

# STATE OF COLORADO

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**DEPARTMENT OF TRANSPORTATION****Office of Government Relations**

4201 East Arkansas Avenue, Room 275  
Denver, Colorado 80222  
(303) 757-9772



To: All CDOT Employees

From: Herman Stockinger / Mary Frances Nevans

Re: Procedural Directive 51.1 Requirements for the Retention of Documents

Date: April 9, 2013

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**Background:** This Procedural Directive updates prior Procedural Directive 51.1 “Records Management” dated December 9, 1998. It was updated as one recommendation in an audit dated January 18, 2012 “Central Files Document Retention 1201.” The Department is in the process of developing a records and data management system. One fundamental step in that process is determining (a) CDOT’s legal requirements regarding records retention and (b) providing an accessible outline to CDOT employees to understand the retention requirements that pertain to a given record. This Procedural Directive fulfills this task. It sets forth CDOT’s current requirements of records retention established by the Colorado State Archives Office and state statute.

**Individuals/Entities Impacted by Policy Directive:** All CDOT employees

**Effective Date:** April 4, 2013

**How to Use This Procedural Directive:** If you are trying to figure out how long to retain a document, please follow these steps:

- Review the Procedural Directive (note that at present, the position of Records Custodian has not been filled).
- If you are located in a CDOT Region, check Appendix “B” which contains records retention schedules for CDOT Regions.
- If you are not located in a CDOT Region, check Appendix “C” which contains records retention schedules specific to CDOT, including:
  - Aeronautics
  - Audit
  - Engineering Maintenance
  - Human Resources & Administration

- Materials & Geotechnical
  - Office of Equal Opportunity
  - Office of Financial Management & Budget
  - Office of Public Relations
  - Safety & Traffic Engineering
  - Staff Branches / Project Development
  - Staff Branches / Contracts & Market Analysis
  - Transportation Development: Environmental Programs Branch
  - Transportation Development: Intermodal Planning
  - Transportation Development: Research
  - Transportation Commission
- 
- If you are not able to locate the document you are looking for in Appendix “B” (CDOT Regions) or “C” (CDOT offices/divisions/branches), check Appendix “D” which is the State Archives Office General Retention Schedule that applies to all state agencies, including CDOT. This is available in a searchable excel spreadsheet posted with the Procedural Directive.
  - If you have a document for which there is no specific direction, please make a note of it so that a schedule can be developed.
  - If you have questions, please call Mary Frances Nevans, 7-9723.

<b>COLORADO DEPARTMENT OF TRANSPORTATION</b>		<input type="checkbox"/> <b>POLICY DIRECTIVE</b> <input checked="" type="checkbox"/> <b>X PROCEDURAL DIRECTIVE</b>
Subject		<b>51.1</b>
<b>Requirements for the Retention of Documents</b>		
Effective	Supersedes	Originating Office
<b>04.04.2013</b>	<b>06.15.83</b>	<b>Manager of Administration</b>

## **I. PURPOSE**

To establish a systematic, routine procedure for the preservation of permanent records and the destruction of records that are no longer of value to the Department of Transportation (“Department” or “CDOT”) in compliance with § 24-80-101, *et seq.* C.R.S. and the Colorado State Archives Records Management Manual. Specifically, pursuant to § 24-80-102.7(2)(a), C.R.S., the Department must establish and maintain a records management program and document the policies and procedures of such program. The intent of this Procedural Directive is to meet this statutory requirement, and ensure that CDOT’s records retention program satisfies the administrative and technical procedure for records maintenance and management established by the executive director of the Department of Personnel through the State Archivist.

## **II. AUTHORITY**

Executive Director, pursuant to §43-1-103, C.R.S.

§24-80-101, *et seq.* C.R.S.

§24-72 101, *et seq.* C.R.S.

§24-72-202, C.R.S

Colorado State Archives Records Management Manual

Procedural Directive 508.1 Professional Engineer’s Stamp

Procedural Directive 52.1 Forms Management

## **III. APPLICABILITY**

This Procedural Directive applies to all divisions, regions, offices and branches of CDOT and the Office of Information Technology personnel who are directly or indirectly responsible for CDOT document retention.

## **IV. DEFINITIONS**

See Appendix “A”

## V. PROCEDURE

### A. CDOT General Legal Requirements

The following requirements comply with § 24-80-102.7, C.R.S. and the Colorado State Archives Records Management Manual.

1. The Department shall:

- a) Retain all records as long as they pertain to any pending legal case, claim, action or audit;
- b) Establish and maintain a records management program and ensure the program complies with the technical and administrative procedures for records maintenance and management established by the executive director of the department of personnel and delegated to the State Archivist ("State Archivist");
- c) Promulgate policies and procedures that govern the records management program.
- d) Designate an Official Records Custodian(s). The State Archivist must be notified in writing of the appointment of the Official Records Custodian(s); any subsequent change in the designation must be reported in writing and within 30 days.

2. The CDOT Official Records Custodian's duties include but are not limited to:

- a) Advising the State Archivist in the performance of the required duties and functions concerning public records and state archives;
- b) Providing additional assistance and data that might enable personnel to better comply with the record management program;
- c) Ensuring that the Department's records management program is economical, efficient and effective;
- d) Ensuring that the program complies with state and federal law;
- e) Maintaining an inventory of the Department's records;
- f) Establishing retention and disposition schedules for the Department's records that comply with the state administrative and technical procedures. See Appendices "B" "C" and "D."

**Requirements for the Retention of Documents**

- g) Providing the State Archivist with relevant information about the storage of documents, including the number of records stored, the cost of storage, and the amount of storage space being used;
  - h) Ensuring adequate security, public access and proper protective storage of the Department's records;
  - i) Developing and implementing Departmental records management procedures;
  - j) Reviewing records disposition schedules annually and submitting all required changes to the State Archivist;
  - k) Continuing a records disposal program in accordance with established disposition schedules (See Appendix "B", "C" and "D") and submitting a Certificate of Disposal (See Appendix "E") for each agency by June 30th of each year;
  - l) Requesting from the Office of Policy and Government Relations any updates or changes in legislation that emerged from the past legislative session and reporting to the State Archivist any revision in laws which may affect retention of the Department's records.
  - m) Ensuring that confidential records are filed, accessed, and disposed of according to federal, state, and basic records management requirements.
  - n) Overseeing compliance with §24-80-103 through 109, C.R.S. with regard to CDOT's duties and responsibilities to the State Archivist (on behalf of the DPA Executive Director) and the Office of the Attorney General.
  - o) Overseeing compliance by the Records Custodians of all retention and disposition requirements.
  - p) Overseeing compliance with retention by the microfilming process, specifically with regard to permanent retention of Construction Project documentation.
3. Each division, region, office and branch of CDOT is required to:
- a) Comply with the state and federal retention and disposition requirements that pertain to the subject matter and category of documents it generates, retains, or handles;
  - b) **Annually on or before the first Friday of May**, establish or reaffirm the identity of a Records Coordinator(s) who shall work with the Official Records Custodian on records retention and disposition requirements.

