

**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)  
**Department of Transportation**

2. MAJOR SUBDIVISION  
**Federal Highway Administration**

3. MINOR SUBDIVISION  
**Administration - Field offices**

4. NAME OF PERSON WITH WHOM TO CONFER  
**John H. Schnackenberg**

5. TEL EXT.

LEAVE BLANK

JOB NO

**NCL-406-85-1**

DATE RECEIVED  
**12-20-84**

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

**11-13-86**  
Date

*Frank A. Bink*  
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.

☐ **A Request for immediate disposal.**

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

C. DATE 12-2-83	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.	<del>Accident Report Files: DOT Forms 3902.1, Accident Reports, GRS which are used by the employee's supervisor, to report job-related injury within 5 working days following the date of the accident.</del>  Disposition: Destroy when 5 years old.	<del>Job- 1/32</del>  <i>New GRS 1/31</i> <i>Dest when 3 yrs old.</i>	-
2.	<del>Administrative Files: General correspondence, personnel information, monthly reports, notes on meetings, schedules, trip reports, and other documents related to the administrative operations of the office.</del>  Disposition: Destroy when 2 years old or when no longer needed, whichever is sooner.	<del>GRS 23/1</del>	
3.	<del>Adverse Action Files: Documents pertaining to specific adverse action cases, such as working papers, correspondence, background material, official file copies, copies of court decisions and appeals.</del>  Disposition: Destroy 4 years after case is closed.	<del>GRS 1/316</del>	

50 ite.

*50 items*

115-107 *Copy to Agency 11/14/86, emh.*

*12/12/86 NNF, NNA 1/15/87 NC*

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4.	<u>Annual Work Plan Files:</u> Interoffice correspondence pertaining to initial preparation of AWP's; includes office hours, travel time, distribution of duties, objectives, copies of Division office AWP's, and memorandums and correspondence relating to emphasis areas of AWP's for the Region and Division offices.  Disposition: Destroy when 2 years old.		
5.	<u>Appropriations Files:</u> Correspondence, etc., on apportionments, allotments, obligations, liquidations, expense vouchers, status of funds and accounts, checks and depositories, and reconciliations. Also includes reports on financial management reviews and correspondence on eligibility for participation.  Disposition: Transfer to records center when 5 years after the close of the fiscal year involved. Destroy when 10 years after the close of the fiscal year involved.	GRS 7/3	
6.	<u>Audit Report Files:</u> Copies of GAO and OIG reports and information regarding actions to be taken as a result of these reports. Also other internal and external audits.  Disposition: Destroy 6 years after case is closed.		
7.	<u>Budget Apportionment Files:</u> Apportionment and reapportionment schedules, proposing quarterly obligations under each authorized appropriation.  Disposition: Destroy 2 years after the close of the fiscal year.		
8.	<del><u>Budget Background Records:</u> Working papers, cost statements, and rough data accumulated in the preparation of annual budget estimates.</del>  <del>Disposition: Destroy 1 year after the close of the fiscal year covered by the budget.</del>	GRS 5/4	
9.	<del><u>Budget Correspondence Files:</u> Correspondence pertaining to routine administration, internal procedures, and other budget matters.</del>  <del>Disposition: Destroy when 2 years old.</del>	GRS 5/3	

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10.	<u>Budget Files (Division Offices):</u> Copies of invoices for communications, machine repairs, equipment rentals, reimbursable services with annual and quarterly reports, and all related materials pertaining to the budget expenditures.  Disposition: Destroy when 3 years old.		
11.	<del><u>Budget Reports Files:</u> Periodic reports on the status of appropriation accounts and apportionments.  a. Annual report (end of fiscal year). Destroy when 5 years old. b. All other reports. Destroy 3 years after the end of fiscal year.</del>	GRS 5/5a/5b	
12.	<del><u>Building Service Files:</u> General correspondence, records of coordination and approval, official file copies, and information on the Regional and Division Office maintenance, repairs, renovations, designs, etc.  Disposition: Destroy when 2 years old.</del>	GRS 11/1	
13.	<del><u>Cash Books (SF 135 and 136):</u> Cash receipt registers and cash disbursements registers, showing detailed entries of cash payments and receipts by appropriations.  Disposition: Destroy 10 years after the close of the fiscal year involved.</del>	GRS 7/2	
14.	<del><u>Certificates of Deposits:</u> SF-215, Deposit Ticket (agency copy), and DOC Form 502, which deposit the receipts to the credit of Treasurer of the United States.  Disposition: Destroy 6 years and 3 months after period of assessment.</del>	GRS 1/5 6/1	
15.	<u>Certificates of Eligibles Files:</u> Certificates of eligibles with related requests, forms, correspondence, and statement of reasons for passing over a preference eligible and selecting a nonpreference eligible.  Disposition: Destroy when 2 years old.		

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16.	<del>Certifying Officers Record File: Official copy of SF 224, Statement of Transactions, paid copies of SF 1166, Voucher and Schedules of Payment with supporting documentation, SF 1081 Voucher and Schedules of Withdrawals and Credits with supporting documentation, GSA 789 Statement Voucher and Schedule of Withdrawals and Credits with support documentation, SF 1017 Journal Vouchers with support documentation, and payments for other regions, Washington Office, etc.</del>  Disposition: Destroy 6 years and 3 months after period covered by account.	GRS 6/1a	
17.	<del>Chronological File: FHWA day-to-day correspondence arranged in chronological order.</del>  Disposition: Destroy when 2 years old or when no longer needed, whichever comes sooner.		
18.	<del>Code Card - Form FHWA 371: Transactions relating to expenditures and receipts by project number for the Region and Division offices. They are support documents relating to the various vouchers submitted to FHWA Finance Division (HFS-23) for entering into the computer print-out system.</del>  Disposition: Destroy 6 years and 3 months after end of fiscal year. GRS 6/1a.		
19.	<del>Committee: Correspondence, reports, minutes of meetings, and other material relating to committees.</del>  Disposition: Destroy 3 years after termination of committee.	GRS 12/2b	
20.	<del>Communications Management: Standard Forms 145, Telephone Services Request, and 146, Changes in Telephone Listing for requesting telephone service changes, computer printouts from GSA to verify charges, telephone company key system worksheets and telecopier message file.</del>  Disposition: Destroy when 3 years old.		
21.	<del>Conflict of Interest Case Files: Statements of employment and financial interests and related records pursuant to 49 CFR part 99.</del>		

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	<del>Disposition: (a) Destroy 1 year after nominee ceases to be under consideration for appointment; EXCEPT that documents needed in an ongoing investigation. (b) Destroy when 6 years old; EXCEPT that documents needed for ongoing investigation will be retained until no longer needed in the investigation.</del>	GRS 1/25a/b	
22.	<u>Consultants:</u> General correspondence on consultant selection procedures for each State highway agency.  Disposition: Destroy 2 years after document is superseded.		
23.	<u>Credit Card Files:</u> Memorandums, U.S. Government cards (gasoline credit cards, GSA store cards, and telephone credit cards) and forms FHWA-149, Non-expendable Property Inventory, and FHWA-164, Property Receipt and/or Receipt for Property Returned.  Disposition: Destroy Property Receipt 3 months after return to issuing office. All other material, destroy when 2 years old.		
24.	<u>Current Bill File (Division):</u> Copies of Federal-aid billings.  Disposition: Destroy 1 year after close of the fiscal year.		
25.	<del><u>Correspondence Files:</u> Correspondence written to States, Regions, external groups, and private citizens. This correspondence relates to and answers questions concerning the functions or projects in which the office is involved.  Disposition: Destroy when 3 years old.</del>	See ON	item 25 page 5A
26.	<u>Delegations of Authority Files:</u> Material pertaining to official delegations of authority to sign travel vouchers, contracts, etc.; incoming requests for changes in delegations. Also, correspondence regarding authorizations of individuals.  Disposition: Destroy official file copies 6 years from date delegation is superseded.		
27.	<u>Directives Files:</u> Official file copies, background material and other papers related to the directives implementation system of the Region, including changes		

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ITEM  
NO.8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)9. GRS OR  
SUPERSEDED  
JOB  
CITATION10. ACTION  
TAKEN  
(NARS USE  
ONLY)

25.

Correspondence Files: Correspondence written to States, Regions, external groups, and private citizens. This correspondence relates to and answers questions concerning the functions or projects in which the office is involved

## a. Public correspondence

Disposition: Destroy when 3 years old

## b. Project Correspondence

Disposition: Permanent, Offer to NA Field Branch when 3 years old.

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	<p>that are authorized issuances and used as a primary means of issuing policy instructions and procedures. The following are the types of implementing documents issued in the Region. Files are arranged in numerical order and the estimated volume currently is 1.2 cubic feet. Current total volume is 1.7 cubic feet.</p> <p>a. Regional Office Action Memorandum</p> <p>Disposition: Permanent. Offer to NARS in 5 year blocks when 20 years old.</p> <p>b. "Temporary" directives issuances.</p> <p>Disposition: Destroy when superseded or obsolete.</p> <p>c. Supplements to Washington Headquarters directives.</p> <p>Disposition: Destroy when superseded or obsolete.</p>	GRS 16/1a	
28.	<p><u>Disbursement Listings-Internal Report</u>: Listing of daily accounting transactions made to project cost ledgers and allotment ledgers.</p> <p>Disposition: Destroy when 3 years old.</p>	GRS 16/1c	
29.	<p><u>Employment Correspondence File</u>: Official file copies, copies of letters inquiring about employment, requesting literature of special interest on training and career opportunities in the Federal Highway Administration and other information pertaining to FHWA personnel training and employee development programs.</p> <p>Disposition: Destroy when 1 year old.</p>	GRS 7/4a	
30.	<p><u>Employee Awards File</u>: Case files, including recommendations, approved nominations, memoranda, correspondence, reports on awards such as incentive awards, suggestions, and outstanding performance. Includes correspondence or memoranda pertaining to awards from other government agencies or private organizations.</p> <p>Disposition: Destroy 2 years after approval or disapproval.</p>	GRS 1/12a(1)	
31.	<p><u>Engineering Manpower Management System</u>: Correspondence and related material pertinent to development and implementation of an automated manpower planning system.</p> <p>Disposition: Destroy when no longer applicable to operations.</p>	GRS 23/1	

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32.	<del>Excess Equipment Program Files: All correspondence related to the excess equipment program (transfer of Federal excess equipment to State highway administrations) including letters of credential, equipment order files (SF-122s and support material), journal vouchers, bills, title transfers.</del>  Disposition: (a) Transactions or more than \$10,000 destroy 6 years after final payment. (b) Transactions of \$10,000 or less destroy after 3 years.	GRS 4/6	
33.	<del>Expenditure Accounting Posting and Control Files: Cash disbursements and receipts ledgers, which are subsidiary to the general and allotment ledgers.</del>  Disposition: Destroy when 3 years old.	GRS 7/4a	
34.	<del>Expenditure Accounting General Correspondence and Subject Files: Correspondence and/or subject files maintained by Regional Accounts, which is responsible for expenditures accounting, pertaining to the internal operations and administration thereof.</del>  Disposition: Destroy when 2 years old.	GRS 7/1	
35.	<u>Federal-Aid Billing Report Project Summary Card Listing: Original billings listing projects and cost from which the weekly cash flow is requested.</u>  Disposition: Destroy 6 years and 3 months after period covered.		
36.	<u>FHWA Organization Files: Memorandums of approvals of organizational structure changes, working files of the Division's, file copies, correspondence, background material and organization charts.</u>  Disposition: Destroy when superseded.	GRS 23/1	
37.	<u>Financial Management Files: Correspondence, working papers, and reports on internal and external financial management.</u>  Disposition: (a) Destroy correspondence and working papers when no longer needed. (b) Transfer final report to records center when 5 years old. Destroy when 10 years old.		



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38.	<p>Final Voucher Files: Form FHWA-1447, Final Voucher for Payment Under 23 U.S.C. 117 and PR-20, Voucher for Work Performed Under Provisions of the Federal Aid Highway Act, as amended. These vouchers are received when a project is paid and closed, accompanied by the FHWA-37, Project Status Record.</p> <p>Disposition: (a) <del>Region: Upon submission of the FHWA-37 (step 9) in the FMIS system, return the Voucher to the Division office for filing with the fiscal file. Transfer to FRC when 3 years old. Destroy when 6 (Six) years old.</del></p>	GRS 6/1 Deviation	
39.	<p><del>Freedom of Information Act Files: Federal Register submissions, Department of Justice studies, comments, fee exemptions, general correspondence, problem cases, appeals, background material, official file copies, original requests, routine requests and initial denials.</del></p> <p>Disposition: Use appropriate items from GRS-14, item 16.</p>	GRS 14/16	
40.	<p><del>Form Files: Working papers, background material, requisitions, a record copy of the form created and a copy of Form FHWA 1124, Requirement for Form or Report.</del></p> <p>Disposition: <del>Transfer to closed file after form is cancelled, superseded or discontinued. Destroy when 5 years old.</del></p>	GRS 16/4a	
41.	<p>Funds Accounting Files: Correspondence and other documentation in regard to accounting procedures, state audit procedures, and billing and voucher procedures.</p> <p>Disposition: (a) Region (Official File): Transfer to records center when 5 years old. Destroy when 10 years old. (b) Division: <del>Transfer to records center when 2 years old, Destroy when 7 years old.</del></p>		

