

Request for Records Disposition Authority

Records Schedule Number DAA-0406-2015-0002

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 Federal Lands Highway

Minor Subdivision Office of Program Development

Schedule Subject Emergency Relief (ERFO) Program Files

Internal agency concurrences will be provided No

Background Information Supersedes disposition authority N1-406-09-1, item 2b, to reduce retention period.

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of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

1

Outline of Records Schedule Items for DAA-0406-2015-0002

Sequence Number	
1	Federal Lands Highway Program Development Files: Emergency Relief (ERFO) Program Files Disposition Authority Number: DAA-0406-2015-0002-0001

FOIA

Records Schedule Items

Sequence Number					
1	<p>Federal Lands Highway Program Development Files: Emergency Relief (ERFO) Program Files</p> <p>Disposition Authority Number DAA-0406-2015-0002-0001</p> <p>Files contain the determination as to whether a particular Federal Land Management Agency is eligible for emergency relief; information on allocation of funds; recommendations for areas to be awarded funds; and correspondence with regional offices and other related material that is used to administer the ERFO Program.</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? Yes</p> <table border="1"><thead><tr><th>Manual Citation</th><th>Manual Title</th></tr></thead><tbody><tr><td>FLHW 2B</td><td>FHWA Records Disposition Manual (Washington Headquarters) - Chapter 6, Federal Lands Highway Program</td></tr></tbody></table> <p>GRS or Superseded Authority Citation N1-406-09-1/2b</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at end of fiscal year.</p> <p>Retention Period Destroy 10 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	FLHW 2B	FHWA Records Disposition Manual (Washington Headquarters) - Chapter 6, Federal Lands Highway Program
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FLHW 2B	FHWA Records Disposition Manual (Washington Headquarters) - Chapter 6, Federal Lands Highway Program				

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
10/06/2015	Certify	Victor Wagher	Records Officer	Dept Of Transportation - Federal Highway Administration
02/12/2016	Submit for Concur rence	Jim Cassedy	Appraiser	National Archives and Records Administration - Records Management Services
02/17/2016	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Serivces
02/17/2016	Concur	Laurence Brewer	Director, National R ecords Management Program	National Archives and Records Administration - National Records Management Program
02/17/2016	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist