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| REQUEST FOR RECORDS DISPOSITION AUTHORITY | | Job Number: N1-406-04-5 | |
| To: National Archives & Records Administration, 8601 Adelphi Road, College Park, MD 20740-6001 | | DATE RECEIVED <i>9-3-2004</i> | |
| 1. FROM (Agency or establishment) Department of Transportation | | NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. | |
| 2. MAJOR SUBDIVISION Federal Highway Administration | | | |
| 3. MINOR SUBDIVISION Office of Interstate & Border Planning | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER Frank Clark | 5. TELEPHONE 202-366-5006 | DATE 2-15-05 | ARCHIVIST OF THE UNITED STATES <i>Les Bellard</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 2 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 <i>8/31/04</i> | SIGNATURE OF AGENCY REPRESENTATIVE <i>Vitor S. Wagner</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 GRS OR SUPERSEDED JOB CITATION | 10.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) |

This schedule provides one-time and continuing disposition authority for Federal Highway Administration (FHWA) records from the Office of Interstate & Border Planning under the Associate Administrator for Planning, Environment, and Realty, that are located in the agency.

SEE ATTACHED PAGES

cc Agency NWMW NWMW

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION
Job Number N1-406-04-5

Records from the Office of Interstate & Border Planning under the Associate Administrator for Planning, Environment, and Realty, Federal Highway Administration

1. **Interstate System Planning and Designation Files.**

Reports, maps, correspondence, approvals, and other records pertaining to the formulation, planning, route numbering, and designation of (1) interstate highways on the “Dwight D. Eisenhower National System of Interstate and Defense Highways” and (2) future parts of the System in the United States, including the District of Columbia and Puerto Rico. Arranged chronologically, therein by regions or States.

- a. **Record copies pre-1973.** This era covers the inception and determination of corridor locations of the Interstate System for the original and several later Congressional authorizations of mileage. It also includes the program beginning in 1968 for the withdrawal of unbuilt Interstates and substitution of additional mileage. Approximately 36 cubic feet.

Disposition: PERMANENT. Transfer to the National Archives immediately upon approval of this schedule.

- b. **Record copies 1973 and after.** The 1973-1984 era includes the Interstate transfer program for withdrawal of unbuilt Interstates and substitution of funding entitlements for transit and/or other highway projects. After that, Interstate additions did not have Interstate funds for construction and had to be open to traffic. Annual accumulation approximately 1-2 cubic feet per year.

Disposition: PERMANENT. Cut off at the end of fiscal year. Transfer to the records center 5 years after cutoff. Transfer to the National Archives 15 years after cutoff.

- c. **All other copies.**

Disposition: Destroy in agency when no longer needed.

- d. **E-mail and Word Processing Documents.**

- (1) 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.

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

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

Disposition: DELETE when dissemination, revision, or updating is complete.