REQUEST FOR RECORDS DISPOSITION AUTHORITY	JOB NUMBER N1-406-09-7
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001	Date received 1/14/09
1 FROM (Agency or establishment) U S Department of Transportation	NOTIFICATION TO AGENCY
2 MAJOR SUBDIVISION Federal Highway Administration	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10
3 MINOR SUBDIVISION Office of Infrastructure	
4 NAME OF PERSON WITH WHOM TO CONFER Etta Oluyole / 5 TELEPHONE NUMBER 202-366-1551	DATE 07 Sept 11 / ARCHIVIST OF THE UNITED STATES

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 __31__ 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,

☒ is not required ☐ is attached, or ☐ has been requested

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
January 8, 2009 Revised 2/11/09, 8/20/09, 9/18/09,3/1/2011,3/16/11	Victor S Wagher *Victor S. Wagher*	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 Infrastructure maintained in the Washington Headquarters Office of the Federal Highway Administration (FHWA). This schedule supersedes, in part, SF 115 job numbers NC1-406-80-8, NC1-406-84-1, and N1-406-97-1, approved by the Archivist of the U S. on December 11, 1981, August 27, 1984, and March 28, 1997. Administrative records of this Office are covered by the FHWA Records Disposition Schedule for Washington Headquarters Administrative Files and the General Records Schedules (GRS) Items marked with an asterisk (*) may contain sensitive and/or personal identifiable information and require controlled access and handling to safeguard against a breach of information *(Privacy Act of 1974* and the *Federal Information Security Management Act of 2002)*	NC1-406-80-8 (in part); NC1-406-84-1, item 1, and N1-406-97-1, item 1	

1 NARA 1	**Associations – Technology Partners Files.** Files include correspondence, conference proceedings, meeting minutes, reports, and other information related to FHWA activities with various industry associations and technology partners such as AASHTO, AGC, APWA, ARTBA, ASCE, ATSSA, ITE, NACO, and TRB DISPOSITION Temporary Cut off at end of fiscal year Destroy 3 years after cutoff or when no longer needed for business purposes, whichever is later	NC1-406-80-8, item 19	
2 * 2	**Active Defense Project Files** Files contain similar types of material that are contained in all project files such as project agreements, copies of correspondence, contracts, and related material DISPOSITION Temporary Place in inactive file upon completion of project Cut off inactive file at end of fiscal year Destroy 3 years after cutoff	NC1-406-80-8, item 3	
3 * 3	**Administrative Files** Files include personnel files (position descriptions, time and attendance cards, requests for personnel actions), training information (requests for training, records of personnel involved in training), travel vouchers and travel orders, budget estimates, internal reports, progress reports, and highlights DISPOSITION Temporary Cut off at end of fiscal year Destroy 6 years after cutoff	NC1-406-80-8, item 4	
4 4	**Annual Inspection Reports** Annual reports prepared by the States and reviewed by Headquarters concerning the State highway agency's construction program DISPOSITION Temporary Cut off at end of fiscal year Destroy 3 years after cutoff	NC1-406-80-8, item 7	
5 a 5	**Asphalt Research Files** Background materials pertaining to the use of asphalt emulsions in lieu of cutback asphalt as well as guidelines put out by the Environmental Protection Agency (EPA) to all States on asphalt emulsions DISPOSITION Temporary Destroy in agency when superseded or obsolete	NC1-406-80-8, item 8	

b 6	Materials related to joint efforts between the Transportation Research Board, FHWA, industry and associates pertaining to research and studies on asphalt use in the construction of highways Files also contain conference and seminar notices, and training materials related to asphalt DISPOSITION Temporary Cut off at end of fiscal year Destroy 5 years after cutoff		
c 7	Correspondence related to technical assistance provided to the States on pavement failure caused by defective asphalt material Also contains material related to court cases on the same subject DISPOSITION Temporary Cut off at end of fiscal year Destroy 15 years after cutoff		
6 8	**Highway Bridge Program Files** These files include Congressional correspondence, correspondence with the field concerning bridge projects, proposals from the States for project funding, recommendations for funding, standards used in evaluating State proposals, and background information for the biannual reports submitted to Congress on this program (for record copies of reports, see item 88a) DISPOSITION Temporary Cut off at end of fiscal year Destroy 5 years after cut off	NC1-406-80-8, item 13	
7 9	**Borehole Camera Files** These files contain project and technical studies based upon pictures taken of various kinds of soils DISPOSITION Temporary Cut off at end of fiscal year Destroy 5 years after cutoff	NC1-406-80-8, item 14	
8	WITHDRAWN		
9 10	**Coast Guard Permit Files** Files contain correspondence received from State highway agencies pertaining to permits issued by the U S Coast Guard for navigational clearance of bridges over waterways DISPOSITION Temporary Cut off at end of fiscal year Destroy 3 years after cutoff	NC1-406-80-8, item 18	
10 11	**Compaction Files** Files consist of background papers, active projects, case studies, technical reports, and soil compaction evaluation reports pertaining to	NC1-406-80-8, item 20	

	the study of soil and rocks and their effect on the construction of highways and bridges DISPOSITION Temporary Destroy when project is 5 years old		
11 12	**Soil Project Files** Files consist of program evaluations, test summaries, slope stabilizers, wave equation rock fall, lateral load pertaining to soils, and correspondence to States and universities concerning their progress in soil programs DISPOSITION Temporary Place in inactive file upon completion or cancellation of project Cut off inactive file at end of fiscal year Destroy 3 years after cutoff	NC1-406-80-8, item 23	
12 13	**Cone Penetrometer Files** Files consist of studies, research, correspondence, and other information pertaining to the cone penetrometer plus a companion manual The cone penetrometer deals with the measuring of semisolids DISPOSITION Temporary Cut off at end of fiscal year Destroy 5 years after cutoff	NC1-406-80-8, item 24	
13 14	**Consultant Files** Files consist of information on consultants selected by the State highway departments and the criteria use in the selection DISPOSITION Temporary Cut off at end of fiscal year Destroy 3 years after cutoff or when no longer needed for business purposes, whichever is later	NC1-406-80-8, item 27	
14 15	**Coordination Files** Files consist of information on the coordination related to demonstration projects (innovative type of construction) Also includes background material and correspondence involving local agencies and private industry and the coordination between them and FHWA DISPOSITION Temporary Cut off at end of fiscal year Destroy 3 years after cutoff or when no longer needed for business purposes, whichever is later	NC1-406-80-8, item 32	
15 16	**Corps of Engineer General Permits** Files contain copies of Corps of Engineer general permits allowing State highway agencies to implement a range of water control actions The permits are valid until new standards have been developed/approved	NC1-406-80-8, item 33	

	DISPOSITION Temporary Cut off at end of fiscal year Destroy 3 years after cutoff or when no longer needed for business purposes, whichever is later		
16 17	**Correspondence Files** Files contain correspondence written to State highway agencies, field offices, external groups and labor organizations, and private citizens which relate to and/or answers questions concerning the functions of projects that the office is involved in DISPOSITION Temporary Cut off at end of fiscal year Destroy 3 years after cutoff	NC1-406-80-8, item 34	
17	WITHDRAWN		
18 18	**Deflections.** Files consist of project records related to the vertical and lateral depths measurements of the movement of soil and rocks DISPOSITION Temporary Cut off at end of fiscal year Destroy 5 years after cutoff	NC1-406-80-8, item 40	
19	WITHDRAWN		
20 * 19	**Department of Defense Certifications** Files contain certifications by the Department of Defense of specific projects that are important to the national defense and should be funded accordingly Also contain original program documents identifying the amount and scope of the projects The official file copies of this material are maintained in the field DISPOSITION Temporary Cut off at end of fiscal year Destroy 3 years after cutoff or when no longer needed for business purposes, whichever is later	NC1-406-80-8, item 42	
21 20	**Drainage and Filtration Files** Files consist of case studies on drainage systems and filtration of drainage systems DISPOSITION Temporary Cut off at end of fiscal year Destroy 10 years after cutoff	NC1-406-80-8, item 47	
22 21	**Dredge Material Files** Files consist of correspondence, technical case studies, projects and research on types of dredge materials such as sludge and the equipment used in the dredging process DISPOSITION Temporary Cut off at end of fiscal year Destroy 3 years after cutoff	NC1-406-80-8, item 48	

23 22	**Earthquake Files.** Files consist of projects, case studies, computer programs and correspondence pertaining to earthquakes DISPOSITION Temporary Cut off at end of fiscal year Destroy 5 years after cutoff	NC1-406-80-8, item 49	
24 23	**Embankments Files** Files consist of project materials, research studies, and general correspondence pertaining to cuts and fills such as sand, rocks, sawdust and shale material Also included are special reports on the need for special equipment used in the construction of embankments, movement and stability of embankments, and case studies in the failure of embankments DISPOSITION Temporary Cut off at end of fiscal year Destroy 5 years after cutoff	NC1-406-80-8, item 52	
25 24	**Energy Conservation Files.** Files consist of correspondence and studies on ways to save energy in relationship to the materials used in construction and highway maintenance DISPOSITION Temporary Cut off at end of fiscal year. Destroy 5 years after cutoff	NC1-406-80-8, item 61	
26 25	**Engineering Fabrics Files** Files consist of correspondence on all types of fabrics related to soil and rocks DISPOSITION. Temporary Cut off at end of fiscal year Destroy 3 years after cutoff or when no longer needed for business purposes, whichever is later	NC1-406-80-8, item 62	
27 26	**Equipment Management Files** Files consist of correspondence, related background material and reports instructing the States in better management, purchasing and overall usage of construction equipment DISPOSITION Temporary Cut off at end of fiscal year Destroy 3 years after cutoff or when no longer needed for business purposes, whichever is later	NC1-406-80-8, item 64	
28 27	**Essential/Vital Records Files** Files contain correspondence concerning the Essential and Vital Records Program DISPOSITION Temporary Cut off at end of fiscal	NC1-406-80-8, item 65	

	year Destroy 3 years after cutoff		
29 28	**Evaluation Files** Files consist of laboratory work done by the National Bureau of Standards and their evaluation on all State highway work using material such as asphalt and concrete Also contain reports and reviews by FHWA on the material DISPOSITION Temporary Cut off at end of fiscal year Destroy 5 years after cutoff	NC1-406-80-8, item 66	
30 29	**Exploration and Instrumentation Files** Files consist of project and general correspondence on soil instrumentation, bridges, embankments and cuts as well as procedures used in the instrumentation program, information about manufacturer's equipment, and price specifications DISPOSITION Temporary Cut off at end of fiscal year Destroy 5 years after cutoff	NC1-406-80-8, item 68	
31 30	**Field Trip Reports** Files contain reports made by FHWA engineers on reviews that they have made in the divisions on the ongoing State highway construction projects DISPOSITION Temporary Cut off at end of fiscal year Destroy 3 years after cutoff	NC1-406-80-8, item 76	
32 *	**Foreign Country Files** Files consist of material on FHWA's participation in committees that serve as a forum for the international exchange of information, FHWA operations in foreign countries, and FHWA's funding of and/or involvement in construction of highways and training of highway department personnel abroad For each country, records include copies of the agreement by which the project was established, financial accounting documents, budget correspondence, organizational information and lists of participating foreign officials, minutes of meetings between U S and foreign officials, procurement documentation, personnel records, operational directives, records of telephone conversations, billing correspondence, incidental articles about the projects, and end of tour reports	NC1-406-84-1, item 1, NC1-406-80-8, items 25, 89, 90, and 114	
a 31	Records providing substantive documentation of significant actions taken during the course of projects, including agreements, budget records, minutes of meeting, records of telephone conversations, operational directives, articles about		

	the project, final or end of tour reports, and other similar material DISPOSITION **PERMANENT.** Place in inactive file on completion of project Cut off inactive file at end of fiscal year (1) <u>If paper</u> Transfer to FRC 10 years after cutoff Transfer to National Archives in 5-year blocks 15 years after cutoff (2) <u>If electronic</u> Transfer to National Archives 5 years after cutoff, in accordance with 36 CFR 1235		
b * 32	Records documenting administrative functions, including financial accounting documents, billing correspondence, procurement records, personnel records, and other similar materials DISPOSITION Temporary Place in inactive file on completion of project Cut off inactive file at end of fiscal year (1) <u>If paper</u> Transfer to FRC 10 years after cutoff Destroy 15 years after cutoff (2) <u>If electronic</u> Delete 15 years after cutoff		
33 33	**Frost Heave Files** These files consist of project, case studies and results from tests on the freezing and thawing of soil. Included also are evaluations of frost and its effects on highway construction DISPOSITION Temporary Cut off at end of fiscal year Destroy 5 years after cutoff	NC1-406-80-8, item 80	
34 34	**General Permits Files.** These files contain copies of correspondence, general laws and regulations, and background materials pertinent to Corps of Engineer dredge and fill permits, and Coast Guard navigation clearances Also include the memoranda of agreement between FHWA and these agencies DISPOSITION Temporary Cut off at end of fiscal year Destroy 5 years after cutoff	NC1-406-80-8, item 81	
35 35	**Geographical Exploration Files** These files consist of reference information on earth resistivity and soil tests DISPOSITION Temporary Cut off at end of fiscal	NC1-406-80-8, item 82	

