

Request for Records Disposition Authority

Records Schedule Number	DAA-0406-2013-0003
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	Federal Lands Highway Divisions
Schedule Subject	Engineer's Estimate, Bidding, Award, and Construction System (EEBACS)
Internal agency concurrences will be provided	No
Background Information	<p>This schedule covers the EEBACS system in the FHWA Federal Lands Highway (FLH) Divisions. EEBACS is used by all three FLH Divisions: Eastern, Central, and Western. EEBACS is a system that provides for estimation, solicitation/award, and contract administration of FLH's highway/bridge construction projects. It consists of a series of components that track the costs of highway construction from the project's inception through construction and final acceptance of the project by our partners.</p> <p>EEBACS is not the official documentation for the Final Construction Reports data (disposition authority N1-406-09-2, item 4a). All official contract actions, modifications, change orders, etc. are completed outside the system using the current paper processes and are just tracked within EEBACS (and possibly scanned copies are uploaded into EEBACS). The permanent Final Construction Records for the Federal Lands Highway Projects Files are not being stored in EEBACS.</p> <p>There is some data in EEBACS that may replace paper documents, such as the Construction Daily Reports and Construction Daily Diaries; however, these documents fall under Supplemental Documentation which has a temporary disposition (authority N1-406-09-2, item 4b). Thus, in order to comply for the EEBACS Master files category, we listed the disposition as "Delete or destroy after 10 years after the cut-off or when the agency determines that they are no longer needed."</p>

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0406-2013-0003

Sequence Number	
1	EEBACS Master Files Disposition Authority Number DAA-0406-2013-0003-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="365 409 673 441">EEBACS Master Files</p> <p data-bbox="365 451 1481 493">Disposition Authority Number DAA-0406-2013-0003-0001</p> <p data-bbox="365 504 1481 724">Consists of general project data (such as type, length, location, partner agency, funding type, etc), engineer's estimates, unit price analysis, summary of quantities, design summary data, bid schedules, bid tabulations, bid error report, low bid schedule, progress payment reports, inspector daily reports, contractor daily reports, project engineer's daily diary, periodic construction status data, and supporting attached documents</p> <p data-bbox="365 735 1481 777">Final Disposition Temporary</p> <p data-bbox="365 787 1481 829">Item Status Active</p> <p data-bbox="365 840 1481 882">Is this item media neutral? No</p> <p data-bbox="365 892 1481 934">Explanation of limitation This is an electronic information system</p> <p data-bbox="365 945 1481 1060">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 data-bbox="365 1071 1481 1186">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="365 1197 1481 1239">Disposition Instruction</p> <p data-bbox="365 1249 1481 1333">Cutoff Instruction Cut off at the end of the fiscal year after the construction project has been closed out</p> <p data-bbox="365 1344 1481 1491">Retention Period Destroy 10 year(s) after cutoff or when the agency determines that they are no longer needed for administrative, legal, audit or other operational purposes occurs, whichever is later</p> <p data-bbox="365 1522 1481 1564">Additional Information</p> <p data-bbox="365 1575 1481 1621">GAO Approval Not Required</p>

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
05/07/2013	Certify	Victor Wagher	Records Officer	Dept Of Transportation - Federal Highway Administration
12/19/2013	Submit for Concurrency	Jim Cassedy	Appraiser	National Archives and Records Administration - Records Management Services
01/02/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
01/08/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
01/09/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist