

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-406-08-7	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 7/11/08	
1. FROM (Agency or establishment) 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Infrastructure, Office of Bridge Technology (HIBT)			
4. NAME OF PERSON WITH WHOM TO CONFER Ann Shemaka	5. TELEPHONE NUMBER 202-366-1575	DATE 6/11/09	ARCHIVIST OF THE UNITED STATES <i>Adrian Shorne</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>5</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 July 8, 2008	SIGNATURE OF AGENCY REPRESENTATIVE <i>Victor 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	National Bridge Inventory (NBI) System The NBI system is one of FHWA's mission critical systems. It is a collection of bridge inventory and inspection data collected under the auspices of the National Bridge Inspection Standards, Title 23 USC Section 151 and 23 CFR 650C. The NBI also supports the requirements of the Highway Bridge Program, Title 23 USC Section 144, and 23 CFR 650D. The NBI follows specifications of the Recording and Coding Guide for the Structure Inventory and Appraisal of the Nation's Bridges. These standards are applicable to all highway bridges located on public roads. Data is collected from all 50 States, the District of Columbia, and Puerto Rico as well as Federal agencies which have bridges under their jurisdiction that are open to the public. Unit cost data pertaining to bridge replacement and rehabilitation, which is required to be collected by regulation, is also collected on an annual basis. A deficiency status is assigned to each bridge and an overall sufficiency rating calculated. Approximately 600,000 432-character bridge records are stored and maintained per year. The system contains data	New <i>Replaced by pen and ink change, following.</i> <i>James</i> <i>9/16/2014</i> <i>Revised for numbering error.</i> <i>James</i> <i>1/8/2015</i>	

HF 183 National Bridge Inventory (NBI) System. The NBI system is one of FHWA's mission critical systems. It is a collection of bridge inventory and inspection data collected under the auspices of the National Bridge Inspection Standards, Title 23 USC Section 144 and 23 CFR 650C. These standards are applicable to all highway bridges located on public roads. Data is collected from all 50 States, the District of Columbia, and Puerto Rico as well as Federal agencies and tribal governments which have bridges under their jurisdiction that are open to the public. Replacement cost data on structurally deficient bridges is required to be collected by regulation and is also collected on an annual basis. The NBI follows specifications of the Recording and Coding Guide for the Structure Inventory and Appraisal of the Nation's Bridges. Approximately 600,000 432-character bridge records are stored and maintained per year. The system contains data beginning in 1983. In addition, the NBI system interfaces with the Fiscal Management Information System (FMIS) in order to provide FMIS with valid bridge structure numbers for bridges eligible for Federal funding. Access to the system is controlled by FHWA's User Profile Access Control System (UPACS) system. (N1-406-08-7)

~~A. Input/Source Records:~~

- ~~1. Bridge Inspection data described in the Recording and Coding Guide for the Structure Inventory and Appraisal of the Nation's Bridges (see www.fhwa.dot.gov/bridge/bripub.htm).~~

~~Source: All States and Federal agencies.~~

~~Format: Electronic data file submittal.~~

~~DISPOSITION: Temporary. Delete after the information has been loaded into the master file and verified, or when no longer needed. (GRS 20, item 2).~~

[Source files are collected once each year. They are uploaded into the Oracle database (Master File). A State may choose to submit additional data files throughout the year. Files are stored on the server which is backed up nightly.]

Item 1. 2. Cost data related to bridge construction of structurally deficient bridges.

Source: All States.

Format: Direct data input into system.

DISPOSITION: **PERMANENT.** Transfer copy to NARA at the end of calendar year in accordance with NARA transfer instructions for permanent electronic web content records. Information will be posted on FHWA website at <http://www.fhwa.dot.gov/policy/publications.cfm>. (N1-406-08-7/1)

[Cost data is collected once each year. The data is entered directly into a table which has a partition for each year. The table on the server is backed up nightly. Retain all data year partitions indefinitely.]

Item 2

- B. **Master Files.** Collection of bridge inspection information from 1983 to current year is contained in the database. The Master File contains (1) Active Records (current year) and (2) Inactive Records (archived years).

DISPOSITION: **PERMANENT.** Cut off at the end of the calendar year. Transfer a copy of the master data file to NARA at the close of each calendar year, in accordance with 36 CFR 1235, Subpart C. (N1-406-08-7/2)

C. **Output Records.**

Item 3

1. Data tables and graphs for the Status of the Nation's Highways, Bridges and Transit: Conditions and Performance Report to Congress (biennial report required by law).
 - a. Record copy.

DISPOSITION: Temporary. Destroy/delete when no longer needed for business or administrative operations. [These are now maintained by the Office of Policy and Governmental Affairs (HPL). Reports posted at <http://www.fhwa.dot.gov/policy/olsp/reportspubs.cfm>] (N1-406-08-7/4)

Item 4

- b. All other copies.

DISPOSITION: Temporary. Destroy/delete when no longer needed for business or administrative operations. (N1-406-08-7/5)

~~D. **System Documentation.** Recording and Coding Guide for the Structure Inventory and Appraisal of the Nations Bridges (including all updates); see www.fhwa.dot.gov/bridge/bripub.htm. All NBI documentation, specifications, help text, and memos, reside on the FHWA LAN. The backup of this directory is subject to the file server backup procedures. A hard copy of the documentation is kept in the Information Technology Division (HAIM 40). The hard copy includes the following documents: System Overview, Functional Requirements, System Design, System Test Plan, Disaster Recovery Plan, Implementation Plan, Database Architecture, and Change Management.~~

DISPOSITION: **PERMANENT.** Transfer to the National Archives with the permanent electronic records to which the documentation relates (GRS 20, Item 11a(2)).