	year Destroy 5 years after cutoff		
36 36	**Grouting Files** Files consist of projects and correspondence pertaining to grouting materials used in highway construction, including design and grouting equipment manuals DISPOSITION Temporary Cut off at end of fiscal year Destroy 5 years after cutoff	NC1-406-80-8, item 83	
37 37	**National Pool Funds (HPR)** Files consist of construction management system design instructions for the States and related background material (bids, proposals, and evaluations) DISPOSITION Temporary Cut off at end of fiscal year Destroy 5 years after cutoff	NC1-406-80-8, item 85	
38 * 38	**Human Factor Approach - Demonstration Project Files** Files consist of documented funds appropriated for research and development of demonstration projects where FHWA enters into an arrangement with States (cooperative efforts) using 100 percent Federal money Files also include studies involving psychologists who use the human element as a factor in the research portion of the project DISPOSITION Temporary Place in inactive file after evaluation and completion of report Cut off inactive file at end of fiscal year Destroy 4 years after cutoff	NC1-406-80-8, item 86	
39 39	**Insitu Shear Devices Files.** Files include projects, correspondence, and technical material pertaining to the measurement of soil properties and depth DISPOSITION Temporary Cut off at end of fiscal year Destroy 5 years after cutoff	NC1-406-80-8, item 87	
40 40	**Interagency Committee Files** Files consist of projects and reports produced by interagency committees in which FHWA personnel were members Included are copies of minutes, reports, agenda, background material for reports, agendas, working papers, and correspondence DISPOSITION Temporary Cut off at end of fiscal year Destroy 3 years after cutoff or when no longer needed for business purposes, whichever is later	NC1-406-80-8, items 88 and 107	

41	**Interstate Highways Files**	NC1-406-80-8, item 2	
a 41	**Access Interchange Files** Files consist of requests from States for approval to construct interchanges on completed sections of the Interstate system Files consist of State requests and justifications, correspondence from the field offices, and analysis and recommendations of FHWA DISPOSITION Temporary Place in inactive file upon interchange completion Cut off at end of fiscal year Destroy 3 years after cutoff or when no longer needed for business purposes, whichever is later		
b 42	**Interstate Cost Studies** Studies and cost comparisons between estimates and actual cost of interstate construction DISPOSITION **PERMANENT** Affiliated with Interstate Cost Estimates, disposition authority N1-406-06-1, item 1 (1) <u>If paper</u> Cutoff at end of fiscal year Transfer to National Archives 3 years after cutoff (2) <u>If electronic</u> Cutoff at end of fiscal year Transfer to National Archives 3 years after cutoff, in accordance with 36 CFR 1235	NC1-406-80-8, item 91	
c 43	**Interstate System Status Maps** Route maps prepared by FHWA field offices showing changes in the status of the interstate system Included on the maps are descriptions of the segments and of the cost of completing the segments The maps are kept as an ongoing record of the present status of the system Submitted to Headquarters on an "as needed" basis, the maps show interstate route numbering, changes in alignment, and changes in urban area boundaries DISPOSITION **PERMANENT** Affiliated with Interstate Cost Estimates, disposition authority N1-406-06-1, item 1 (1) <u>If paper</u> Cutoff at end of fiscal year. Transfer to National Archives 3 years after cutoff (2) <u>If electronic</u> Cutoff at end of fiscal year Transfer to National Archives 3 years after cutoff, in accordance with 36 CFR 1235	NC1-406-80-8, item 93	
d	**Monthly/Yearly Status of the Mileage of the**	NC1-406-80-8,	

	Interstate System. Information used as a record of monthly changing status of the interstate system for press releases and in a yearly status report on the interstate. Revised reports are submitted by FHWA field offices to Headquarters on an "as needed" basis. The yearly compilation of mileage cost and system designation information serves as a record of the annual development of the interstate highway program by year and State. (1) **Monthly data**. DISPOSITION: Temporary Cut off at end of fiscal year. Destroy 3 years after cutoff or when no longer needed for business purposes, whichever is later. (2) **Annual compilations**. DISPOSITION: **PERMANENT**. Affiliated with Interstate Cost Estimates, disposition authority N1-406-06-1, item 1. (a) <u>If paper:</u> Cutoff at end of fiscal year. Transfer to National Archives 3 years after cutoff. (b) <u>If electronic:</u> Cutoff at end of fiscal year. Transfer to National Archives 3 years after cutoff, in accordance with 36 CFR 1235.	item 103.	
44 45			
42 46	**Instrumentation Files**. Files relate to the operation and purchase of various instruments used in aerial surveys and photogrammetry. Files also include the justification for use and purchase of the equipment. DISPOSITION Temporary. Cut off at end of fiscal year. Destroy 3 years after cutoff.	NC1-406-80-8, item 94.	
43 47	**Legislative Files**. Files contain documented comments on legislation where FHWA is the lead agency or is submitting comments on legislation affecting FHWA policy. Files also contain related reports and correspondence to Congress. DISPOSITION: Temporary. Destroy 1 year after enactment of legislation.	NC1-406-80-8, item 95.	
44 48	**Limestone Sinkholes Files**. Files contain projects, technical data and related material on subsurface	NC1-406-80-8, item 96.	