**Requirements for the Retention of Documents**

- c) Within thirty (30) days of the date the responsibilities of the Records Coordinator are reallocated to another CDOT employee, the division, region, office or branch of CDOT shall notify the Official Records Custodian of the reallocation.
- d) **Annually on or before the first Friday of May**, provide the Official Records Custodian with:
- (1) A certificate of disposal for the fiscal year, for all documents disposed of during the year;
  - (2) An email notification of any change or addition during the fiscal year of a document type and the decision, based on previous consultation and determination with the Official Records Custodian, of the length of time the original(s) and duplicate(s) must be retained.
  - (3) A CDOT Form 48, "Record Analysis Sheet," which shall include the type of document being retained and the state or federal statute or rule requiring retention.
- e) Advise the Official Records Custodian of any state or federal retention or disposition requirements that have changed over the prior year.
- f) Advise the Records Custodian of any documents not included in any of the Appendices and develop a schedule for these documents.
- g) Follow the required procedure when disposing of public records, including the reporting of records disposal in accordance with the Colorado State Archivist requirements (See Appendix "E"). The original Certificate of Disposal is to be completed and returned to the CDOT Official Records Custodian, with a copy to maintain for the submitter's records. No record shall be destroyed that pertains to any pending legal case, claim, action or audit.

**B. General Requirements Required by the State Archives Office****1. Region Records Disposition Schedules, CDOT Specific Retention Schedules and State Archives General Retention Schedules.**

CDOT Region Records Disposition Schedules. If you are in a CDOT Region, first check Appendix "B", which are records disposition schedules for document retention that are specific to CDOT Regions. These are also located on the intranet:  
<http://internal.dot.state.co.us/RecordsMgmt/index.cfm>

CDOT Specific Retention Schedules. If you are not in a CDOT Region, first check Appendix "C" which consists of records disposition schedules for documents that are specific to CDOT offices/divisions/branches. These schedules include the following offices/divisions/branches:

**Requirements for the Retention of Documents**

- Aeronautics
- Audit
- Engineering Maintenance
- Human Resources & Administration
- Materials & Geotechnical
- Office of Equal Opportunity
- Office of Financial Management & Budget
- Office of Public Relations
- Safety & Traffic Engineering
- Staff Branches / Project Development
- Staff Branches / Contracts & Market Analysis
- Transportation Development: Environmental Programs Branch
- Transportation Development: Intermodal Planning
- Transportation Development: Research
- Transportation Commission

General Retention Schedule. The General Retention Schedule applies to all agencies in Colorado, and is mandated by the Colorado Department of Personnel, State Archives Office. If you can't locate what you are looking for in Appendix "B" or "C", check the State General Retention Schedule, Appendix "D." This is a searchable excel file developed by CDOT and posted with the Procedural Directive located here: <http://intranet/resources/policy-procedure/00-admin-infosys-facilities>. This duplicates the requirements applicable to CDOT on the State Archives website (not searchable).

2. If there is a question about which schedule must be followed, the question shall be directed to the CDOT Official Records Custodian, who, in consultation with the State Archivist, will determine which schedule shall be utilized.

3. For any records/information not included in a schedule, contact the Official Records Custodian who will work with an office or division of CDOT to develop a schedule.

**VI. ATTACHMENTS OR DOCUMENTS REFERENCED IN THIS PROCEDURAL DIRECTIVE** (if not attached, document is available on CDOT Intranet or other location).

Attached Appendices

Appendix "A" Definitions

Appendix "B" CDOT Region Records Retention Schedules

Appendix "C" CDOT Specific Records Retention Schedules

Appendix "D" General Retention Schedules (applicable to all agencies, including CDOT)

Appendix "E" Colorado State Archives Certificate of Disposal

Other References

Colorado State Archives Records Management Manual,  
<http://www.colorado.gov/dpa/doit/archives/rm/rmman/index.htm>

CDOT Form 48 "Record Analysis Sheet"

**VII. IMPLEMENTATION PLAN**

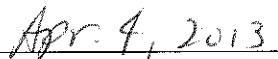
This Procedural Directive shall be effective upon signature and will be implemented by the Manager of Administration.

The Office of Policy and Government Relations shall post the Procedural Directive on the CDOT intranet immediately upon signature.

**IV. REVIEW DATE**

This Procedural Directive shall be reviewed on or before February 2018.

  
\_\_\_\_\_  
Executive Director

  
\_\_\_\_\_  
Date of Approval



**APPENDIX "A"**

**DEFINITIONS**

**Requirements for the Retention of Documents**

“CDOT Specific Record Retention Schedule” shall mean a retention schedule developed by CDOT establishing retention periods for those records that are agency specific and not covered by the General Records Schedule.

“Confidential Documents” shall mean all writings that are not open to public inspection according to state or federal statute or rules, rules of the Colorado Supreme Court, or specific court order.

“Definitive Copy” shall mean a CDOT official record copy of a document. It may be the original (if available), although should always be the most complete and concise copy (i.e., the copy containing all signatures, etc.).

“Department” or “CDOT” shall mean The Department of Transportation created pursuant to § 43-1-101, C.R.S.

“Department of Personnel Executive Director” shall mean the executive director established pursuant to § 24-50.3-103 C.R.S. who delegates authority to the Director of State Archives to perform archiving functions pursuant to statute. For purposes of this Procedural Directive, references shall be made to the State Archivist, as the agent for the DPA Executive Director.

“General Records Retention Schedule” shall mean Record retention schedule published by the State Archivist. It covers the retention period for records that are common to all state agencies.

“Official Records Custodian” shall mean the person or persons at the Department who are responsible for the maintenance, care, and keeping of public records, regardless of whether such records are in his/her actual physical custody and control.

“Personnel files” means and includes home addresses, telephone numbers, financial information, and other information maintained in the course of the employer-employee relationship, and other documents specifically exempt from disclosure under relevant law. “Personnel files” does not include applications of past or current employees, employment agreements, any amount paid or benefit provided incident to termination of employment, performance ratings, final sabbatical reports required under section § 23-5-123, C.R.S., or any compensation, including expense allowances and benefits, paid to employees by the state, its agencies, institutions, or political subdivisions.

“Public records” shall mean all writings made, maintained, or kept by the department or an agency for use in the exercise of functions required or authorized by law, administrative rule or involving the receipt or expenditure of public funds.

“Records” shall mean all books, papers, maps, photographs, or other documentary materials, regardless of physical form or characteristics, made or received by any governmental agency pursuant to law or in connection with the transaction of public business and preserved by the agency or its legitimate successor as evidence of the organization, functions, policies, decisions,

**Requirements for the Retention of Documents**

procedures, operations, or other activities of the government or because of the value of the official governmental data contained therein.”

