition: A. Transfer approval letters and reports and <del>official file copies</del> to records center when final reports are made. Destroy when 5 old. B. All other materials destroy when no longer needed.</p>		
7.	<p><u>HPR Research Study Files:</u> Initial proposals from States, interim reports, work plans, <del>official file copies</del>, general correspondence, and project statements for all States.</p> <p>Disposition: Transfer to records center when final reports are made. Destroy when 5 years old after final report is made.</p>		

47 DR  
6/19/86  
ZFM  
4.6/19/86

7 DR  
6/19/86  
ZFM  
6/19/86

7 DR  
6/19/86  
ZFM  
6/19/86

**Request for Records Disposition Authority – Continuation**

JOB NO  
NCL-406-85-9

PAGE OF 3  
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>Pavement Files:</u> Correspondence, projects, coordination of the drafts with the State 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 or when no longer needed, whichever comes first.</p>		
9.	<p><del><u>Reference Files:</u> Copies of information not otherwise classified and 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 file copies are kept on a tentative basis.</del></p> <p>Disposition: <del>Destroy when no longer needed.</del></p>	GRS 19/14	
10.	<p><u>Research - General</u> Correspondence between FHWA and the Division Offices documenting the interpretation, administration, and execution of the various Research and Development functions of the Federal-aid highway program, including the technology transfer program and demonstration projects; and information concerning the projects offered.</p> <p>Disposition: <del>Transfer to records center when 3 years old.</del> Destroy when 6 years old.</p>		
11.	<p><u>Research Projects</u> Individual research projects being administered by the State highway agency and funded by Federal funds. Correspondence, copies of agreements, quarterly progress reports, draft reports and final reports are included.</p> <p>Disposition: Transfer to records center 5 years after reports are completed. <del>Destroy 5 years after transferring to record center when 10 years old.</del></p>		
12.	<p><u>Waste Material Utilization:</u> Files concerning the use of waste material such as fly ash in highway construction.</p> <p>Disposition: Destroy when 5 years old.</p>		

FOR  
6/19/86  
FHM  
6/19/86

FOR  
6/19/86  
FHM  
6/19/86