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42.	<del>General Ledger Files: General Ledgers showing debit and credit entries, and reflecting expenditures in summary.</del>  <del>Disposition: Destroy 6 years and 3 months after close of FY involved.</del>	GRS 7/2	
43.	<del>General Services Administration Self-Services Stores: GSA Form 3146-A, Continuation Sheet which consists of quantity unit price description and total used by region and division employees when purchasing supply items.</del>  <del>Disposition: Destroy when 2 years old.</del>		
44.	<del>Imprest Fund Accountability Report: Quarterly and annual reports of verification of cash counts of each Imprest Fund located in the Region.</del>  <del>Disposition: Destroy when 3 years old.</del>	GRS 6/4	
45.	<del>Imprest Fund Correspondence File: General correspondence related to the Imprest Funds.</del>  <del>Disposition: Destroy when 2 years old.</del>	GRS 6/5a	
46.	<del>Information Request Files: Requests for information and replies thereto involving no administration action or policy decision, mostly requests for employment information by State agencies.</del>  <del>Disposition: Destroy 3 months after reply.</del>	GRS 14/3	
47.	<del>Intergovernmental Relations: Correspondence and other information relating to the Federal Regional Council, the Field Coordination Group, the Federal Executive Board, and State and local governments.</del>  <del>Disposition: Review annually. Destroy when no longer needed.</del>		
48.	<del>Interview Records: Correspondence, reports and other records relating to interviews with employees.</del>  <del>Disposition: Destroy 6 months after transfer or separation of employee.</del>	GRS 1/8	

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49.	<del>Labor Management Relations Records: Correspondence, memoranda, reports and other materials relating to the relationship between management, employee unions, or other groups.</del>  Disposition: Destroy when 5 years old.	GRS 1/29a(1)	
50.	<del>Leave Application File: Application for Leave, SF-71, or equivalent and supporting papers relating to request for an approval of leave:</del>  Disposition: (a) If time card has been initialed by employee destroy at the end of applicable pay period. (b) If time card has not been initialed by employee, destroy after GAO audit or when 3 years old whichever is sooner.	GRS 2/8a/8b	
51.	<del>Mail Management: Semi-annual mail counts which are a compilation of all mailings made both in Regional and Division Offices annually and used as the basis for computing the annual payment to the U.S. Postal Service.</del>  Disposition: (a) Regional Office, destroy when 1 year old. (b) Division Offices, destroy when 1 year old.	GRS 12/6d	
52.	<del>Merit Promotion Activity Files: Active and inactive merit promotion applications, certificates, rating and ranking sheets, and including individual merit promotion candidate files for field employees.</del>  Disposition: Destroy 2 years after the personnel action or after the action has been audited by OPM, whichever is sooner.	GRS 1/33	
53.	<del>Monthly Narrative Reports: Monthly narrative reports from the Regional Office and Division Offices concerning the progressive stages of individual highway projects including information on obligations, program requirements and funding problems and other pertinent data needed in the planning, execution, administration and control of the Administration's programs.</del>  Disposition: Destroy when 2 years old.	GRS 10/7	
54.	<del>Motor Vehicle Operation Files: Regional Office, Application for Operator Identification Cards.</del>  Disposition: Destroy 3 years after separation or 3 years after revocation of authorization to operate Government-owned vehicles, whichever is sooner.	GRS 10/7	

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55.	<p><del>Notifications of Personnel Action: Standard Form 50, Notification of Personnel Action, exclusive of those in Official Personnel Folders.</del></p> <p>Disposition: (a) Chronological file copies, including fact sheets, maintained in personnel offices. Destroy when 2 years old.</p> <p>(b) All other copies maintained in personnel offices. Destroy when 1 year old.</p>	GRS 1/14	
56.	<p><del>Official Personnel Files: Official personnel folders (OPF) of FHWA regional employees, which are the only official repository for personnel records of individual employees of the Federal Highway Administration.</del></p> <p>Disposition: Records filed on right side of the Official Personnel Folder:</p> <p>a. Folders covering periods of employment terminated prior to 1921; submit SF-258, Request for Transfer of Records.</p> <p>b. Folders covering periods of employment terminated after December 31, 1920:</p> <p>(1) Transferred Employees. See Federal Personnel Manual for instructions relating to folders of employees transferred to another agency.</p> <p>(2) Separated Employees. Transfer folder National Personnel Records Center (CPR), St. Louis, Missouri 30 days after separation. NPRC will destroy 75 years after birth date of employee.</p>	GRS 1/1	
57.	<p><del>Office of Workers' Compensation Program: Official file copies and forms related to on on-the-job injuries and occupational disease. The original of this form is sent to the Department of Labor.</del></p> <p>Disposition: Destroy when 5 years old.</p>	GRS 1/32	
58.	<p><del>OMB A-95 Clearance File: Copies of Circular A-95 clearance reports pertaining to highway projects and related documents.</del></p>		

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59.	<p>Overtime Payment File: File consists of Form FHWA-21 which is authorization for overtime, holiday work or compensatory overtime.</p> <p>Disposition: Destroy when 2 years old.</p>		
60.	<p><del>Performance Rating Files: a. Certificates of performance rating and b. appeals of performance rating.</del></p> <p>Disposition: (a) Destroy 3 years after date of appraisal. (b) Destroy 3 years after final settlement of the case.</p>	GRS : 1/23  GRS 1/31	
61.	<p><u>Personnel Correspondence and Subject Files:</u></p> <p><del>a. Files relating to the general administration and operations of personnel functions and including college programs, selective placement (handicapped, veterans, and ex-offenders) programs, special careers (Summer Aid, Intergovernmental Affairs Fellowship, Stay in School, etc.) programs, examinations, paid recruitment advertising, executive development program, merit promotion, employee safety program, and others not specifically described elsewhere in this schedule, excluding those at agency staff planning levels.</del></p> <p>Disposition: Destroy when 3 years old.</p> <p><del>b. Correspondence, reports, memoranda, and other records relating to employment programs and function, and manpower management and evaluation, including experts and consultants, overseas employment, reemployment rights, employee transfer and detail, and excepted positions.</del></p> <p>Disposition: Destroy when <sup>3</sup> years old.</p>	GRS 1/3	
62.	<p><u>Personnel Management Evaluation Files:</u> General correspondence, official file copies, background material, classification actions, external agency evaluation reports and internal evaluation studies of management programs. Files also contain desk audit and position description reviews for the Region and Division offices</p> <p>Disposition: Destroy when 5 years old.</p>		
63.	<p><del>Personnel Operations Statistical Reports: Statistical reports in the operating personnel office and subordinate units relating to personnel.</del></p>		

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64.	<p>Disposition: <del>Destroy when 2 years old.</del></p> <p><u>Position Classification Files</u></p> <p>a. <u>Position Classification Standards Files:</u> Drafts, notes, official file copies, reports, comments and background material on the development of classification standards for all FHWA offices. Files also contain analysis and interpretation of classification standards, developed in Regions or from the Washington office.</p> <p>Disposition: Destroy 5 years after position is abolished or description is superseded.</p> <p>b. <u>Position Description:</u> Official record of established positions, including information on titles, series, grade, duties and responsibilities for Regional and Division Offices.</p> <p>Disposition: (a) Region: Destroy 5 years after position is abolished or description superseded. (b) Division: Destroy when position is abolished or description superseded.</p> <p>c. <u>Appeals Files:</u> Case files relating to classification appeals.</p> <p>Disposition: Destroy 3 years after case is closed.</p>	<p>GRS 1/16</p> <p>GRS 1/7a(2)(a)</p> <p>GRS 1/7b(1&amp;2)</p> <p>GRS 1/7d</p>	
65.	<p><u>Post Year Files:</u> Computer printouts received monthly, which include personnel rosters, budget and accounting reports by month, and year end report. File does not contain machine readable data.</p> <p>Disposition: Destroy when 3 years old.</p>		
66.	<p><u>Printing Requisition File:</u> SF 1, Printing and Binding Requisition to the Public Printer, for requesting printing, binding &amp; distribution.</p> <p>Disposition: Destroy 1 years after completion or cancellation of requisition.</p>	<p>GRS 3/7 Deviation</p>	

