

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-406-04-001

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

This schedule is superseded by N1-406-09-003 and DAA-GRS-2016-0016-0002.

Date Reported: 6/26/2020

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See instructions on separate page)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-406-04-1	DATE RECEIVED 1/6/2004
1. FROM (Agency or establishment) Department of Transportation		NOTIFICATION TO AGENCY <small>In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.</small>	
2. MAJOR SUBDIVISION Federal Highway Administration			
3. MINOR SUBDIVISION Office of Information and Management Services			
4. NAME OF PERSON WITH WHOM TO CONFER Victor S. Wagher	5. TELEPHONE 202-366-6672	DATE 4-30-04	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
6. 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 on the attached _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 1/2/04	SIGNATURE OF AGENCY REPRESENTATIVE <i>Victor S. Wagher</i>		TITLE FHWA Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p>Notices. (ADMI 39c)</p> <p>Issuances transmitting one-time or short-term instructions or information relating to agency policies and procedures.</p> <p>Arranged by functional classification code. Annual accumulation less than one cubic foot per year.</p> <p>a. Record copy (in Management Programs & Analysis Division)</p> <p>Disposition: PERMANENT. Place in inactive file upon supersession. Break inactive file every 10 years and transfer to National Archives upon break.</p> <p>b. All other copies.</p> <p>Disposition: Destroy in agency when no longer needed.</p>	<p>NC1-406-80-11/39c;</p> <p>NC1-406-79-1/5a</p>	
<i>cc Agency, NWMD, NWMD, NWMD, NWMD, NWMD</i>			

Title

2. E-MAIL AND WORD
PROCESSING
DOCUMENTS

Description of Records

(a) Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

(b) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Disposition

DELETE within 180 days after the recordkeeping copy has been produced.

DELETE when dissemination, revision, or updating is complete.

Authority