

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-406-78-05

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

All items are obsolete. No records are in the Federal Records Center Program.

Date Reported: 6/26/2020

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)
DOT - FHWA

2. MAJOR SUBDIVISION
Office of Management Systems

3. MINOR SUBDIVISION
Office of Organization and Management Systems

4. NAME OF PERSON WITH WHOM TO CONFER

John H. Schnackenberg

5. TEL. EXT

426-0534

LEAVE BLANK	
JOB NO	NC1 406 78 5
DATE RECEIVED	JUL 17 1978
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date JUL 20 1978	<i>James E. O'Neil</i> 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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☒ **A Request for immediate disposal.**

☐ **B Request for disposal after a specified period of time or request for permanent retention.**

C. DATE 7/12/78	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>J. H. Schnackenberg</i>	E. TITLE Chief, Organization and Management Programs Division	
7. ITEM NO./	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	Project files documenting each Federal-aid project.		
	a. <u>Interstate Project Documentation.</u> Interstate projects are identified by the project number by "I", "IN", "IG" or any other combination having "I" in the prefix. Such files should contain:	NN 165-124 Item 5b	
	(1) a copy of the project agreement;		
	(2) a copy of initial, intermediate and final reports, and final project reports;		
	(3) detailed estimates; and		
	(4) copies of agreements with cooperating agencies, counties, municipalities, and public utilities.		
	b. All other papers for Interstate and Federal-aid projects.	NN 165-124 Item 5c	
	These files were originally created with the		

NCW, Agency

MD

7-25-78

Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>intent that they would comprise a centralized Washington office file for each Federal-aid project. They were to be, in effect, duplicates of the official project files in the field. FHWA headquarters personnel are not using these files but are rather depending on the project files in the field. Therefore continued retention of these files and a series for them is no longer necessary.</p> <p>Upon approval of this Request for Records Disposition Authority the Federal Highway Administration will review all project records in headquarters where the final voucher has been paid for less than 10 years, screening them for pertinent correspondence. Transfer such correspondence back to the originating offices. Originating offices should select appropriate files for the correspondence. Disposition of this correspondence will be the same as that with which it has been filed.</p> <p>Destroy remaining contents of project files immediately.</p>		