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67.	<p><u>Privacy Act Files:</u> Correspondence, original requests, official files and copies of replies pertaining to an individual's request for documents that may contain information pertaining to him/her.</p> <p>Disposition: Use appropriate items from GRS-14, item 14</p>	GRS 14/14	
68.	<p><u>Program Control Files:</u> Legislated Federal-aid programs kept for program control over the allocation, planning and execution of the projects within a program which are handled at the Division office level. Files also include feasibility studies, allocation requests, budget expenditure records, status reports, general reports and correspondence from Headquarters, Region, State offices, local governments and private citizens.</p> <p>Disposition: Destroy when 3 years old.</p>		
69.	<p><u>Program Reference Material Files:</u> General information on AASHTO, minutes of meetings, press releases, congressional reports, funding reports, highway acts and testimonial statements from Congress, and other FHWA directives and correspondence.</p> <p>Disposition: Destroy when 3 years old or no longer required.</p>		
70.	<p><u>Project Fiscal Files (Completed):</u> 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 and estimated volume annual is 4.5 cubic feet. Current total volume is 55.5 cubic feet.</p> <p>Disposition: Transfer to records center no sooner than 2 months after receipt of step 9, FHWA-37 and transfer of the FHWA-1447 and PR-20 from the Final Voucher file. Offer to Archives after 20 years.</p>	Withdrawn	
71.	<p><u>Property and Services Program Files:</u> General correspondence, official file copies, records of coordination and approval, material on nationwide FHWA programs for space and communications management, real property and personal property management and coordination of plans, acquisition, construction, utilization and maintenance of all FHWA property, which include motor vehicles, facilities, property, equipment and records</p>		

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	<p>against theft, damage and civil disturbance, accountability for official identification cards and credentials.</p> <p>Disposition: Transfer to records center when 2 years old. Destroy when 5 years old.</p>		
72.	<p><u>Property and Supplies:</u> Correspondence, invoices, requisitions, official file copies, personal property loss, inventories and identification, damaged property, standards for purchasing, equipment control studies and other related information pertaining to property and supplies that have been coordinated with Contracts and Procurement.</p> <p>Disposition: Transfer to records center when 2 years old. Destroy when 5 years old.</p>		
73.	<p>a. <u>Public Affairs General File:</u> Correspondence; radio scripts for presentation as DOT public information announcements concerning carpooling and other transportation issues, speeches and visual education on movies, slides, or tapes.</p> <p>Disposition: Destroy when 5 years old.</p> <p>b. <u>Publications:</u> Clippings of various periodicals and publications pertaining to Department of Transportation.</p> <p>Disposition: Destroy when 1 year old.</p>		
74.	<p><u>Purchase Order Files:</u> Requisitions, summaries of negotiations, statements of work, progress reports and payment reports pertaining to the procurement of services, often with other government agencies or commercial firms if cost is under established threshold.</p> <p>Disposition: a. Transactions of more than \$10,000. Destroy 6 years and 3 months after final payment. b. Transaction of \$10,000 or less. Destroy 3 years after final payment.</p>	GRS 3/4	
75.	<p><u>Regional Administrator's Administrative Files:</u> Budget information, reorganization information, personnel information on Regional Administrator and Deputy, Travel Vouchers for Regional Administrator and Deputy.</p> <p>Disposition: Destroy when no longer needed.</p>	GRS 23/1	



7. ITEM NO	DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
76.	<p><u>Regional Administrator - Chronological Files:</u> Regional Administrator's day-to-day correspondence arranged in chronological order.</p> <p>Disposition: Destroy when no longer needed.</p>		
77.	<p><u>Regional Administrator's Committee Files:</u> AASHTO, FEB, FCG, and CFC files. Also Division Administrator's meetings, Honor Awards, and FRC files.</p> <p>Disposition: Destroy when no longer needed.</p>		
78.	<p><u>Reimbursable Agreement Files:</u> Completed copy of DOT F-2300.1, Reimbursable Agreements, which are used by the operating elements of DOT, if funds are available, to place orders with other agencies for materials, supplies, equipment, work or services when both agencies have an interest in the goods or services to be provided.</p> <p>Disposition: Transfer to records center 3 years after completion of contract. Destroy <del>when</del> 6 years and 3 months <del>old</del> after completion of contract</p>		
79.	<p><u>Reports - ADP Listings - Washington Office - External:</u> The following ADP Reports furnished by the Washington Headquarters Office showing the status of allotments, apportionments, etc.</p> <ol style="list-style-type: none"> <li>1. FHWA-329 Project Status Report - Federal-aid</li> <li>2. Q-19 Projects Completed - Final Voucher Not Submitted</li> <li>3. Q-19 Projects Completed - Final Voucher Not Paid</li> <li>4. Q-19 Projects Completed - Final Voucher Pending</li> <li>5. Q-25 Project Workload</li> <li>6. M-79 Federal Highway Program FY Obligation - Unobligated Balances Active Program</li> <li>7. M-99 Budget Function Detail and Cumulative Totals to Date</li> <li>8. M-10-P8 Region Rcap-FA Projects</li> <li>9. M-10 Right-of-Way Revolving Fund</li> <li>10. M-50-3 Status of Allocated Attributable Urban Systems Funds</li> <li>11. M-56 Fiscal Year Apportionment Not Obligated</li> <li>12. M-60 Status of Federal-aid Funds</li> </ol> <p>Disposition: A. Items 1 thru 11 destroy when 6 months old except for end of fiscal year report which is to be retained 5 years after close of the fiscal year involved.</p>	The	

