

Request for Records Disposition Authority

Records Schedule Number DAA-0406-2013-0001

Schedule Status Approved

Agency or Establishment Federal Highway Administration

Record Group / Scheduling Group Records of the Federal Highway Administration

Records Schedule applies to Major Subdivision

Major Subdivision Office of Innovative Program Delivery

Schedule Subject Project Files

Internal agency concurrences will be provided No

Background Information New schedule items; previously unscheduled.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0406-2013-0001

Sequence Number	
1	Special Experimental Project 15 (SEP-15) Files Disposition Authority Number: DAA-0406-2013-0001-0001
2	Test and Evaluation Project (TE-045) Files Disposition Authority Number: DAA-0406-2013-0001-0002

Records Schedule Items

Sequence Number	
1	<p>Special Experimental Project 15 (SEP-15) Files</p> <p>Disposition Authority Number DAA-0406-2013-0001-0001</p> <p>The SEP-15 process enables FHWA to identify and evaluate new public-private partnership approaches to project delivery. Via SEP-15, State DOTs can propose non-traditional methods of contracting, environmental compliance, right-of-way acquisition, project finance, etc., for Federal-aid projects. If accepted, the FHWA provides temporary waivers of policy, guidance, regulation, or law in order to test and evaluate the proposed method for eventual adoption. The SEP-15 files consist of general correspondence, project proposals, application letters, justifications, approval letters, notes, background material, summaries, and reports both interim and final.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off files at the close of the project.</p> <p>Retention Period Destroy 10 year(s) after cutoff.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Test and Evaluation Project (TE-045) Files</p> <p>Disposition Authority Number DAA-0406-2013-0001-0002</p> <p>The TE-045 process enables FHWA to identify and evaluate innovative approaches to financial management of the Federal-aid program. Via TE-045, State DOTs can propose alternative methods of cost allocation, reimbursement calculations, non-Federal financial matching requirements, etc., for the Federal-aid program. If accepted, the FHWA provides temporary waivers of policy, guidance, regulation, or law in order to test and evaluate the proposed method for eventual adoption. The TE-045 files consist of general correspondence, project proposals,</p>

application letters, justifications, approval letters, notes, background material, summaries, and reports both interim and final.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

Disposition Instruction

Cutoff Instruction Cut off files at the close of the project.

Retention Period Destroy 10 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
10/04/2012	Certify	Victor Wagher	Records Officer	Dept Of Transportation - Federal Highway Administration
05/21/2015	Submit for Concur rence	Jim Cassedy	Appraiser	National Archives and Records Administration - Records Management Services
05/26/2015	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Serivces
05/27/2015	Concur	Laurence Brewer	Director, National R ecords Management Program	National Archives and Records Administration - National Records Management Program
05/27/2015	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist