

		Job Number N1-406-06-4	
REQUEST FOR RECORDS DISPOSITION AUTHORITY To: National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740-6001		DATE RECEIVED <i>Feb. 22, 2006</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 the Federal Lands Highway			
4. NAME OF PERSON WITH WHOM TO CONFER Sharon Minnich	5. TELEPHONE 202-366-9493	DATE <i>4/6/02</i>	ARCHIVIST OF THE UNITED STATES <i>Atkins</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 <u>3</u> 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 Accountability 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 February 16, 2006	SIGNATURE OF AGENCY REPRESENTATIVE <i>Victor S. Wagner</i>	TITLE Federal Highway Administration 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 GRS OR SUPERSEDED JOB CITATION	10.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 continuing and one-time disposition authority for Federal Highway Administration (FHWA) records located in the Office of the Federal Lands Highway (HFL)

SEE ATTACHED PAGES.

SA 4/11/07 *copies sent to Agency NWD, NWW, NWCT, NAR*

OFFICE OF THE FEDERAL LANDS HIGHWAY PROGRAM

1. Federal Lands Highway (FLH) Associate Administrator Files

a. Policy

Files include, but are not limited to, correspondence, directives, memoranda, briefing materials, reports, speeches, research material relating to a variety of FLH organization's issues, policy and procedural documents reviewed and signed by the FLH Associate Administrator. In addition, contacts with outside organizations, including Congress and other Federal agencies. The records document the high level activities for the FLH's Associate Administrator.

Date span: 1973 - present

Current volume in cubic feet: 1.5 cu ft

Annual volume accumulation in cubic feet: 0.06 cu ft

Disposition: Permanent. Cut off at end of fiscal year. Transfer to Federal records center (FRC) 5 years after cutoff. Transfer to National Archives and Records Administration (NARA) in 5 year blocks when 20 years old.

Justification: These files represent historical documents relating to the creation and periodic reorganization of the Federal Lands Highway Program office. The records document the very highest-level activities for the Federal Lands Associate Administrator.

b. Administrative

Files used for policy development, review, and update. Files include, but are not limited to, correspondence, directives, memoranda, briefing materials, reports, research materials relating to the development of a variety of administrative policies.

Disposition: Temporary. Cut off files at the end of the fiscal year. Destroy 5 years after cutoff.

2. Subject Files (specific)

a. Defense Access Roads (DAR)

These files are used for determining eligibility for funds, review, and update. Files include, but are not limited to, correspondence memoranda, briefing materials, reports, research materials relating to the evaluation and certification of the facilities as important to national defense.

Date span: 1952 - present.

Current volume in cubic feet: 2 cu ft

Annual volume accumulation in cubic feet: 0.05 cu ft

Disposition: Permanent. Cut off at end of fiscal year. Transfer to FRC 5 years after cutoff. Transfer to NARA in 5 year blocks when 20 years old.

Justification: These designations are many years old and are not available in electronic format. These copies are the only copies available. Primary reason for making these permanent is that once a route has been certified as a Defense Access Route, it is forever certified. That is, once the certification is received it is eligible for DAR funds. Since many of these designations are very old, it is crucial that we maintain these records in order to make funds available for improvements on these roads.

b. Forest Highway System Reports of Operations

The material consists of Reports to Committee on Roads by the House of Representatives and the Public Roads Administration, Federal Works Agency.

Date span: 1940 - 1959

Volume in cubic feet: 1 cubic foot

Annual volume accumulation in cubic feet: 0

Disposition: Permanent. Transfer to the NARA immediately upon approval of this schedule.

Justification: These reports date back to the Bureau of Public Roads and Park Road Program. These should be permanently archived as historical information. These are the only copies that exist.

c. Standard Specifications for Construction of Roads and Bridges on Federal Highway Projects (FP)

This publication has been maintained by this office since the 1940s and contains the standard specifications used on nearly all Federal Lands Highway construction projects. A procedure is now in place to continuously update these specifications. Whenever an update is considered, there is a question on background of the current specifications. This background material is kept in these files organized by Section or Subsection.

Date span: 1990 - present

Current volume in cubic feet: 4.13 cu ft

Annual volume accumulation in cubic feet: 0.12 cu ft

Disposition: Permanent. Cut off at end of fiscal year. Transfer to FRC 5 years after cutoff. Transfer to NARA in 5 year blocks when 20 years old.

Justification: These records pertain to the ongoing development of the Federal Land's standard specifications used for the construction of project on Federal and tribal lands. It's necessary to retain these documents in order to understand the historical perspective with which previous decisions were made regarding these standards.