	cavities in limestone (sinkholes). Files also include studies on State projects and their problems on sinkholes and how to correct them. DISPOSITION: Temporary. Cut off at end of fiscal year. Destroy 5 years after cutoff.		
45. 49	**Management Reviews**. Files consist of reviews by FHWA in State highways and field offices pertaining to soil and foundation programs, correspondence and comments on soil and rocks. DISPOSITION Temporary. Cut off at end of fiscal year. Destroy 5 years after cutoff.	NC1-406-80-8, item 97	
46 50	**Moisture Density Files**. Files consist of projects and reference material pertaining to the measuring of water contents and weight of soil and rock material. DISPOSITION: Temporary. Cut off at end of fiscal year Destroy 5 years after cutoff.	NC1-406-80-8, item 101.	
47 51	**Copies of Field Reports**. Files contain copies of reports from the field for the Administrator and Federal-aid projects in the States. DISPOSITION: Temporary. Cut off at end of fiscal year. Destroy 1 year after cutoff.	NC1-406-80-8, item 102.	
48 52	**Nationwide Drainage Review**. Files consist of reviews of State compliances with FHWA policy on drainage including recommendation on how States can upgrade their drainage system. These files document State drainage practices and systems and are of semi-historical value as a record on the progress of these systems in 5 year intervals. DISPOSITION: Temporary. Cut off at end of fiscal year. a If paper· Transfer to FRC 5 years after cutoff. Destroy 30 years after cutoff. b If electronic: Delete 30 years after cutoff.	NC1-406-80-8, item 109.	
49 53	**Organization Files**. Files contain office organization records, meetings, program emphasis area, working files, and related correspondence. DISPOSITION: Temporary. Cut off at end of fiscal year. Destroy 3 years after cutoff	NC1-406-80-8, item 113.	

50 54	**Pavements Files**. Files contain pavement case studies and projects, i.e. tests of soil used in pavements and soil mechanics related to pavements. DISPOSITION: Temporary. Cut off at end of fiscal year. Destroy 5 years after cutoff.	NC1-406-80-8, item 115.	
51 55	**Permanent Soil Anchors Files**. Files contain project and technical information and correspondence concerning the methods used in the U.S. and European countries for permanently anchoring soil. DISPOSITION: Temporary Cut off at end of fiscal year. Destroy 5 years after cutoff.	NC1-406-80-8, item 116.	
52	WITHDRAWN		
53 56	**Piezometers Files**. Files consist of project and reference materials pertaining to the measuring of water pressure in soils, and evaluations and studies on the effect of water pressure in the soil DISPOSITION: Temporary. Cut off at end of fiscal year. Destroy 5 years after cutoff	NC1-406-80-8, item 118.	
54	**Process Review Files**		
a 57	**Experimental Project Reviews**. Files contain reviews made by Headquarters personnel of experimental projects conducted in the field. These are reviews of field office files and in some instances those of the States. DISPOSITION: Temporary. Cut off at end of fiscal year Destroy 3 years after cutoff	NC1-406-80-8, item 122.	
b 58	**Field Office Reviews.** Files contain reviews made by Headquarters personnel of work processes of State DOT's. DISPOSITION: Temporary. Cut off at end of fiscal year Destroy 3 years after cutoff.	New	
c 59	**State Project Review Files**. Files contain correspondence with State highway agencies and final reports on studies that the State highway agencies have conducted to enhance or better manage their construction program. DISPOSITION: Temporary. Cut off at end of fiscal	NC1-406-80-8, item 155.	

	year Destroy 3 years after cutoff.		
55 * 60	**Program Security Information Files**. Files contain information on the maintenance of the FHWA security files. DISPOSITION: Temporary. Cut off at end of fiscal year. Destroy 3 years after cutoff.	NC1-406-80-8, item 124.	
56 61	**Clay Projects and Specifications**. Files consist of designs on various clays and organic clays, specifications and general technical procedures pertaining to clays. DISPOSITION: Temporary. Cut off at end of fiscal year. Destroy 3 years after cutoff or when no longer needed for business purposes, whichever is later.	NC1-406-80-8, item 126.	
57 62	**Quality Assurance Files**. Files contain information concerning construction associated with the assurance of a quality highway project. Files also include training courses, correspondence, copies of speeches and other related material. DISPOSITION: Temporary. Cut off at end of fiscal year. Destroy 3 years after cutoff.	NC1-406-80-8, item 128.	
58 63	**Rapid Testing Files**. Files contain correspondence and evaluations of methods used in material sampling and testing of soils, concrete and asphalt. DISPOSITION· Temporary. Place in inactive file upon completion of project Cut off inactive file at end of fiscal year Destroy 3 years after cutoff.	NC1-406-80-8, item 129.	
59	**Reference Files** These files contain copies of various reference materials (not scheduled elsewhere herein) on subjects of current or ongoing interest (publications, directives, pictures, correspondence, etc) **Official file copies are not to be place in these files nor are these files to be considered pending files where official files copies are kept on a tentative basis.		
a 64	**Company/Corporation Files.** Files consist of handout materials from companies that provide information on developments highway design (used as reference material). DISPOSITION: Temporary. Cut off at end of fiscal year. Destroy 3 years after cutoff or when no longer	NC1-406-80-8, item 22.	

	needed for business purposes, whichever is later.		
b 65	**External Agency Files**. Files consist of background, research, and correspondence material related to and used in technical work being done between FHWA and outside agencies. DISPOSITION: Temporary. Cut off at end of fiscal year. Destroy 3 years after cutoff.	NC1-406-80-8, item 70.	
c 66	**External Agency Program Guidance**. Files contain materials provided by the President, the Federal preparedness agencies, DOT, and others used in the development of directives and manuals. DISPOSITION: Temporary. Cut off at end of fiscal year. Destroy 3 years after cutoff.	NC1-406-80-8, item 71.	
d. 67	**All Other Reference Files.** DISPOSITION: Temporary. Cut off at end of fiscal year. Destroy 3 years after cutoff or when no longer needed for business purposes, whichever is later.	NC1-406-80-8, item 130.	
60 68	**Reinforced Concrete Files**. Files include materials on projects, technical information, and studies of the U.S. and European countries related to reinforced concrete piles for earth reinforcement. DISPOSITION: Temporary Cut off at end of fiscal year. Destroy 5 years after cutoff.	NC1-406-80-8, item 132.	
61 69	**Reinforced Earth Files**. Files contain project correspondence, technical information, specifications and patents on States using reinforced earth. Files also include reports on European studies in this area. DISPOSITION: Temporary. Cut off at end of fiscal year Destroy 5 years after cutoff.	NC1-406-80-8, item 133.	
62 70	**Reinforcement and Separation**. Files consist of FHWA case studies of States and their development of procedures and progress in the area of reinforcement and separation of soil and rocks Also included are copies of various university studies and background papers. DISPOSITION: Temporary. Cut off at end of fiscal year. Destroy 5 years after cutoff.	NC1-406-80-8, item 134.	
63. 71	**Tunnel Research Contract Files**. Files consist of	NC1-406-80-8,	