“Records Coordinator” shall mean any CDOT employee who, as part of their assigned job duties, coordinates with the Official Records Custodian to review retention schedules, submit records to Central Files, and act as the office liaison with regard to records retention and management.

“Records Series” shall mean a group of identical or related records that are normally used and filed as a unit, and that permit evaluation as a unit for retention scheduling purposes.

“Record Set” shall mean a set of contract documents that is identified by the licensee’s and consultant’s original stamps, signatures and dates. *See 4 CCR 730-1:2.2.*

“Seal” shall mean the Seal authorized by the Colorado State Board of Licensure for Architects, Professional Engineers and Professional Land Surveyors (“AES Board”) for registrants. A Seal may be a crimp type Seal, a rubber stamp type Seal or an electronic Seal.

“Writings” means and includes all books, papers, magazines, photographs, cards, tapes, recordings or other documentary materials, regardless of physical form or characteristics including records in computerized format.

<b>COLORADO DEPARTMENT OF TRANSPORTATION</b>	<input type="checkbox"/> <b>POLICY DIRECTIVE</b> <input checked="" type="checkbox"/> <b>PROCEDURAL DIRECTIVE</b>
Subject <b>Requirements for the Retention of Documents</b>	<b>51.1</b>

## **APPENDIX "B"**

### **CDOT REGIONS RECORDS RETENTION SCHEDULES**

**These are also available on the intranet at**  
<http://internal.dot.state.co.us/RecordsMgmt/index.cfm>

**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS**  
**AGENCY SPECIFIC RECORDS DISPOSITION SCHEDULE**

Archives # 00-38
Page

FOR RECORDS NOT PUBLISHED ON THIS SCHEDULE, REFER TO THE "GENERAL RECORDS SCHEDULE" PUBLISHED BY THE STATE ARCHIVIST

Department	Division	Section	X Permanent X Non-Permanent
Transportation	Engineering & Maintenance (Chief Engineer)	Regions 1, 2, 3, 4, 5, & 6	
Item #	Description	Retention Period	Special Instructions
	<u>ADMINISTRATION (RTD)</u>		
1.	General Correspondence (not project specific)	1 year + current, unless ongoing subject	1) Apply "General Records Schedule" when appropriate
	<u>BUSINESS OFFICE</u>		
2.	Colorado Revised Statutes (reference copy for region)	Permanent	
3.	Federal-Aid Highway Program Manual (reference copy for region)	Permanent	
4.	Project Funding Status Report (microfiche)	Record retention expiration date on CDOT form # 950	
5.	Entity Files (non-project specific)		
	a) Federal Aid Master Agreement	a) Permanent	
	b) Contracts	b) Duration of contract + 6 years. If contract is supplemented, retention changes to 6 years after date of last supplemental	
	c) General Correspondence	c) until no longer useful	
6.	Utility Billing files		
	a) Business office ( <i>secondary copy</i> )	Record retention expiration date on CDOT form #950	
	b) Accounts Payable ( <i>original</i> )	5 years + current	
	c) Central Files ( <i>copy</i> )		
	(1) Voucher Request & Summary Cover Letter	(1) Permanent	
	(2) Backup documentation	(2) Record retention date on CDOT form # 950	
7.	General Correspondence File (not project specific)	1 year + current unless ongoing subject	7) Apply "General Records Schedule" when appropriate
8.	Consultant Billing Files (active/completed/closed)		
	a) Business Office ( <i>secondary copy</i> ) progress report, monthly time count report, monthly status of work	Record retention expiration date on CDOT form # 950	

**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS**  
**AGENCY SPECIFIC RECORDS DISPOSITION SCHEDULE**

Archives #  
00-38

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Page

Department	Division	Section	X Permanent X Non-Permanent
Transportation	Engineering & Maintenance (Chief Engineer)	Regions 1, 2, 3, 4, 5, & 6	
Item #	Description	Retention Period	Special Instructions
	report, DBE WBE report		
	b) Central Files ( <i>copy</i> ) (1) Voucher Request & Summary Cover Letter (2) Backup documentation	(1) Permanent (2) Record retention expiration date on CDOT form # 950.	
	c) Accounts Payable ( <i>original</i> ) invoice & backup documentation	5 years + current	
9.	Consultant Files -( <i>secondary files</i> ). General correspondence, not project specific. Project specific documents are sent to Central Files	1 year + current unless ongoing subject	
10.	Budget Records		
	a) Construction/M&O budgets	a) 3 years + current	
	b) TIP/STIP	b) until updated	
	c) Construction of Cost Reports (construction cost ledgers)	c) 1 year + current	
	d) Transfer of Charges (Journal Entries)	d) 3 years + current	
	e) Bid Opening Tally Sheets	e) 3 years + current	
	f) Construction Project Status Reports (CDOT #110)	f) 1 year + current	
	g) Operating Reports	g) 1 year + current	
	h) Status of Federal Funds Allotted to Cities & Counties	h) 1 year + current	
	i) Other general budget information	i) until updated	
11.	Project Files ( <i>active/completed/closed</i> )	Record retention expiration date on CDOT Form # 950	
12.	Payment Vouchers		
	a) <i>Originals</i> (Business Office)	a) 6 years + current	
	b) <i>Secondary</i> copies (originating office)	b) 1 year + current	
<u>EQUAL EMPLOYMENT OPPORTUNITY</u>			
INTERNAL EEO RECORDS			
13.	Training records (where applicable in regions)	2 years + current	
14.	Personnel Information (where applicable in regions)	Until superseded	

**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS**  
**AGENCY SPECIFIC RECORDS DISPOSITION SCHEDULE**

Archives # 00-38
Page

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Department	Division	Section	X Permanent X Non-Permanent
Transportation	Engineering & Maintenance (Chief Engineer)	Regions 1, 2, 3, 4, 5, & 6	
Item #	Description	Retention Period	Special Instructions
15.	"Off the Record" Complaint File (complaints not formally filed)	1 year + current	
16.	Title VI Program Documentation	Until superseded	
17.	Title VI Complaint Files	3 years + current from resolution date	
18.	Title VII Program Files	Until superseded	
19.	Title VII Complaint Files	3 years + current from resolution date	
20.	ADA Program Documentation	Until superseded	
21.	ADA Case Files	3 years + current from resolution date	
22.	Statistical Reports a) At Headquarters b) In Regions	a) 10 years + current b) 1 year + current	
	<b>EXTERNAL EEO/LABOR COMPLIANCE RECORDS (REGION OFFICES ONLY)</b>		
23.	DBE Documentation ( <i>secondary copies</i> ) Primary copy comes to Central Files via Staff Construction/Business Programs & is retained in Central Files for 6 years after project closure. File includes:  a) CDOT#713 (Contractor DBE Subcontractor, Supply & Service Contract) b) *CDOT #715 (Certificate of Proposed DBE Participation) c) CDOT #718 (DBE Good Faith Effort Documentation) d) CDOT #863 (DBE Contract Goal Recommendation)	Maintain until EEO project documentation is complete, then forward to Finals Engineer for retention.	*23b. -- File contains "Confidential Documents" that must be treated as such according to P.D. 51.3. Authority: CRS 24-72-204(3)(IV) Access: CDOT & FHWA employees on a "need to know" basis, signatories, auditors properly constituted under state and federal law or regulation.
24.	Contractor Files (non-project specific)	3 years + current	
25.	General Correspondence	Until superseded	

