

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

TO: GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)

Department of Transportation

2. MAJOR SUBDIVISION

Federal Highway Administration

3. MINOR SUBDIVISION

*Washington Office and
 All Field Units*

4. NAME OF PERSON WITH WHOM TO CONFER

J. A. Webster

5. TEL. EXT.

118-60534

1534
Records

LEAVE BLANK	
DATE RECEIVED JAN 8 1973	JOB NO.
DATE APPROVED	NN-173-120
NOTIFICATION TO AGENCY	
IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 91-287 DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IS AUTHORIZED.	
<i>2-14-73</i>	<i>James B. Rhoads</i>
DATE	ARCHIVIST OF THE UNITED STATES

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 1 pages are proposed for disposal for the reason indicated: ("X" only one)

A The records have ceased to have sufficient value to warrant further retention.

B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

1-4-73
 (Date)

John A. Webster
 (Signature of Agency Representative)

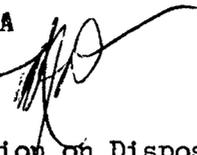
Acting Records Officer
 (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>Direct Construction Project Files. <i>*(Washington office)</i></p> <p>These files document the construction of highway projects which the Federal Highway Administration rather than the State is the contracting authority. They include copies of contracts, copies of intermediate and final inspection reports, copies of final vouchers, copies of change and extra work orders and correspondence pertaining to contractors' claims.</p> <p>DISPOSE - 10 years after payment of final voucher. (Transfer to Federal Records Center 1 year after date of payment of final voucher or settlement of claim, if any, which ever is the latest date).</p>	NN-165-124 Item 5e	DISPOSAL APPROVED
2.	<p>Airport Concurrence Files. <i>*(All Field Units)</i></p> <p>These files pertain to Federal Highway Administration and Federal Aviation Administration concurrences in certifying that the construction, reconstruction or location of highways adjacent to airports are in the public interest. These files consist of inspection reports, sketch maps, prints of airports, layout plans concurrences by representatives of State, FHWA and FAA, and related correspondence.</p> <p>DISPOSE - 10 years after date of concurrence. (Transfer to Federal Records Center when non-current).</p>	NN-162-80 Item 12a	DISPOSAL APPROVED

* Corrections made by telephone conversation with David Green, Paperwork Management, 1/9/73
 4 copies, including original, to be submitted to the National Archives and Records Service
 Returned 1/11/73 with no objection

April 9, 1973

TO: Director, NNA

FROM: M. J. Dowd 

SUBJECT: GAO Action on Disposal Job No. NN-173-120

David Green of Federal Highway Administration Paperwork Management telephoned to say that he had a letter from the General Accounting Office stating that the records in Item 1 must be retained until 12 years after the contract had been received in a Federal Records Center. He wanted to know whether he should submit a revised job. Mr. Perlman advised me that no new job was necessary and that the longer GAO-imposed retention period would govern. I so informed Mr. Green and also propose to you that this memorandum be added to the NN-173-120 dossier.

Approved WOF 4/4/73

**GENERAL SERVICES ADMINISTRATION
ROUTING SLIP**

TO	CO	R1	R2	R3	R4	R5	R6	R7	R8	R9	R10	
NAME/TITLE						CORRESPONDENCE SYMBOL						
1.	<i>Gene Smith</i>						<i>NWF</i>					
2.												
3.												
4.												
5.												

- | | | |
|---|---|--|
| <input type="checkbox"/> ALLOTMENT SYMBOL | <input type="checkbox"/> HANDLE DIRECT | <input type="checkbox"/> READ AND DESTROY |
| <input type="checkbox"/> APPROVAL | <input type="checkbox"/> IMMEDIATE ACTION | <input type="checkbox"/> RECOMMENDATION |
| <input type="checkbox"/> AS REQUESTED | <input type="checkbox"/> INITIALS | <input type="checkbox"/> SEE ME |
| <input type="checkbox"/> CONCURRENCE | <input type="checkbox"/> NECESSARY ACTION | <input type="checkbox"/> SIGNATURE |
| <input type="checkbox"/> CORRECTION | <input type="checkbox"/> NOTE AND RETURN | <input checked="" type="checkbox"/> YOUR COMMENT |
| <input type="checkbox"/> FILING | <input type="checkbox"/> PER OUR CONVERSATION | <input type="checkbox"/> YOUR INFORMATION |
| <input type="checkbox"/> FULL REPORT | <input type="checkbox"/> PER TELEPHONE CONVERSATION | <input type="checkbox"/> |
| <input type="checkbox"/> ANSWER OR ACKNOWLEDGE ON OR BEFORE _____ | | |
| <input type="checkbox"/> PREPARE REPLY FOR THE SIGNATURE OF _____ | | |

REMARKS

NN-113-120

*By January 16, if possible
Mr. Finster and I have no
objection to this schedule.*

*Gene F. Smith
1-11-73*

FROM	CO	R1	R2	R3	R4	R5	R6	R7	R8	R9	R10
NAME/TITLE						CORR. SYMBOL			BUILDING, ROOM, ETC.		
<i>M. J. Dowd</i>						<i>N/A</i>					
						TELEPHONE			DATE		
									<i>1/9/73</i>		

APPRAISAL REPORT

Disposal Job No. NN-173-120

Approved for Disposal:

The items for which disposal authority is requested and that are marked "disposal approved" are disposable, pending General Accounting Office concurrence, because they do not have sufficient value for purposes of historical or other research, functional documentation, or the protection of individual rights to warrant permanent retention by the Federal Government.

Appraiser: Mary Jane Dowd
Mary Jane Dowd

February 14, 1973
Date

Approval Recommended: Meyer H. Fishbein
Meyer H. Fishbein
Director
Records Appraisal Division

2/14/73
Date