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## Request for Records Disposition Authority - Continuation

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	B. Item 12 destroy when 2 years old except for end of fiscal year report which is to be retained 5 years after the close of the fiscal year involved.		
80.	<u>Reports - Financial - Internal Reports:</u> Internal report of the financial status of allotments, appropriations, apportionments, etc., used by management plus reports of expenditures to the Washington Headquarters Office.  1. Appropriation 616 Rural Highway Transportation Demonstration Project Expense Report 2. Report of Monthly Transaction Numbers 3. Report of Cash Requirements 4. Report of Federal Assistance - SF 424  Disposition: A. Items 1 thru 3 destroy 3 months after close of fiscal year involved. B. Item 4 destroy when 2 years old.		
<del>81.</del>	<del><u>Requisition Files:</u> Forms FHWA-56, Requisition for Supplies, Services and Shipment.  Disposition: Destroy 2 years after completion or cancellation of requisition.</del>	GRS 3/9	
<del>82.</del>	<del><u>Service Record Card:</u> SF-7, Service Record Card listing dates and types of all Personnel actions for employees (SF-7 or its equivalent).  Disposition: a. Cards for employees separated or transferred on or before December 31, 1947; Transfer to NPRC, St. Louis, Missouri. Destroy 60 years after earlier personnel action date. b. Cards for employees separated or transferred on or after January 1, 1948. Destroy 3 years after separation or transfer of employee.</del>	GRS 1/2	
83.	<del><u>Special Program Files (Regional Administrator):</u> Correspondence between Washington Headquarters, Region and Division Offices, reports, work plans, evaluations of division offices; Civil Rights material, Cargo Security material, Women's Program, Truck-train strikes, and other materials used as a reference by the Regional Administrator.  Disposition: Destroy when 2 years old.</del>	See ON	item 83 page 17A

## REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

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OF

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
83.  FDR 6/19/86 JFM 6/19/86	<p><u>Special Program Files (Regional Administrator):</u> Correspondence between Washington Headquarters, Region and Division Offices, reports, work plans, evaluations of division offices; Civil Rights material, Cargo Security material, Women's program, Truck-train stikes, and other materials used as a reference by the Regional Administrator.</p> <p>Disposition: Permanent, Cut off file every two years. Offer to NA Field Branch one year later.</p>		

## Request for Records Disposition Authority—Continuation

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
84.	<del>Standards of Conduct Files: Correspondence, memoranda and other records relating to codes of ethics and standards of conduct.</del>  Disposition: Destroy when obsolete or superseded.	GRS 1/28	
85.	<u>State Highway Organization: Correspondence documenting State Department of Transportation delegations of authority, and other types of action within their organization that affects the Federal aid highway program.</u>  Disposition: Transfer to records center when 2 years old. Destroy when 5 years old.		
86.	<u>Staffing Criteria Files: Tables, charts, working papers, final reports and related correspondence dealing with elements of staffing criteria for FHWA and documents related to staffing justification for regional and division offices.</u>  Disposition: Transfer to records center when 10 years old. Destroy when 15 years old.		
87.	<u>Supplies, Equipment, Buildings, and Services: Material related to purchases, credit cards, contracts, GSA supply schedules, catalogs, dealers lists, surplus equipment and supplies; building materials, machines, hardware and furniture; general office supplies; rentals and services; printing and reproduction; systems of property accounting.</u>  Disposition: Destroy when no longer applicable to operations.		
88.	<u>Supply Information: Documents related to distribution of nonexpendable property, space and GSA supplies.</u>  Disposition: Destroy when 3 years old.		
89.	<u>Tabulation Files: Tabulation data of Federal fund obligations, disbursements, interrelationships to income and disbursements and other funds concerning the FHWA programs which included Federal-aid and forest highway funds, Federal-aid and emergency relief projects and Highway Trust Funds.</u>  Disposition: Destroy all material when 1 year old.		

