INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-406-90-003

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

This schedule is superseded by N1-406-08-010, N1-406-09-022, and DAA-GRS-2013-0005-0002.

Date Reported: 6/26/2020

Associate Administrator for Administration NAME OF PERSON WITH WHOM TO CONFER John H. Schnackenberg CERTIFICATE OF AGENCY REPRESENTATIVE hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's received at the records proposed for disposal in this Request of page(s) are not now needed for the business of agency or will not be needed after the retention periods specified; and that written concurrence from the Geren Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies trached. A. GAO concurrence: Sis attached; or is unnecessary. B. DATE Chief, Organization and Management Programs Division 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) 9. GRS OR SUPERSEDED TAKE (With Inclusive Dates or Retention Periods)		· [8]		•	17-	NW.	
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408 FROM (Asercy or establishment) Department of TransPortation MAJOR SUBDIVISION MAJOR SUBDIVISION Associate Administration NAME OF PERSON WITH WHOM TO CONFER John H. Schnackenberg CERTIFICATE OF AGENCY REPRESENTATIVE Hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's recurs that the records proposed for disposal in this Request of page(s) are not now needed for the business of gency or will not be needed after the retention periods specified; and that written concurrence from the Gence tracked. A. GAO concurrence: A. GAO concurrence: A. GAO concurrence: B. DESCRIPTION OF ITEM NO. Piscal Management Information System NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. In disposal request, including amendments, is appread except for lens that may be marked "disposition for uncounting of disposal, the signature of the Archivist of The United Street Archivist of The Archivist o	REO		JOB		VE BLANK		
Department of TransPortation MAJOR SUBDIVISION Federal Highway Administration MINOR SUBDIVISION Associate Administrator for Administration NAME OF PERSON WITH WHOM TO CONFER John H. Schnackenberg CERTIFICATE OF AGENCY REPRESENTATIVE hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's recurat the records proposed for disposal in this Request of page(s) are not now needed for the business of gency or will not be needed after the retention periods specified; and that written concurrence from the Gence tracked. A. GAO concurrence: A. GAO concurr	NATIONA	L ARCHIVES AND RECORDS SERVICE, WASHINGTON, D	1	E RECEIVED	190		
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Associate Administrator for Administration NAME OF PERSON WITH WHOM TO CONFER John H. Schnackenberg CERTIFICATE OF AGENCY REPRESENTATIVE hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's recurs to record the records proposed for disposal in this Request of	Federal Highway Administration		арр	except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is			
John H. Schnackenberg CERTIFICATE OF AGENCY REPRESENTATIVE thereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's received the records proposed for disposal in this Request of page(s) are not now needed for the business of gency or will not be needed after the retention periods specified; and that written concurrence from the Gence counting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencie tached. GAO concurrence: is attached; or is unnecessary. DATE	Associate	e Administrator for Administration	not	required. Outer	VIST OF THE U	NITED STATES	
John H. Schnackenberg CERTIFICATE OF AGENCY REPRESENTATIVE hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records the records proposed for disposal in this Request of page(s) are not now needed for the business of gency or will not be needed after the retention periods specified; and that written concurrence from the Gency counting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies trached. GAO concurrence: Sis attached; or is unnecessary. DATE Chief, Organization and Management Programs Division 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) Fiscal Management Information System	NAME OF YER	3. TEEET	1.		1 3/ 1	D1-	
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7. ITEM NO. 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) Fiscal Management Information System 9. GRS OR SUPERSEDED TAKE (NARS & ONLY)	ccounting (tached.	Office, if required under the provisions of Title 8 of currence: Sis attached; or is unnecessary.	D. TITLE Chief, Or	nual for Guidar	nce of Federa	I Agencies, is	
	ITEM	8. DESCRIPTION OF ITEM		Division	SUPERSEDED JOB	10. ACTION TAKEN (NARS USE ONLY)	
(See Attachment)		Fiscal Management Information System	e sa	8			
	8	(See Attachment)	247		ē		
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NSN 7540-00-634-4064

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER NI-406 -90 -3 PAGE · 2 OF 5

7. ITEM 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION NO.

9. GRS OR SUPERSEDED JOB CITATION 10. ACTION TAKEN (NARA USE ONLY)

FISCAL MANAGEMENT INFORMATION SYSTEM (FMIS)

Fiscal Management Information System (FMIS). The system is a nationwide online computerized accounting system containing more than 2 million records related to all Federally funded highway projects. The data is summarized in a variety of ways and used for planning and executing agency programs, for evaluating program performance, and for depicting financial trends and requirements related to current and future funding. information is maintained on a central mainframe computer and updated via microcomputers located in all Division, Regional, and Washington Headquarters fiscal offices.