**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS**  
**AGENCY SPECIFIC RECORDS DISPOSITION SCHEDULE**

Archives #  
00-38

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Page

Department	Division	Section	X Permanent X Non-Permanent
Transportation	Engineering & Maintenance (Chief Engineer)	Regions 1, 2, 3, 4, 5, & 6	
Item #	Description	Retention Period	Special Instructions
26.	Program Management a) OJT ( <i>secondary copy</i> ) <i>Primary copy retained by Central Files Permanently</i> b) Contract Compliance Reviews ( <i>secondary copy</i> ). <i>Primary copy retained in Central Files Permanently.</i>	a) Until trainee is no longer enrolled b) Until no longer useful	
<b><u>PLANNING &amp; ENVIRONMENTAL</u></b>			
27.	Project File – Environmental correspondence (project specific related to design, construction, budget and route locations)	Record retention expiration date on CDOT # 950	
28.	Noise Barrier Records  Exception: Documents relating to public involvements or supporting design/construction decisions	Until superseded or, "record retention expiration date" on CDOT Form # 950, whichever is longer  20 years or, "record retention expiration date" on CDOT Form # 950, whichever is longer.	
29.	Environmental Subject File (not project specific)	1 year + current unless ongoing subject	
30.	Environmental Assessment & Environmental Impact Statements ( <i>secondary copy</i> ) <i>Primary copy retained by Environmental Services Office Permanently</i>	Records retention expiration date on CDOT Form # 950	
31.	Environmental Permits a) Corps of engineer permit (404) b) Storm water permit (Health) c) Point source discharge permit (Health) d) Other permits	6 years after completion of project	
32.	Archaeology/Paleontology ( <i>secondary copy</i> ) (includes archaeological clearance reports & paleontology surveys)  <i>Primary copy retained in Headquarters Office of Environmental Review - Permanently</i>	Permanent	
33.	Historical (includes bridges)	Permanent	
34.	Threatened & Endangered Species	Permanent	
35.	Wetland Mitigation Sites	Permanent	



**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS**  
**AGENCY SPECIFIC RECORDS DISPOSITION SCHEDULE**

Archives # 00-38
Page

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Department	Division	Section	X Permanent X Non-Permanent
Transportation	Engineering & Maintenance (Chief Engineer)	Regions 1, 2, 3, 4, 5, & 6	
Item #	Description	Retention Period	Special Instructions
36.	Hazardous Waste Records (includes Initial Site Assessments)	Permanent	
37.	NEPA Documents a) EA's (Environmental Assessment) b) EIS's (Environmental Impact Statements) c) FONSI's (Findings of No Significant Impact) d) ROD's (Record of Decisions)	Permanent	
38.	Intergovernmental Reviews a) Reviews upon which no comments are made b) Reviews upon which comments are made	a) 3 years + current b) 20 years	
39.	404 Permits Includes senate bill 40 clearances, water quality certification, flood plain permits, T&E, farmland, archaeology/paleontology clearances	Records retention expiration date on CDOT Form # 950	
40.	National Pollutant Discharge Elimination System (NPDES) Permit Records	Maintain until permit expiration, or "record retention expiration date" on CDOT Form # 950, whichever is longer	
41.	Project Categorization Includes CDOT #128 (Request for Minor Category Concurrence) and CDOT #463 (Design Data)	Permanent	
42.	Public Notices (copies)	Record retention expiration date on CDOT Form # 950	
43.	Project Files Contains documentation of environmental clearances, studies, correspondence, FHWA approval of project category, transcripts of public hearing and informal meetings and other information necessary to write and publish environmental documents required for intermediate and major projects	Record retention expiration date on CDOT Form # 950	
<b><u>MAINTENANCE SECTIONS</u></b>			
44.	Maintenance Management System Selection Database (computer format – <i>secondary copy</i> ) Also retained by DIS	20 years + current	

**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS**  
**AGENCY SPECIFIC RECORDS DISPOSITION SCHEDULE**

Archives # 00-38
Page

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Department	Division	Section	X Permanent	X Non-Permanent
Transportation	Engineering & Maintenance (Chief Engineer)	Regions 1, 2, 3, 4, 5, & 6	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Item #	Description	Retention Period	Special Instructions	
45.	MMS Monthly Sectional Reports	5 years + current		
46.	Section year-end MMS reports	*2 years + current		*May retain longer at Mtce. Sections preference
47.	Section MMS Roadway Inventory a) by milepost b) historical annual summary	a) Until updated b) *5 years		*May retain longer at Mtce. Sections preference
48.	Activity Reports (green sheets -CDOT Form #909)	2 years + current		
49.	CARS (EMS) – Equipment Management Systems	For the life of the equipment/vehicle		
50.	Roadside Beautification Records a) Roadside Sign Purchase Files  b) Junkyard Permit Files  c) Correspondence	a) Until completion of sign purchase, then transfer to Staff ROW for permanent retention  b) Until completed & Junkyard is no longer in operation, then transfer to Staff ROW for permanent retention.  c) 1 year + current		
51.	Bridge Inspection Records (copy also retained by Staff Bridge for 10 years)	10 years or as long as structure remains		
52.	Accident/Damage Claims –CDOT Form #40	2 years + current		
53.	Property Files	Permanent		
54.	Fuels Logs ( <i>secondary copy</i> )** <i>Primary Copy</i> ** retained by Accounting	Record destruction freeze. DO NOT DESTROY		**All copies are currently under a record destruction freeze due to litigation involving leaking underground storage tanks.
55.	Maintenance Agreements – ( <i>secondary copy</i> ) <i>Primary copy</i> is retained by Staff Maintenance for	Duration of agreement + 3 years		