## Request for Records Disposition Authority—Continuation

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
90.	<del>Telephone Toll Records: Original copies of toll call records in support of telephone toll call payments.</del>  <del>Disposition: Destroy after GAO Audit or when 3 years old, whichever is sooner.</del>	GRS 6/8	
91.	<del>Temporary Individual Employee Records: All copies of correspondence and forms maintained on the left side of the Official Personnel Folder in accordance with Federal Personnel Manual, Chapter 293, and Supplement 293-31.</del>  <del>Disposition: Destroy upon separation or transfer of employee or when 1 year old, whichever is sooner.</del>	GRS 1/10	
92.	<del>Time and Attendance Report: Consisting of FAA-2730 which is used to maintain leave record as well as pay hours of employees.</del>  <del>Disposition: Destroy after GAO audit or 3 years old, whichever is sooner. See GRS 2/3.</del>	GRS 2/3	
93.	<del>Training File: Training plan objectives and requirements, annual reports of training activities, cumulative summary of training, correspondence, official file copies, budget estimates, assessment of FHWA Regional Training Systems, seminars, reports, conferences, special programs and reimbursement agreements. Files also include correspondence related to on-the-job training.</del>  <del>Disposition: Destroy when 5 years old or 5 years after completion of a specific training program.</del>	GRS 1/30b(1)	
94.	Transaction Reports: Purchase orders, invoices, backup material, disposition reports and related data listed on accountable and non-expendable property accounts and transactions, and monthly and annual summary reports used as reference material for the expenditures.  Disposition: Destroy 3 years after final payment.		
95.	<del>Travel Order Files: Contain DOT Forms DOT 1500.2, Official Travel for OST and DOT Elements, DOT 1500.3, Limitations in Overseas Travel, and DOT 1500.4, Temorary Travel Duty.</del>		

## Request for Records Disposition Authority - Continuation

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<del>Disposition: Destroy in agency 3 years after final payment.</del>	GRS 9/3/	
96.	<del>Travel Voucher File: Contain public vouchers for transportation charges from airlines for transportation of FHWA employees and SF-113 and 1169, transportation requests by FHWA employees for transportation to and from their destination.</del>  Disposition: Destroy when 3 years old. See GRS 9-3.	GRS 9-3/	
97.	Treasury Report Files: Annual report required by OMB under Treasury Department Circular 965. The original report is submitted to FHWA, Finance Division, HFS-23 on Form FHWA-1336, which certifies the balances at the end of the fiscal year on each appropriation. Included in this file are working papers and supporting documents.  Disposition: Transfer to records center when 3 years old. Destroy 7 years after close of FY involved.		
98.	<del>Vehicle Files: Accident reports, general correspondence, maintenance record, official file copies and related data pertaining to the management of the motor vehicle fleets for the Region.</del>  Disposition: Destroy when 6 years old.	GRS 10/5	
99.	Voucher Examination Records: Accounts payable record copy (yellow SF-147 and pink SF-44) and correspondence related to voucher examination.  Disposition: A. <u>Accounts Payable Record Copy of Purchase Order (yellow SF-147 and pink SF-44)</u> Destroy 3 years after the close of fiscal year involved. D. <u>Correspondence</u> - Destroy 2 years after fiscal year involved.		
100.	Work Order Files: Pending work orders for moving walls, telephone outlets, and electrical outlets. These requests are made for proposed work on the GSA Form 2957 and telephone order DOT 1730.1 and Form FHWA-56 for cancellation of work order.		

## Request for Records Disposition Authority—Continuation

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
101.	<p>Disposition: (a) Pending Files: Transfer to completed work order file after completion of work.</p> <p>(b) Completed Files: Destroy 2 years after completion.</p> <p><u>Word Processing Center Production Records:</u> Consists of page production counts identifying the type of work performed.</p> <p>Disposition: Destroy when 2 years old.</p>		