

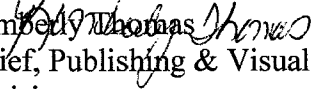


U.S. Department  
of Transportation  
**Federal Highway  
Administration**

# Memorandum

Subject: **ACTION:** Cancellation of FHWA  
Directive: Order H1300.1B

Date: DEC 6 2013

From:   
Kimberly Thomas  
Chief, Publishing & Visual Media  
Division

In Reply Refer To:  
HAMS-20

To: Sarah J. Shores  
Associate Administrator for  
Administration (HAD-1)

After review of FHWA Order H1300.1B, FHWA Distribution System Handbook, we have determined that this Order should be cancelled. Since 1999, the volume of printing and distribution of paper publications has decreased dramatically. This has been mostly due to the increase in technology and has resulted in increases in cost savings. In addition, the method (The Levels Method) used to distribute materials has not been used since that time. Order H1300.1B Distribution System Handbook describes that method. The few parts of the Distribution Order that will still be in effect (Form 1090-Distribution Guide and excel mailing lists) will still be utilized, but will be included in the revised Printing Handbook order. Therefore, we are requesting your approval to cancel this Order.

Attachment

APPROVED



Sarah J. Shores  
Associate Administrator for Administration