**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS**  
**AGENCY SPECIFIC RECORDS DISPOSITION SCHEDULE**

Archives #  
00-38

Page

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Item #	Description	Retention Period	Special Instructions				
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%;">Department Transportation</td> <td style="width:25%;">Division Engineering &amp; Maintenance (Chief Engineer)</td> <td style="width:25%;">Section Regions 1, 2, 3, 4, 5, &amp; 6</td> <td style="width:25%; text-align: center;"> <input checked="" type="checkbox"/> Permanent  <input checked="" type="checkbox"/> Non-Permanent                 </td> </tr> </table>				Department Transportation	Division Engineering & Maintenance (Chief Engineer)	Section Regions 1, 2, 3, 4, 5, & 6	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Non-Permanent
Department Transportation	Division Engineering & Maintenance (Chief Engineer)	Section Regions 1, 2, 3, 4, 5, & 6	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Non-Permanent				
56.	Project Records "duration of agreement" + 6 years	Record retention expiration date on CDOT Form # 950					
57.	Safety/Safety Training Records (includes safety correspondence, meeting schedules, manuals, and literature and vehicle accident review board fatality reports.	2 years + current					
58.	Commercial Driver history Records. <i>Primary copy</i> retained by region Maintenance Office Manager as follows: a) Drivers completed employment application, previous employment reference contact documentation, drivers' road test certification. b) Medical Examiner's Certification or waiver of physical disqualification c) Annual review of employees driving record memo d) Annual list or certificate regarding motor vehicle law violations.	a) As long as driver is employed by CDOT + 3 years b) May be removed after 3 years c) May be removed after 3 yrs d) May be removed after 3 years	58) CONFIDENTIAL RECORD: Access Employee or designated representative, appointing authority or their designee, designated authorities such as motor carrier/Colo. State Patrol.				
59.	Drug and Alcohol Test Records <i>Primary copy</i> retained by Region as follows: a) Records pertaining to the collection process b) Positive test results c) Negative & canceled test results  <i>Secondary copy</i> retained by Staff Maintenance Occupational Safety & Health Unit as follows: d) Records pertaining to collection process e) Positive Test Results f) Negative & Canceled Test Results	a) 2 years b) 5 years c) 1 years  d) 2 years e) 5 years f) 1 year	59) CONFIDENTIAL RECORD Access: Appointing authority, superintendent, office managers, & Staff Maintenance Occupational Safety & Health Unit				
60.	Medical Monitoring Records NOTE: The Staff Maintenance Occupational Safety & Health Unit is ultimately responsible for insuring proper retention of this record series  <u>Primary copy retained by the University of Colorado Health Sciences Center, Occupational Medicine &amp; Toxicology</u> a) Includes test results, medical history, etc	a), b), c), d), - 30 years after					

**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS  
AGENCY SPECIFIC RECORDS DISPOSITION SCHEDULE**

Archives # 00-38
Page

FOR RECORDS NOT PUBLISHED ON THIS SCHEDULE, REFER TO THE "GENERAL RECORDS SCHEDULE" PUBLISHED BY THE STATE ARCHIVIST

Department	Division	Section	X Permanent X Non-Permanent
Transportation	Engineering & Maintenance (Chief Engineer)	Regions 1, 2, 3, 4, 5, & 6	
Item #	Description	Retention Period	Special Instructions
	<ul style="list-style-type: none"> <li>b) DOT Physical Baseline (initial medical history (CDOT form # 1138)) &amp; Dr.'s exam documentation</li> <li>c) Periodic Physical (every 2 years after Baseline) – Supplemental Medical History Report (CDOT form 1139) &amp; Dr.'s exam documentation</li> <li>d) Exit Exam (given when employment ends or with assignment change) &amp; Dr.'s exam documentation</li> </ul> <p><u>Retained by Region Maintenance Superintendent</u></p> <ul style="list-style-type: none"> <li>e) Exam Certification – includes pre-employment physical and any physicals performed thereafter for CDL employees, Occupational Safety &amp; Health Certification (CDOT #1200), and the Medical Examination Review Services (MERS)- CDOT #1263.</li> </ul> <p><u>Retained by Staff Maintenance Occupational Safety &amp; Health Unit</u></p> <ul style="list-style-type: none"> <li>f) Exam Certification – Occupational Safety &amp; Health Certification and Tracking (CDOT Form #1200)</li> </ul>	<ul style="list-style-type: none"> <li>employee has left CDOT employment</li> <li>e) Until employee terminates</li> <li>f) Permanent</li> </ul>	
61.	Rest Areas	5 years + current	
62.	Shop records	Life of vehicle	
63.	<p>Storeroom Records</p> <ul style="list-style-type: none"> <li>a) Payment package (<i>project &amp; non-project related</i>) Includes purchase order, receiving document, and invoice.</li> <li>b) Supplies Request (CDOT 960) <i>primary copy</i></li> <li>c) Purchase requisitions (CDOT #15) (<i>secondary copy</i>). Primary copy retained by Procurement for 4 years + current.</li> <li>d) Field Purchase Orders (FPO's) (CDOT #22) <i>Primary copy</i>. (<i>Secondary copy</i> retained by Procurement for 2 years + current.)</li> <li>e) Annual Inventory Documents (<i>secondary copy</i>). <i>Primary copy</i> retained by Accounting for 3 years + current.</li> </ul>	<ul style="list-style-type: none"> <li>a) 6 years + current</li> <li>b) 3 years + current</li> <li>c) 2 years + current</li> <li>d) 6 years + current</li> <li>e) 1 year + current</li> </ul>	
64.	Transport Permits	3 years + current	

**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS**  
**AGENCY SPECIFIC RECORDS DISPOSITION SCHEDULE**

Archives # 00-38
Page

FOR RECORDS NOT PUBLISHED ON THIS SCHEDULE, REFER TO THE "GENERAL RECORDS SCHEDULE" PUBLISHED BY THE STATE ARCHIVIST

Department	Division	Section	X Permanent X Non-Permanent
Transportation	Engineering & Maintenance (Chief Engineer)	Regions 1, 2, 3, 4, 5, & 6	
Item #	Description	Retention Period	Special Instructions
65.	Tunnel Records a) Purchasing (specialized equipment) b) Tunnel Rules & Regulations c) Tunnel Permits & applications d) Tunnel Logs & Charts e) Tunnel Reports (administrative) f) Specialized Tunnel Equipment g) Project Files	a) Permanent b) Until updated c) Until renewed or updated d) Permanent e) Permanent f) Permanent g) Permanent	
66.	Diaries	6 years + current	
	<u>TRAFFIC/SAFETY</u>		
67.	Signal report file	10 years + current after project closure	
68.	Equipment & vehicle records	Until equipment/vehicle is sold	
69.	Maintenance Agreements ( <i>secondary copy</i> ). <i>Primary copy</i> retained by Staff Maintenance for duration of agreement + 6 years	Duration of agreement + 3 years	
70.	Striping records	10 years + current	
71.	Signing records	10 years + current	
72.	Signs – General Correspondence	2 years + current unless ongoing subject	
73.	General Correspondence	1 year + current unless ongoing subject	
74.	Overhead flashers intersection file	10 years + current	
75.	Project file	Records retention expiration date on CDOT #950	
76.	Cities & Counties (includes copy of traffic model code and general traffic information)	Until superseded	
77.	Traffic management budget reports	Until superseded	
78.	Completed Project Work Orders	Records retention expiration date on CDOT form #950	

