

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-406-90-002

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Explanation / Description:

N1-406-90-002 / 1 was the only active item for this schedule and has been superseded by DAA-0406-2020-0004-0001

Date Reported: 12/19/2022

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

## REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-406-90-2

DATE RECEIVED

8/20/90

TO: GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (Agency or establishment)

Department of Transportation

2. MAJOR SUBDIVISION

Federal Highway Administration

3. MINOR SUBDIVISION

Federal-Aid Division

4. NAME OF PERSON WITH WHOM TO CONFER

Earl Coles

5. TELEPHONE EXT.

366-9084

DATE

12/1/92

ARCHIVIST OF THE UNITED STATES

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of \_\_\_\_\_ 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 Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: ☒ is attached; or ☐ is unnecessary.~~has been requested.~~

B. DATE

8/14/90

C. SIGNATURE OF AGENCY REPRESENTATIVE

D. TITLE

Chief, Organization and Management  
Programs Division7.  
ITEM  
NO.8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)9. GRS OR  
SUPERSEDED  
JOB  
CITATION10. ACTION  
TAKEN  
(NARS USE  
ONLY)

SEE 2 ITEMS ATTACHED

Copies sent to agency, NSR, NN-W, NNT, NCE, NIA 12/1/92

Item /

Series Description

Disposition

ENGI 23

**Federal-Aid Project File:  
(NC1-406-85-6)**

- A. Project Agreement, Project Agreement Modifications.

**PERMANENT.** Remove project agreement and modifications from project file after payment of final voucher. Place in separate inactive file. Cutoff inactive file in 5 year blocks at end of fiscal year. Transfer to FRC 1 year after cutoff. Transfer to National Archives field branch in 5 year blocks when the oldest record is 10 years old.

- B. Other Federal-Aid project documentation, including Letter of Authorization, Inspection Report, Final Voucher; supporting documentation, including railroad and utility bills and agreement, when applicable, PR-45s and PR-47s, copy of construction contract and extra work or change order, pertinent correspondence and documents not otherwise provided for in this schedule, including auditors work papers, final test report, right-of-way certificates of maps. Also includes projects involving preliminary engineering or advance acquisition of right-of-way.

Place in inactive file after payment of final voucher. Cutoff inactive file at end of fiscal year. Transfer to FRC 1 year after cutoff. Destroy 11 years after cutoff.

Item 2

## Series Description

## Disposition

ADMI 70

**Project Fiscal Files (Completed):**

Official project obligation records and statistical data for various highway programs. These records give a complete history of a project from Headquarters, regions and division offices which are compiled on Form FHWA-37 Project Status Records. The files are arranged by project number.

~~Transfer to ENGI-23, Federal-aid Project File upon payment of final voucher.~~

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N1-406-90-3 - Field

N1-406-80-11/107 - Headquarters