	correspondence, reports, and technical material pertaining to contracts awarded in the process of constructing tunnels. **Not official contract files. DISPOSITION: Temporary. Destroy in agency on completion of project.	item 136.	
64 72	**Research Projects**. Files contain correspondence, notes, minutes of meetings and progress reports on various ongoing research projects DISPOSITION: Temporary Place in inactive file upon completion of project. Cut off inactive file at end of fiscal year. Destroy 3 years after cutoff.	NC1-406-80-8, items 137 and 174.	
65 73	**River Basin Councils Files**. Files contain copies of reports and correspondence received in Headquarters from field engineers who are members of the River Basin Council. The Council focuses on water resources, and the files are used in monitoring their activities. DISPOSITION: Temporary. Cut off at end of fiscal year. Destroy 5 years after cutoff.	NC1-406-80-8, item 139.	
66 74	**Rock Mechanics Files**. Files consist of project and reference materials, design and case studies on rocks, anchors and bolts, blasting and pre-splitting rocks, and rock testing equipment and supplies. DISPOSITION: Temporary. Cut off at end of fiscal year. Destroy 5 years after cutoff.	NC1-406-80-8, item 141.	
67 75	**Segmental Bridge Files**. Files contain working papers, correspondence and plans related to various tests of bridges such as prestressed segmental and suspension bridges, their development and construction. DISPOSITION: Temporary. Place in closed case file after completion of construction. Cut off closed case file at end of fiscal year. Destroy 3 years after cutoff.	NC1-406-80-8, item 145.	
68 76	**Slope Stability**. Files contain projects, plans, specifications and documented case studies on the stabilization of slopes by drainage. Files also include slope designs and soil information. DISPOSITION: Temporary. Cut off at end of fiscal year. Destroy 5 years after cutoff.	NC1-406-80-8, item 148	

69 77	**Soil and Rock Properties**. Files consist of project, classification, and description materials pertaining to soil and rock series. Also included are studies made on consolidation and settlement soils and rocks, and studies, designs, and procedures on soft clay. DISPOSITION: Temporary. Cut off at end of fiscal year. Destroy 5 years after cutoff.	NC1-406-80-8, item 149.	
70 78	**Soil Stabilization**. Files consist of projects and technical data concerning the use of cements, asphalts and lime in soil to stabilize them for construction purposes. DISPOSITION: Temporary Cut off at end of fiscal year. Destroy 5 years after cutoff.	NC1-406-80-8, item 150	
71 79	**Specifications Correspondence**. Files contain copies of correspondence and the specifications on construction projects. **Field offices maintain the official project files. DISPOSITION: Temporary. Cut off at end of fiscal year Destroy 3 years after cutoff or when no longer needed for business purposes, whichever is later.	NC1-406-80-8, item 153.	
72 80	**State Bridge Review Summaries**. Files contain summaries of State bridge maintenance reviews Maintenance reports are submitted to Headquarters, and the bridge maintenance component is reviewed and summarized These files are kept for reports and reference. DISPOSITION: Temporary. Cut off at end of fiscal year. Destroy 5 years after cutoff	NC1-406-80-8, item 156.	
73 81	**Soil Reinforcement and Stone Columns Files**. Files contain project materials, correspondence, and related information on the U.S. and European countries' projects pertaining to soil reinforcement by installing rock piles in soft ground areas. Also included are designs, plans and specifications on stone columns. DISPOSITION: Temporary. Cut off at end of fiscal year. Destroy 5 years after cutoff	NC1-406-80-8, item 157.	
74. 82	**Pavement Subdrainage Files**. Files contain case studies, reports, and design manuals pertaining to the	NC1-406-80-8, item 158.	

	drainage problem of pavements. **This type of information is also available in the files on all States. DISPOSITION: Temporary. Cut off at end of fiscal year Destroy 5 years after cutoff.		
75 83	**Subject Files for Experimental Projects**. These files contain the correspondence, brochures, and evaluation of a project once the project is created. DISPOSITION: Temporary. Cut off at end of fiscal year. Destroy 3 years after cutoff or when no longer needed for business purposes, whichever is later.	NC1-406-80-8, item 159	
76 84	**Swelling Soils Files**. These files contain projects and technical data on shale rocks and the expansion or swellings in clay. The projects concern designing methods of eliminating the problem. DISPOSITION: Temporary. Cut off at end of fiscal year. Destroy 5 years after cutoff.	NC1-406-80-8, item 162.	
77 85	**Technology Transfer Files**. These files document coordination between field offices and Headquarters for testing and application of new technology in the area of highway construction. DISPOSITION Temporary. Cut off at end of fiscal year Destroy 3 years after cutoff or when no longer needed for business purposes, whichever is later.	NC1-406-80-8, item 166.	
78	~~**Training Courses**. These files contain training course materials developed by or for the office. Files include course materials such as PowerPoints, slides, class exercises, and other documentation. Examples of courses, including those at FHWA's National Highway Institute (NHI), are Principles of Writing Highway Construction Specifications (NHI #134001), Value Engineering Workshop (NHI #134005), Highway/Utility Issues (NHI #134006), Managing Highway contract Claims: Analysis and Avoidance (NHI #134037), Alternative Contracting (NHI #134058), Risk Management (NHI #134065), Addressing Uncertainty in Cost Estimating (NHI #134068), Contract Administration Core Curriculum (NHI #134077), and Basic Geometric Design.~~ ~~DISPOSITION: Temporary. Cut off at end of fiscal year. Destroy 5 years after cutoff.~~	NC1-406-80-8, item 171; GRS 1, item 29.	