**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS**  
**AGENCY SPECIFIC RECORDS DISPOSITION SCHEDULE**

Archives # 00-38
Page

FOR RECORDS NOT PUBLISHED ON THIS SCHEDULE, REFER TO THE "GENERAL RECORDS SCHEDULE" PUBLISHED BY THE STATE ARCHIVIST

Department	Division	Section	X Permanent X Non-Permanent
Transportation	Engineering & Maintenance (Chief Engineer)	Regions 1, 2, 3, 4, 5, & 6	
Item #	Description	Retention Period	Special Instructions
79.	Fatalities & Accident reports	3 years after incident has been investigated & resolved	
80.	Traffic count	2 years + current	
81.	Film – photo log	As long as useful & applicable	
82.	Traffic plans	As long as useful & applicable	
83.	Computer programming records (includes ramp meter & surveillance system)	Until superseded	
84.	Vendor Files	2 years + current	
85.	Referral correspondence	2 years + current	
86.	Permits a) General permits b) Access permits c) Landscape permits d) Seismic permits e) Survey permits f) Banner permits g) Utility permits	a) 3 years + current b) Permanent c) Permanent d) 3 years + current e) 3 years + current f) 3 years + current g) As long as the utility is installed in the ROW + 6 years	
	<u>PROGRAM ENGINEERING SECTIONS</u> <u>Program Engineer</u>		
87.	Construction Project Plans (also in resident engineer's office) used for reference. This file is the "as constructed" plans that contain all the "as built" features. Includes plan sheets, specification sheets, notes and all modifications.  <u>Finals Engineer</u>	3 years + current	
88.	Project Finals a) final estimate data, original contractor forms relating to DBE b) Inspection, Reports, Final Quantity calculations, contractor payroll data, original force account billings, contractor estimates, misc. project data &	a) Forward to Staff Construction b) Records retention expiration date on CDOT form #950	

**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS**  
**AGENCY SPECIFIC RECORDS DISPOSITION SCHEDULE**

Archives # 00-38
Page

FOR RECORDS NOT PUBLISHED ON THIS SCHEDULE, REFER TO THE "GENERAL RECORDS SCHEDULE" PUBLISHED BY THE STATE ARCHIVIST

Department	Division	Section	X Permanent X Non-Permanent
Transportation	Engineering & Maintenance (Chief Engineer)	Regions 1, 2, 3, 4, 5, & 6	
Item #	Description	Retention Period	Special Instructions
	forms.		
89.	Original "as constructed" plans and cross section sheets	Permanent	
	<u>Materials Engineer</u>		
90.	Project materials, test reports & data	Forward to resident engineer for retention	
91.	System wide non-project specific IAT (independent assurance testing)	6 years + current	
92.	Sand & gravel pit permits & records	Retain until pit has been reclaimed and a release received from Mined Land Reclamation Board (MLRB)	
	<u>Right of Way</u>		
93.	Projects & Parcels Folders a) Deeds, easements, Memos of agreement, condemnation records, project plans b) Remainder of file	a) Permanent b) Records retention expiration date on CDOT Form #950	
94.	Legal Recorded Subdivision Plats ( <i>secondary copy</i> ) <i>Primary copy</i> also retained by County permanently	Permanent	
95.	Project Plan Sheets	Permanent	
96.	Excess Land a) deeds, easements, memos of agreement, condemnation records, project plans b) remainder of file	a) Permanent b) 5 years + current	
97.	Lease folders ( <i>secondary copy</i> )	Until property is sold	
98.	Maintenance Sites	as long as property is controlled	

**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS**  
**AGENCY SPECIFIC RECORDS DISPOSITION SCHEDULE**

Archives # 00-38
Page

FOR RECORDS NOT PUBLISHED ON THIS SCHEDULE, REFER TO THE "GENERAL RECORDS SCHEDULE" PUBLISHED BY THE STATE ARCHIVIST

Department	Division	Section	
Transportation	Engineering & Maintenance (Chief Engineer)	Regions 1, 2, 3, 4, 5, & 6	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Non-Permanent
Item #	Description	Retention Period	Special Instructions
99.	Vendor file	by CDOT 6 years + current	
100.	Local entities correspondence (not project specific)	6 years + current	
101.	State Highways correspondence (not project specific)	6 years + current	
	<u>Survey</u>		
102.	Monument records	Permanent	
103.	Field books	Permanent	
	<u>Utilities</u>		
104.	Utility Agreements (secondary copy) Primary copy retained in Central Files in Construction Project files permanently	Duration of agreement + 3 years	
105.	Permits	As long as the utility is installed in the ROW + 6 years	
106.	Correspondence	Records retention expiration date on CDOT 950	
	<u>Resident Engineers</u>		
107.	Construction Project Document Files (cradle to grave): Includes project plans, contract documentation, correspondence, progress reports, materials tests, certification, contract modification orders, time count reports, pay estimates with force account data and financial reports, project diaries, materials worksheets, contractor payrolls.	Records retention expiration date on CDOT 950	
108.	General Correspondence (not project specific)	1 year + current unless ongoing subject	108) Apply "General Records Schedule" when appropriate



<b>COLORADO DEPARTMENT OF TRANSPORTATION</b>	<input type="checkbox"/> <b>POLICY DIRECTIVE</b> <input checked="" type="checkbox"/> <b>PROCEDURAL DIRECTIVE</b>
Subject <b>Requirements for the Retention of Documents</b>	<b>51.1</b>

## **APPENDIX “C”**

### **CDOT Specific Retention Schedules**

**These include the following offices/divisions/branches:**

- **Aeronautics**
- **Audit**
- **Engineering Maintenance**
- **Human Resources & Administration**
- **Materials & Geotechnical**
- **Office of Equal Opportunity**
- **Office of Financial Management & Budget**
- **Office of Public Relations**
- **Safety & Traffic Engineering**
- **Staff Branches / Project Development**
- **Staff Branches / Contracts & Market Analysis**
- **Transportation Development: Environmental Programs Branch**
- **Transportation Development: Intermodal Planning**
- **Transportation Development: Research**
- **Transportation Commission**

**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE**

Revises Archives # 97-3

Archives #  05-187
Page 2 of 2
<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Non-Permanent

Department Transportation	Division AERONAUTICS	
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Item#	Description	Retention Period	Special Instructions
1.	Airport Sales Tax (Monthly Report)	4 Years	
2.	Monthly Aviation Fuel Purchase Report (Excise Tax)	4 Years	
3.	Pavement Condition Index(PCI) Records A. Reports B. Computer Database	6 Years Permanent	
4.	FAA System Planning Grant Records	6 Years	
5.	Colorado Aeronautical Board Resolutions	Permanent	
6.	Colorado Aeronautical Board Meeting Minutes	Permanent	
<p>RETENTION OF ALL OTHER RECORDS IS DETERMINED BY THE "GENERAL RECORDS SCHEDULE" WHICH IS DEVELOPED BY THE STATE ARCHIVIST.</p>			

