

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-406-08-3	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 4/22/08	
1 FROM (Agency or establishment) U.S. Department of Transportation (DOT)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 (FHWA)			
3 MINOR SUBDIVISION Office of Professional and Corporate Development			
4. NAME OF PERSON WITH WHOM TO CONFER Danielle Mathis-Lee	5 TELEPHONE NUMBER (703) 235-0528	DATE 4/15/08	ARCHIVIST OF THE UNITED STATES <i>Allen Hunt</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 needed now for the business for 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 4/15/08	SIGNATURE OF AGENCY REPRESENTATIVE <i>Vitor S. Wagner</i>		TITLE 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 covers program records of the Office of Professional and Corporate Development (OPCD) and its National Highway Institute (NHI) maintained in the Washington Headquarters Office of the Federal Highway Administration (FHWA). This schedule supersedes SF 115 job number NC1-406-80-3, approved by the Archivist of the U.S. on August 27, 1980. Administrative records of this Office are covered by the FHWA Records Disposition Schedule for Washington Headquarters Administrative Files and the General Records Schedules (GRS).	NC1-406-80-3	

1.	<p>NHI Session Records Files. Files consist of Participant Registration Forms, Session Evaluation Forms, Sign-In Sheets and Session Rosters for Instructor-Led training sessions. NHI holds about 700 or more of these sessions globally (but primarily in the United States) a year. These records contain “sensitive and personal identifiable information” and require controlled access and handling to safeguard against a breach of information. (<i>Privacy Act of 1974 and the Federal Information Security Management Act of 2002 (FISMA)</i>)</p> <p>DISPOSITION: Cut off at end of fiscal year. Destroy 7 years after cutoff.</p>		
2.	<p>Eisenhower Transportation Fellowship Program Files. Files consist of background information, applications, evaluation forms, selection notification letters, grant agreements, and other information related to awarding Eisenhower Fellowships to students at U.S. accredited colleges and universities. The fellowships are to encourage students to pursue transportation education and research, and enter careers in transportation. These records contain “sensitive and personal identifiable information” and require controlled access and handling to safeguard against a breach of information (<i>Privacy Act of 1974 and the Federal Information Security Management Act of 2002 (FISMA)</i>)</p> <p>DISPOSITION: Cut off at end of fiscal year in which the agreement closes. Destroy 3 years after cutoff.</p>		
3.	<p>Garrett A. Morgan Technology and Transportation Education Files. Files consist of background information, applications, evaluation forms, assistance agreements, and other information related to awarding grants to State and local educational agencies. The grants are to conduct activities to improve elementary and secondary level students’ science, technology, engineering, and math (STEM) skills through transportation-related activities.</p> <p>DISPOSITION: Cut off at end of fiscal year. Destroy 3 years after cutoff.</p> <p>Transportation Education Development Pilot Program Files. Files consist of listings of grant applicants and progress reports from grant recipients.</p>		

4.	<p>DISPOSITION: Cut off at end of fiscal year. Transfer to FRC 3 years after cutoff. Destroy 7 years after cutoff.</p> <p>Local Technical Assistance Program Files. Files consist of funds allocation notices to FHWA Divisions, internal and external correspondence, congressional inquiries, agreements with internal and external organizations, program positions and determinations, and other material related to the office effort to plan and administer the FHWA program as related to the budget process in conformity with the DOT and the Office of Management and Budget (OMB) requirements.</p>		
5.	<p>DISPOSITION: Cut off at end of fiscal year. Transfer to FRC 3 years after cutoff. Destroy 7 years after cutoff.</p> <p>Tribal Technical Assistance Program Files. Files consist of copies of Local Technical Assistance Program (LTAP)-Tribal Technical Assistance Program (TTAP) Strategic Plan, and amendments, copies of LTAP-TTAP Program Roles and Responsibilities, and TTAP Center summary of program activities.</p>		
6.	<p>DISPOSITION: Temporary. Retain indefinitely until a determination has been made that all legal and administrative requirements have been met (including Cobell litigation). Destroy one year after determination.</p> <p>National Program Reviews and Evaluation Files. Files consist of National Program Review results, reports, recommendations, supporting work-paper documents; follow-up and tracking of implementation actions; customer and partner survey results and reports; and other correspondence related to corporate efforts to improve programs, performance, and productivity.</p>		
7.	<p>DISPOSITION: Cut off at end of fiscal year in which the case is closed. Destroy 4 years after cut off.</p>		