79 86	**Training Films and Visual Aids (Asphalt and Concrete).** These files contain films and visual aids used in training sessions held by FHWA on asphalt and concrete material. DISPOSITION: Temporary. Cut off at end of fiscal year. Destroy 5 years after cutoff.	NC1-406-80-8, item 172.	
80 87	**Transportation Research Board (TRB) Committee Pavement Files.** These files contain research and studies by TRB committees on rigid pavement construction standards and evaluations DISPOSITION: Temporary. Cut off at end of fiscal year. Destroy 15 years after cutoff	NC1-406-80-8, item 173.	
81 88	**Tunnel and Bridge Construction Files.** These files contain studies, projects, and correspondence dealing with soil and rock problems that occur when constructing a bridge. DISPOSITION Temporary. Cut off at end of fiscal year Destroy 5 years after cutoff.	NC1-406-80-8, item 175.	
82 89	**Vertical Drains (Sand Drains) Files.** Files consist of projects, specifications, designs and construction pertaining to prefabricated vertical drains and FHWA methods of stabilizing sand drains which is necessitated by the weakening of soils by drainage. DISPOSITION: Temporary. Cut off at end of fiscal year. Destroy 5 years after cutoff.	NC1-406-80-8, item 180	
83. 90	**Vibrations Files.** These files document projects and reports concerning damage that is done in the course of constructing highways due to vibrations. DISPOSITION: Temporary Cut off at end of fiscal year. Destroy 5 years after cutoff.	NC1-406-80-8, item 181.	
84 91	**Waste Material Utilization.** These files contain documents concerning the use of waste materials such as fly ash in highway construction. DISPOSITION: Temporary. Cut off at end of fiscal year. Destroy 5 years after cutoff.	NC1-406-80-8, item 182.	
85 92	**National Bridge Inspection Standards (NBIS) Rulemaking Files.** These rulemaking files contain notices and advance notices of proposed rulemakings; comments received in response to notices; petitions	Derived from N1-406-97-1, item 1.	

	for rulemaking and consideration; denials of petitions and reconsideration; records of additional rulemaking proceedings; and final rules as published. DISPOSITION: **PERMANENT**		
a	If paper Transfer to FRC 3 years after close of file. Transfer to National Archives 10 years after close of file. [Annual accumulation is less than 1 cubic foot per year.]		
b	If electronic: Transfer to National Archives 5 years after close of file, in accordance with 36 CFR 1235.		
86 93	**Special Studies Files**. These files document special studies including transportation issues, enhancements, planning packages, highway financing, traffic safety, and other topics. Files include study papers, correspondence, legal reviews, briefings, proposals, and cooperative agreements DISPOSITION· Temporary. Cut off files at the end of the fiscal year in which the study was completed. Destroy 10 years after cutoff	New	
87 94	**Highways for LIFE – INNOVATOR Newsletter** This file contains the record copy of a newsletter published bi-monthly by the FHWA Highways for LIFE program and posted online for its audience of transportation professionals in highway agencies, trade and research groups, academia, the private sector, and the driving public. The newsletter contains reports and studies on different projects by the States on highway construction The newsletter is available at http //www.fhwa.dot.gov/hfl/innovator/. DISPOSITION: **PERMANENT.** Cut off at end of calendar year. Transfer electronic copies to National Archives 1 year after cutoff, in accordance with 36 CFR 1235	New	
88	**Policy Files.**		
a * 95	**Program Policy Files**. These files contain major policy developments, reviews, and updated information on Infrastructure programs Files include correspondence, directives, memoranda, briefing materials, reports, and research materials, as well as contacts information with outside organizations, including Congress and other Federal agencies.	New	

	DISPOSITION: **PERMANENT.** Cut off at end of fiscal year (1) <u>If paper:</u> Transfer to FRC 5 years after cutoff Transfer to National Archives 10 years after cutoff. [Annual accumulation is less than 1 cubic foot per year.] (2) <u>If electronic:</u> Transfer to National Archives 5 years after cutoff, in accordance with 36 CFR 1235.		
b. 96	**Administrative Policy Files.** These files contain administrative policy development, review, and updates Files include correspondence, directives, memoranda, briefing materials, reports, and research materials. DISPOSITION: Temporary. Cut off files annually. Destroy 5 years after cutoff.	New	
89	**Program Files** These files consist of, but are not limited to, policy, procedures, correspondence, legislative material, minutes of committee meetings, training material, fiscal documents, incoming mail, notes, requisitions, contract agreements, research material, feasibility studies from the field, reports, committees and conference material, seminars, meetings and conferences with other Agencies, general information from companies and corporations, and other data pertaining to the development, execution, and evaluation of the program.	NC1-406-80-8, item 123.	
a	**Federal-Aid Programs**		
97	(1) **Federal-Aid Annual Program Files.** These files are maintained for review of projects submitted to divisions from the States and approved by the divisions for funds spent in urban and rural highways and the utilization of all classes of highway construction funds provided under the provisions of the United States Code, Title 23 DISPOSITION: Temporary. Cut off at end of fiscal year. Destroy 5 years after cutoff.	NC1-406-80-8, item 72	
	(2) **Eligibility Determination Files.** Files consist of policies, Congressional inquiries, and related		

	papers on special situations of eligibility for funding of highway projects.		
98	(a) **Final Eligibility Determinations.** DISPOSITION: Temporary. Place in inactive file upon completion of project. Cut off at end of fiscal year. Destroy 3 years after cutoff or when no longer needed for business purposes, whichever is later.	NC1-406-80-8, item 51	
99	(b) **Other files** DISPOSITION· Temporary. Cut off at end of fiscal year. Destroy 3 years after cutoff.	New	
	(3) **Discretionary Funding Files.**		
100	(a) **Discretionary Primary Files** These files consist of general correspondence, Congressional inquiries, approvals, and correspondence with States pertaining to projects under discretionary funding. DISPOSITION: Temporary. Place in inactive file after funding approval. Cut off at end of fiscal year. Destroy 3 years after cutoff or when no longer needed for business purposes, whichever is later.	NC1-406-80-8, item 45.	
101	(b) **Interstate Maintenance Discretionary (IMD) Files.** These files consist of general correspondence, Congressional inquiries, approvals, and correspondence with States pertaining to the use of discretionary funding for resurfacing, restoration, rehabilitation and reconstruction (4R) on the Interstate System. DISPOSITION: Temporary. Place in inactive file after funding approval. Cut off at end of fiscal year. Destroy 3 years after cutoff or when no longer needed for business purposes, whichever is later.	New	
102	(c) **Ferry Boat Discretionary (FBD) Files.** These files consist of general correspondence, Congressional inquiries, approvals, and correspondence with States pertaining to the use of discretionary funding for the construction of ferry boats	New	