**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE**

Revises Archives #92-17

Archives #  05-181
Page 2 of 2

Department Transportation	Division Audit	Internal & External	<input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Non-Permanent
Item#	Description	Retention Period	Special Instructions
1.	<u>Internal - Post Contract Audit</u> Audit Workpapers* (Data that includes detailed information on testing, observation & analysis relating to the subject matter of each audit)	7 Years	*Confidential Record Authority: CRS 24-72-204(3)(A)(iv) Privileged Information Access: "Auditors & Persons in interest."
2.	Audit Reports (Copy)	10 Years	
3.	Audit Tracking Report	7 Years	
4.	<u>External - Pre Contract Audit</u> Workpapers* and Audit Reports (Consultant proposals & duplicate audit reports. Definitive report is part of permanent Project Contract file.)	7 Years after CDOT 950 date	*Confidential Record Authority: CRS 24-72-204(3)(A)(iv) Privileged Information Access: "Auditors & Persons in interest."
5.	Consultant Files (Contains financial information on vendor's status.)	7 Years	
RETENTION OF ALL OTHER RECORDS IS DETERMINED BY THE "GENERAL RECORDS SCHEDULE" WHICH IS DEVELOPED BY THE STATE ARCHIVIST.			

**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE**

Revises Archives #  
97-125

Archives #  
**05-199**

Page  
2 of 3

Department Transportation	Division Engineering Maintenance	Bridge Design & Management	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Non-Permanent
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Item#	Description	Retention Period	Special Instructions
1.	<b>PROJECT FILES</b> A. Approvals B. Transmittal letters that contain information relating directly to the construction of the bridge. C. Transmittal letters not containing information relating directly to the construction of the bridge.	Permanent Permanent  Until project closure	Microfilm or scan.
2.	<b>DESIGN INFORMATION</b> A. Design Notes B. Geology & Foundation Reports C. Quantities (calculations)	Permanent Permanent Until project closure	Microfilm or scan.
3.	<b>SHOP DRAWINGS</b> A. Bridge Fabrications Drawings (final drawings) B. Shop Drawing Calculations C. Project Data Sheet D. Transmittal letters relating directly to checking of shop drawings or calculations E. Bridge Fabrication Drawings (rejected or revised if applicable) F. Transmittal letters (not containing info pertaining to shop drawings or calculations).	Permanent Permanent Permanent Permanent  Until project closure Until project closure	Microfilm or scan.
4.	<b>CONSTRUCTION PLANS</b> A. 1/2 size construction plans B. Special Provisions relating to bridge construction C. Project Agreement Estimate D. Private/Entity Structure Plans (Bridge projects) 1/2 size E. Geometry Runs & Info (included in construction plans for new projects)	Permanent Permanent Permanent Transfer to entity Permanent	Microfilm or scan.   Transfer to entity upon project completion.

**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE**

Revises Archives #  
97-125

Archives # <b>05-199</b>
Page 3 of 3

Department	Division		
Transportation	Engineering Maintenance	Bridge Design & Management	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Non-Permanent
Item#	Description	Retention Period	Special Instructions
5.	<b>MICROFILM FILE</b> Contains correspondence, plans, design notes, & shop drawings for hwy projects. Includes info for all available projects prior to 1978. After 1978, info is for Bridge projects only.	Permanent	
6.	<b>BRIDGE INSPECTION &amp; MAINTENANCE TRAINING MATERIALS</b> (Includes photograph slides)	Until updated or superseded	
7.	<b>ON SYSTEM STRUCTURE FILES</b> A. Structure B. Cardex &/or Electronic Database C. Maps (Maps2) D. Computer files	Inspection data retained for 10 Yrs + initial inspection. All other data maintained until superseded.	
8.	<b>CITY/COUNTY STRUCTURE FILES</b> A. Structure Folders B. Entity Correspondence Folders C. GIS/PDF Files D. Computer Files	Until superseded	Superseded information in the city/county structure files is forwarded to the local entity.
9.	<b>PUBLICATIONS &amp; REPORTS</b> One copy of each of the following publications will be retained PERMANENTLY for historical purposes. Additional copies retained as follows: A. Field Log of Structures B. Detail Manual (Electronic format) C. Design Manual (Electronic format) D. Rating Manual (Electronic format) E. Coding Guide (Electronic format)	3 years 1 version + current 1 version + current 1 version + current 1 version + current	
10.	Pre-Inspection Test Report Records A. Quality Assurance Acceptance Report(#193) B. Contractor's Acceptance Report C. Mill Test Report D. Concrete Test Reports	Permanent	Microfilm or scan  RETENTION OF ALL OTHER RECORDS IS DETERMINED BY THE "GENERAL RECORDS SCHEDULE" WHICH IS DEVELOPED BY THE STATE ARCHIVIST.
Note: Records also apply to major structures.			

**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE**

Schedule Revision  
Revises Archives # 93-125

Archives # 05-174
Page 2 of 2

Department Transportation	Division Human Resources & Administration	Mail Center	<input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Non-Permanent
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Item#	Description	Retention Period	Special Instructions
1.	Postal Reconciliation Reports Includes daily logs, assignment records, delivery receipts route schedules, UPS manifest reports, vouchers, Certified Logs, Fed Ex Air and Ground documents.	3 Years	

DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS  
**RECORDS DISPOSITION SCHEDULE**

Revises Archives 01-15

Archives #  05-182
Page 2 of 4

Department Transportation	Division Human Resources & Administration	Records Mgmt. Unit	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Non-Permanent
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Item#	Description	Retention Period	Special Instructions
1.	Administrative Rules - CDOT Rulemaking	Permanent	
2.	Attorney Client Communication Informal Opinions	Permanent	
3.	Bid Summary	6 Years	
4.	Bid Tabs	Permanent	
5.	Contracts & Agreements A. Contracts Non-project specific B. Selection/Negotiation Records 1. Non project specific 2. Project Specific	Permanent  6 Years 6 Years from 950 date	
6.	Directives - Policy/Procedural & numbered memos (Microfilmed)	Permanent	
7.	Forms Management Records A. Historical File B. Forms Catalog	Permanent Until superseded	