A. Input

1. Project Status Report (FHWA 37).
Report initially prepared by reporting office when the State is authorized to proceed with the project. On-line data entry by the Federal-Aid division offices (located in each state, the District of Columbia, and Puerto Rico).

Disposition: Cut off at end of fiscal year. Destroy 20 years after cutoff, or when no longer needed, whichever is later.

JOB NUMBER PAGE REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION 3 1/1-406-90-3 OF 9. GRS OR 10. ACTION 7. ITEM SUPERSEDED JOB CITATION 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION TAKEN (NARA USE ONLY) NO. 2. Expenditure Data. Consists of purchase orders, procurement requests, contracts, and other expenditures. The data is transferred monthly by Finance Division on computer tapes from their automated accounting system to Program Analysis Division. The data is entered into the FMIS via a computer program by the Washington Headquarters Program Analysis Division. Disposition: Cut off at end of fiscal year. Destroy 20 years after cutoff, or when no longer needed, whichever is later. 3. Apportionment Factor <u>Information</u>. Input information is provided from various FHWA offices, and other government agencies to determine apportionments to the State of Federal-aid highway funds. On-line data entry is done by the Washington Headquarters Program Analysis Division. Disposition: Cut off at end of fiscal year. Destroy 20 years after cutoff, or when no longer needed, whichever is later. 4. These allocations Allocation. of Federal-aid highway funds, not subject to formula apportionment, are made by the Washington Headquarters program offices to the States. On-line data entry of these allocations is done by the Washington Headquarters Program Analysis Division from data provided from memoranda prepared by the FHWA program offices. Disposition: Cut off at end of fiscal

year. Destroy 20 years after cutoff, or when no longer needed, whichever is later.

REC	QUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION	JOB NUMBER N1-406-90-3	PAGE · 4 OF 5
7.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR	10. ACTION
ITEM		SUPERSEDED	TAKEN (NARA
NO.		JOB CITATION	USE ONLY)

B. Master Files. Information contained in the data base, including that described above related to Federal-Aid projects. The Master File contains: (1) Active Records pertaining to open and ongoing projects. (This includes those projects which have been in an inactive stage, i.e. in one phase of the project for 6 months or longer.) (2) Inactive Records pertaining to projects that have either been closed or withdrawn.

Current volume: 50 magnetic tapes.
Annual accumulation: 5 magnetic
tapes. All records, active and
inactive, will be copied onto
magnetic tapes. Each tape's data
will be cumulative from 1989 to date
of transfer.

Arranged by State appropriation project. In some cases records are arranged by State Code and State I.D.

No restrictions for access to public.

Disposition: <u>PERMANENT</u>. Cutoff at end of fiscal year. Transfer magnetic tapes to the National Archives at the close of each fiscal year.

C. Output

1. (Records consisting of extracted information.) Over 130 on-line, batch, and ad hoc reports containing financial and statistical information on individual projects, program and fund activity, and summary data on active, as well as closed, highway projects which have been recorded through FMIS.

Disposition: Destroy 3 years from date of origination, or when no longer needed, whichever is later.

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REC	QUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATI	ON	PAGE · 5 OF 5
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	2. Certificates of Apportionment. Signed, and approved, by the FHWA Administrator or designee, apportionment of obligated Federal-aid highway funds. The certificates are attached to FHWA Notice 4510. Volume on hand is 2 cubic feet. Annual accumulation: 15 certificates		
100	Disposition: Cutoff at end of fiscal year. Destroy 20 years after cutoff, or when no longer needed, whichever is later.		
15	D. <u>Documentation</u> . Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of media) relating to a master file or data base. Volume on hand is 6 cubic feet. Annual accumulation: 6 inches. Documentation will be cumulative from 1989 to date of transfer.	î.	
	Disposition: <u>PERMANENT</u> . Offer to National Archives in conjunction with transfer of master files.		
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