	and ferry terminal facilities. DISPOSITION: Temporary. Place in inactive file after funding approval. Cut off at end of fiscal year. Destroy 3 years after cutoff or when no longer needed for business purposes, whichever is later.		
103	(d) **Public Lands Highway (PLH) Discretionary Files**. These files contain correspondence, requests for funds, maps, approvals, and related documents pertaining to projects involving the use of discretionary funding for any kind of transportation project eligible for assistance under Title 23, United States Code, that is within, adjacent to, or provides access to Federal public land areas. DISPOSITION: Temporary. Place in inactive file after funding approval. Cut off at end of fiscal year. Destroy 3 years after cutoff or when no longer needed for business purposes, whichever is later.	NC1-406-80-8, item 127.	
104	(4) **Emergency Relief Program Files.** These files contain the determinations as to whether a particular State is eligible for emergency relief; information on allocation of funds; recommendations for areas to be awarded funds; and correspondence with field offices and other related material that is used to administer the program. DISPOSITION: Temporary. Cut off at end of fiscal year. (a) <u>If paper</u>: Transfer to FRC 5 years after cutoff. Destroy 10 years after cutoff. (b) <u>If electronic:</u> Delete 10 years after cutoff.	NC1-406-80-8, item 60.	
105	(5) **Legislated Projects**. These files contain information on projects specifically designated by Congress under various Public Laws, including: the Surface Transportation and Uniform Relocation Assistance Act (STURAA-1987): the Intermodal Surface Transportation Efficiency Act (ISTEA-1991), the Transportation Efficiency Act for the 21st Century (TEA-21-1998); the Safe, Accountable, Flexible, Efficient	NC1-406-80-8, item 41	

	Transportation Equity Act: A Legacy for Users (SAFETEA-LU – 2005); and other public laws. These may be referred to as "demonstration," "high-priority," or "earmark" projects. DISPOSITION: Temporary. Cut off at end of fiscal year. Destroy 3 years after cutoff or when no longer needed for business purposes, whichever is later.		
106	(6) **Appalachian Highway Development Program Files** These files consist of correspondence, requests for funds, maps, approvals, and related documents pertaining to the use of Appalachian Highway Development Program funds. DISPOSITION: Temporary. Cut off at end of fiscal year. (a) <u>If paper:</u> Transfer to FRC 5 years after cutoff. Destroy 10 years after cutoff. (b) <u>If electronic</u>: Delete 10 years after cutoff.	New	
107	(7) **Territory Files**. These files document Agency participation in highway programs of the territories. Included also are budget allocations, correspondence, and background information on the territorial programs. DISPOSITON· Temporary. Cut off at end of fiscal year. Destroy 3 years after cutoff or when no longer needed for business purposes, whichever is later.	NC1-406-80-8, item 167.	
108	(8) **Roadside Development Files**. These files document the development of symbols for highway development projects such as the Great River Road along the Mississippi River. DISPOSITION: Temporary. Place in closed case file when project is completed. Cut off closed case file at end of fiscal year. (a) <u>If paper</u> Transfer to FRC 5 years after cutoff. Destroy 10 years after cutoff. (b) <u>If electronic</u>: Delete 10 years after cutoff.	NC1-406-80-8, item 140.	

b	**Pre-Construction Program Files.**	New		
109	(1) **Utility Program.** These files include but are not limited to policies on accommodation, relocation, and telecommunications, correspondence activities of the AASHTO Subcommittee on Right-of-Way and Utilities, international scanning tours, and issues that may arise from the FHWA Division offices. DISPOSITION: Temporary. Cut off at end of fiscal year. Destroy 5 years after cutoff.	New		
110	(2) **Value Engineering Program.** These files include summary reports from Division offices, transmittal information to the Office of the Secretary of Transportation (OST), and background information for the State Departments of Transportation (State DOTs). DISPOSITION: Temporary. Cut off at end of fiscal year. Destroy 5 years after cutoff	New		
	(3) **Awards Programs.** These files contain award criteria, distribution lists, correspondence, entries, supporting documentation, lists of judges, final rankings, and award winners.	New		
111	(a) **Excellence in Highway Design Awards.** Recognizes sound decision making employed to overcome challenges and maximize opportunities in the planning, development, and implementation of highway improvement projects. DISPOSITION: Temporary. Place in closed case file upon project completion. Cut off closed case file at end of fiscal year. 1 <u>If paper:</u> Transfer to FRC 5 years after cutoff. Destroy 10 years after cutoff. 2 <u>If electronic:</u> Delete 10 years after cutoff.	New		
112	(b) **Utility Relocation and Accommodation Excellence Awards.** Recognizes outstanding innovations that significantly advance the practice of utility relocation or accommodation DISPOSITION: Temporary. Place in closed	New		

	case file upon project completion. Cut off closed case file at end of fiscal year. 1 If paper: Transfer to FRC 5 years after cutoff Destroy 10 years after cutoff. 2 If electronic: Delete 10 years after cutoff.		
90	**Project Files.**	NC1-406-80-8, items 125 and 135.	
a 113	**Project Files (specific).** These files are used to monitor and/or carry out Federal-Aid highway projects approved and funded by the Agency. Files may include, but are not limited to, general correspondence, charts, brochures, articles, news releases, statistical data, notes, reports, regulations, project proposals, preliminary studies, justifications, approvals, specifications, designs, maps, drawings, financial documents, change orders, draft background material, questionnaires, summaries and other documents, and interim and final reports. DISPOSITION: Temporary. Cut off files at the close of the project (1) If paper: Transfer to FRC after cutoff Destroy 10 years after cutoff. (2) If electronic: Delete 10 years after cutoff.		
b 114	**Background Files** These files contain general information about projects (e.g. financial plans prepared by State DOTs, project descriptions submitted by States), used for planning and/or evaluation purposes. DISPOSITION: Temporary. Cut off files annually. Destroy 5 years after cutoff.		
91	**Subject Files.**	New	
a. 115	**Subject Files (program).** These files are arranged alphabetically by topic or name (of individual, project, or program). These files contain, but are not limited to, correspondence, Agency policy and guidance, regulations, brochures, newsletters, internal memoranda, e-mail messages, journal articles, news clippings, briefing materials, reports, and research materials. DISPOSITION: Temporary. Cut off files annually.		

