

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-406-09-22	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 8/24/09	
1 FROM (Agency or establishment) U S 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Federal-Aid Divisions (Field Offices) – Research & Technology Functions			
4 NAME OF PERSON WITH WHOM TO CONFER Victor S Wagher	5 TELEPHONE NUMBER 202-366-6672	DATE 8 FEB 11	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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>4</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 August 7, 2009	SIGNATURE OF AGENCY REPRESENTATIVE <i>Victor S. Wagher</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 Research and Technology records of the Federal-Aid Divisions (field offices) of the Federal Highway Administration (FHWA) This schedule supersedes SF 115 job numbers NC1-406-85-9, and NC1-406-85-6 (portions), approved by the Archivist of the U S on November 13, 1986.		

1	<p>Asphalt and Pavement Research Files. Correspondence, projects coordination of the drafts with the State on joint repairs, and other data on subjects such as recycling, workshop design concepts, etc, which concern construction techniques, and design and maintenance of pavements</p> <p>DISPOSITION Cut off files at end of fiscal year Destroy 5 years after cutoff</p>	NC 1-406-85-9/2, NC1-406-85-9/8	
2	<p>Completed Statewide Planning Research (SPR) Contract Files. Completed contracts, final reports and related background material on contract work that had been done under SPR contract</p> <p>DISPOSITION Place in inactive file after completion of contract Cut off inactive file at end of fiscal year Destroy 3 years after cutoff</p>	NC1-406-85-9/3	
3	<p>Delineation (Signing and Pavement Marking) Files. Correspondence, contracts, reports, and coordinations that relate to paint striping, breakaway barricades, pavement marking materials, pavement marker removal, grooved striping, permanent and temporary signing, and other surface preparations</p> <p>DISPOSITION Cut off at end of fiscal year Destroy 5 years after cutoff.</p>	NC1-406-85-9/4	
4	<p>Statewide Planning Research Files. Reviews and comments, technical data, studies, drafts, minutes of meetings, background material, budget estimates, monthly narrative and expenditure reports, equipment listings, final reports, approval letters, and correspondence pertaining to highway construction studies and other related documents pertaining to the operations and appropriation of funds Include initial proposals from States, work plans, general correspondence, and project statements for all States</p>	NC1-406-85-9/6, NC1-406-85-9/7	
a	<p>Approval letters and final reports</p> <p>DISPOSITION Transfer to FRC when final reports are made Destroy 5 years after final report is made</p>		
b	<p>All other materials</p> <p>DISPOSITION Destroy when no longer needed for business needs</p>		

5	<p>Research Correspondence. Correspondence documenting the interpretation, administration, and execution of the various research and development functions of the Federal-aid highway program, including the technology transfer program and demonstration projects, and information concerning the projects offered</p> <p>DISPOSITION Cut off files at end of fiscal year Destroy 3 years after cutoff</p>	NC1-406-85-9/10	
6	<p>Research Projects. Individual research projects being administered by the State highway agency and funded by Federal funds Correspondence, copies of agreements, progress reports, draft reports, and final reports are included</p> <p>DISPOSITION Transfer to FRC 5 years after reports are completed Destroy when 10 years old</p>	NC1-406-85-9/11	
7	<p>Recycling and Reuse (Formerly Waste Material Utilization). Files concerning the use of waste material such as fly ash in highway construction</p> <p>DISPOSITION Cut off at end of fiscal year Destroy 5 years after cutoff</p>	NC1-406-85-9/12	
8	<p>Transportation Pooled Fund Studies Includes correspondence relating to fund transfers, transfer forms, lead agency letters and memos, and transfer request emails related to state highway agency requests for transferring SPR funds to sponsoring agencies</p> <p>DISPOSITION Cut off at end of fiscal year in which the contract is completed Destroy 10 years after cutoff</p>	New	
9	<p>Local Technical Assistance Program (LTAP) Files Include correspondence relating to the annual work program for LTAP, State highway agency annual LTAP work program submittals, and Division approval letters</p> <p>DISPOSITION Cut off at end of fiscal year Destroy 5 years after cutoff</p>	New	