REQUEST FOR RECORDS DISPOSITION AUTHORITY

JOB NUMBER	N1-406-/0-2

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

Date received 10/14/09

NOTIFICATION TO AGENCY

1   FROM (Agency or establishment)
Department of Transportation

In accordance with the provisions of 44 U S C 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

2   MAJOR SUBDIVISION
Federal Highway Administration

3   MINOR SUBDIVISION
Central Federal Lands Highway Division

4. NAME OF PERSON WITH WHOM TO CONFER	a TELEPHONE NUMBER	DATE	ARCHIVIST OF THE UNITED STATES
Amy Read	720-963-3369	2 Jul 10	
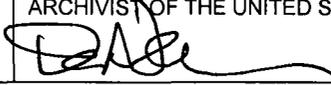
b   AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached __3____ page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accountability Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

☒ is not required   ☐ is attached, or   ☐ has been requested

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
October 13, 2009	Victor A. Wagner	Records Officer
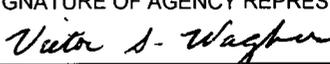
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	This schedule covers the Materials Laboratory Management system in the Federal Highway Administration's (FHWA's) Central Federal Lands Highway Division.

See attached. | | |

	Materials Laboratory Management System This system provides software, hardware and network support and security for specialized, stand-alone lab equipment used to conduct testing of highway construction materials in accordance with national specifications and accreditation criteria. It provides tracking of highway construction materials, laboratory samples and associated monthly project testing billing. It supports the Delphi Finance System.	New	
1.	~~Inputs. Oracle data entry application using an Oracle database for data storage. Sources include sample transmittals and laboratory test reports.~~ ~~DISPOSITION Temporary. Destroy/delete after input and verification of data into master file or when no longer needed to support the reconstruction of master file, whichever is later~~	GRS 20, Item 2a(4)	
2	**Master files.** Consist of materials sample logs, archived and sample logs, and materials billing data. Samples are logged as they arrive from various field locations for use in reporting and billing on a year-by-year basis Fixed pre-established test fees and overhead factors are used to calculate monthly testing billing on a project-by-project basis Includes sample tracking and associated monthly testing billing. For each test, a pre-established fixed test fee is added to the test fee and multiplied by a fixed overhead factor of 2 5 to establish monthly billing charges. Monthly billing charges are duplicated in the Delphi Finance System. DISPOSITION: Temporary. Cut off at end of fiscal year. Delete or destroy 10 years after cutoff.	New	
3	**Outputs**. Sample log reports, archived log reports, and monthly testing billing on a project-by-project basis DISPOSITION: Temporary. Delete or destroy with related records or when the agency determines that they are no longer needed for administrative purposes, whichever is later.	New	
4	~~**System Documentation.** Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file, database or other electronic records.~~	GRS 20, item 11a(1)	

	DISPOSITION — Temporary. Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later.		
5.	**Backup Tapes.** Electronic copy of the master files for the MLM system and retained in case the database is damaged or inadvertently erased. Updates are performed as needed by users and monthly as project billing charges are applied. The database is backed up on a daily basis using Oracle backup to disk and Veritas backup to tape.

DISPOSITION — Temporary. Delete or destroy when the identical records have been deleted, or when replaced by a subsequent backup file. | GRS 20, item 11b | |