	(1) If paper: Transfer to FRC after cutoff. Destroy 10 years after cutoff. (2) If electronic: Delete 10 years after cutoff.		
b 116	**Stewardship/Oversight Files**. These files contain materials on Risk Management and Stewardship/Oversight. DISPOSITION: Temporary. Cut off files annually. (1) If paper: Transfer to FRC after cutoff. Destroy 10 years after cutoff. (2) If electronic: Delete 10 years after cutoff	New	
c	**Federal Aid Program Subject Files.**	New	
	(1) **Construction Costs.**		
117	(a) **Bid Price and Highway Construction Factors.** Data includes documentation submitted by contractors, tabulations of bid prices, material and labor cost estimates, related correspondence, and background information for publication. DISPOSITION: Temporary. Cut off at end of fiscal year. 1 If paper: Transfer to FRC 2 years after cutoff. Destroy 5 years after cutoff. 2 If electronic: Delete 5 years after cutoff.	NC1-406-80-8, item 10.	
118	(b) **Bid-Price Reports**. Files contain reports on the average bids for all highway contracts, average estimates, and the disparity between bid estimates and engineering estimates. DISPOSITION: Temporary. Place in inactive file after completion of project. Cut off inactive file at end of fiscal year. 1 If paper: Transfer to FRC 2 years after cutoff Destroy 12 years after cutoff. 2 If electronic: Delete 12 years after cutoff.	NC1-406-80-8, item 11.	

119	(2) **Local Public Agency Issues.** Files may contain, but are not limited to, correspondence, Agency policy and guidance, regulations, internal memoranda, documented e-mail messages, briefing materials, reports, research materials, and action plans. DISPOSITION: Temporary. Cut off files annually (a) <u>If paper:</u> Transfer to FRC 5 years after cutoff. Destroy 10 years after cutoff. (b) <u>If electronic.</u> Delete 10 years after cutoff.	New	
120	(3) **Project Authorizations/Agreements.** Files may contain, but are not limited to, correspondence, Agency policy and guidance, regulations, internal memoranda, documented e-mail messages, briefing materials, reports, and research materials. DISPOSITION: Temporary. Cut off files annually (a) <u>If paper:</u> Transfer to FRC 5 years after cutoff. Destroy 10 years after cutoff. (b) <u>If electronic:</u> Delete 10 years after cutoff.	New	
	(4) **Toll Agreements** These files include, but are not limited to, executed toll agreements, approved toll applications, related correspondence, charts, notes, reports, regulations, project proposals, preliminary studies, justifications, approvals, specifications, designs, maps, drawings, financial documents, background material, summaries and other documents, interim and final reports, and pending or rejected toll pilot applications.	New	
121	(a) **Executed Toll Agreements.** DISPOSITION: Temporary. Place in inactive file when superseded or terminated. Cut off at end of fiscal year. Destroy 3 years after cutoff.		
122	(b) **Rejected Toll Agreements.** DISPOSITION: Temporary. Place in		

	inactive file. Cut off at end of fiscal year. Destroy 3 years after cutoff.		
123	(c) **General Information.** DISPOSITION: Temporary. Place in inactive file when superseded or terminated. Cut off at end of fiscal year. Destroy 3 years after cutoff.		
d	**Pre-Construction Subject Files.**		
124	(1) **Geometric Design Files.** These files include subtopics such as design standards, design speed, design vehicle, horizontal clearance/clear zone, lane widths, super elevation, HOV facilities, rest areas, pedestrian/bicycle accommodations, park and ride facilities, and horizontal and vertical alignment. DISPOSITION: Temporary. Place in inactive file when superseded or terminated. Cut off at end of fiscal year. Destroy 3 years after cutoff.	New	
125	(2) **Bicycle Pedestrian Issues.** These files include the design of bicycle/pedestrian facilities, and Americans with Disabilities Act requirements. DISPOSITION: Temporary. Place in inactive file when superseded or terminated. Cut off at end of fiscal year. Destroy 3 years after cutoff.	New	
126	(3) **Utility Files.** These files include background materials for the development of special projects in urban problem areas and the development of utility accommodation policy for the Federal Government. This information is used to formulate new directives. DISPOSITION. Temporary. Place in inactive file after project is approved. Cut off inactive file at end of fiscal year. Destroy 3 years after cutoff.	NC1-406-80-8, items 178 and 179.	
e	**Contract Administration Subject Files.**	NC1-406-80-8, item 111.	
127	(1) **Occupational Health and Safety Files.** These files contain correspondence, working papers, and background material related to FHWA implementation of regulations issued by the		

	Occupational Safety and Health Administration (OSHA) and other regulatory agencies. Regulations concern construction and maintenance safety. DISPOSITION: Temporary. Cut off at end of fiscal year. (a) <u>If paper</u> Transfer to FRC 5 years after cutoff. Destroy 8 years after cutoff. (b) <u>If electronic:</u> Delete 8 years after cutoff.		
128	(2) **All Other Files**. These files pertain to topics such as Buy America, Contractor Claims, Design-Build Regulations, DBE contract Provisions, Electronic Contracting, Incentive/Disincentive Clauses, Innovative Contracting (including design/build), Special Experimental Project No. 14 (SEP-14) Warranty/Guarantee provisions, Labor Compliance, Patented and Proprietary Products, and Suspension/Debarments. DISPOSITION: Temporary. Place in inactive file when superseded or terminated. Cut off at end of fiscal year. Destroy 3 years after cutoff.	New	
f 129	**Major Projects Subject Files**. These files contain materials on Project Management, Cost Estimating, Best Practices, Financial Plans, Lessons Learned, Technology Deployment, and Dashboard Measures. DISPOSITION: Temporary. Cut off files annually. (1) <u>If paper</u>: Transfer to FRC after cutoff. Destroy 10 years after cutoff. (2) <u>If electronic</u>· Delete 10 years after cutoff.	New	
92 130	**Manuals and Program Guides.** These files include working drafts and final copies of various manuals and program guides developed by HIF, including: Emergency Relief Manual; A Guide to the Federal-Aid Highway Emergency Relief Program; A Guide to Federal-Aid Programs and Projects; Program Guide – Utility Relocation and Accommodation on Federal-Aid Highway Projects; Contract Administration Core Curriculum Manual and Users guide; and Manual for Oversight Managers DISPOSITION: Temporary. Retain in Agency. Place in inactive file when superseded or terminated.	New	

	Cut off at end of fiscal year. Destroy 3 years after cutoff.		
93	WITHDRAWN.		