**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE**

Revises Archives 01-15

Archives #  
05-182

Page  
3 of 4

Department Transportation	Division Human Resources & Administration	Records Mgmt. Unit	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Non-Permanent
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Item#	Description	Retention Period	Special Instructions
8.	Historical Records	Permanent	
9.	M & S Standards (Standard Plans with official PE Stamp)	Permanent	
10.	Organizational Manuals (Microfilmed)	Permanent	
11.	Project Files - Construction & Maintenance A. File contains 1)Correspondence 2)Legal (includes As Constructed Plans, Special Provisions & Record Sets) 3)Materials 4)Bid Packages B. Retainers - The Time, DBE confidential, backup for billings & selection/negotiation files are not filmed but are retained with hard copy for six years after project closure.	Permanent (Microfilm)  6 years after project closure	
12.	Project File Status Cards	Permanent	
13.	Publication Depository Records	3 Years	
14.	Railroad Agreements	Permanent	



**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE**

Revises Archives 01-15

Archives #  
05-182

Page  
4 of 4

Department Transportation	Division Human Resources & Administration	Records Mgmt. Unit	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Non-Permanent
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Item#	Description	Retention Period	Special Instructions
15.	Record Inspection Requests (CDOT form #1092)	3 Years	
16.	Records Management Files	Permanent	
17.	Resolution Files	Permanent	
18.	Standard Special Provisions & Updates	Permanent	
19.	Transportation Commission Minutes A. Microfilm B. Hard copy	Permanent	
<p>RETENTION OF ALL OTHER RECORDS IS DETERMINED BY THE "GENERAL RECORDS SCHEDULE" WHICH IS DEVELOPED BY THE STATE ARCHIVIST.</p>			

**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE**

Revises Archive #01-15

Archives #  
05-183

Page  
2 of 2

Department Transportation	Division Human Resources Admin Services	Records Mgmt Unit/Central Files	<input type="checkbox"/> Permanent <input type="checkbox"/> Non-Permanent OTD
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Item#	Description	Retention Period	Special Instructions
1.	Contract Processing Records Routing Log (Discontinued Record Series)  Note: This record is now automated, and is no longer deposited in Central Files. This is a one-time disposition action.	6 Years	

**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE**

Revises Archives #  
97-75

Archives # 05-191
Page 2 of 2

Department Transportation	Division Human Resources & Administration	Risk Management	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Non-Permanent
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Item#	Description	Retention Period	Special Instructions
1.	Worker's Compensation Records* (Primary copy retained by Div. of Labor) Secondary copy (includes CDOT #975, CDOT #777, WC1, CDOT 628.)	5 Years after all issues have been resolved and/or employee terminates whichever is longer provided Statute of Limitations has expired.	*Confidential Records
2.	Accident Reports A. DRM-01 Vehicle B. DRM-02 Non Auto	3 Years	
3.	Property Loss Reports (CDOT form # 1295)	3 Years after claim & case settled	
4.	Property Recovery Records	3 Years	
5.	Medical Assesments*	10 Years after employee terminates	*Confidential Record
6.	Job Site Analysis	Permanent	
RETENTION OF ALL OTHER RECORDS IS DETERMINED BY THE "GENERAL RECORDS SCHEDULE" WHICH IS DEVELOPED BY THE STATE ARCHIVIST.			

**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE**

Revises 96-48

Archives # <b>05-208</b>
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Page <b>Page 2 of 2</b>
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Department <b>Transportation</b>	Division <b>Human Resources &amp; Administration</b>	Center for Procurement & Contract Services	<input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Non-Permanent
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Item#	Description	Retention Period	Special Instructions
1.	Procurement Records (Non-contract) A. Cost Analysis Forms B. Purchase Requisitions (CDOT # 15) C. Accounting Information (CDOT #516) D. Purchase Orders E. Procurement Documents (PD's) F. Encumbrance Documents (PG's) G. Price Agreements	7 Years 7 Years 7 Years 7 Years 7 Years 7 Years 6 Years after expiration of agreement or supplement.	
2.	Sole Source Justification Records	7 Years	
3.	Procurement Records (Contract) A. Contract (excluding railroad contracts) project & non-project related - Secondary copy  B. Supporting documentation to contracts including cost analysis forms, purchase requests, accounting information, purchase orders, (PD's), encumbrance documents (PG's), agreements, RFP's, bids.  RETENTION OF ALL OTHER RECORDS IS DETERMINED BY THE "GENERAL RECORDS SCHEDULE" WHICH IS DEVELOPED BY THE STATE ARCHIVIST.	Life of contract + 7 Years past expiration date of last supplement.	Original Contract to Central Files upon final signature.

**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE**

Archives #  
**07-24**

Page  
2 of 3

Department	Division		
Transportation	Human Resources & Administration	Facilities Management	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Non-Permanent
Item#	Description	Retention Period	Special Instructions
1	Auditorium Set-up Request (CDOT #312)	1 year + current	
2	Vendor Lists	Until vendor is no longer active or no longer used by CDOT	
3	Space Utilization Reports	Until superseded	
4	Vehicle Parking Records		
	A. Vehicle Parking Decal Request (CDOT #648)	Until information is entered in database	
	B. Parking Database	Until permit is no longer valid + 1 year	
5	Incident Report Form	3 years + current	NO RECORD SHALL BE DESTROYED UNDER THIS AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE, CLAIM, ACTION OR AUDIT
6	Threats Against Persons or Property Report (CDOT #1241)	3 years + current	

**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE**

Archives # <b>07-24</b>
Page 3 of 3

Department Transportation	Division Human Resources & Administrator	Facilities Management	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Non-Permanent
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Item#	Description	Retention Period	Special Instructions
7	Exiting Employee Form	6 months	
8	Access Card/Employee I.D. Records		
	A. HQ Access Card and or Photo I.D. Request Form	2 months after information is entered into database	
	B. Access/I.D. Database	Permanent	
	RETENTION OF ALL OTHER RECORDS IS DETERMINED BY THE "GENERAL RECORDS SCHEDULE" WHICH IS DEVELOPED BY THE STATE ARCHIVIST		NO RECORD SHALL BE DESTROYED UNDER THIS AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE, CLAIM, ACTION OR AUDIT

**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE**

Revises Archives #  
86-142

Archives # <b>06-10</b>
Page 2 of 6
<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Non-Permanent

Department Transportation		Division Materials & Geotechnical		Geotechnical (Geology)	
Item#	Description	Retention Period	Special Instructions		
1.	Geologic Investigations (Includes CDOT Form #'s 267, 334, & 1334.)	Permanent			
<p>RETENTION OF ALL OTHER RECORDS IS DETERMINED BY THE "GENERAL RECORDS SCHEDULE" WHICH IS DEVELOPED BY THE STATE ARCHIVIST.</p>					

**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE**

Schedule Revision  
Revises Archives # 86-142

Archives # <b>06-10</b>
Page <b>3 of 6</b>
<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Non-Permanent

Department Transportation		Division Materials & Geotechnical			
Item#	Description	Retention Period	Special Instructions		
2.	<u>Asphalt</u> HBP Density Profile (CDOT #1325)	Until new segregation specification is issued.			
3.	Bituminous Pavement Testing Records Includes Tabulation of Shipments, Addendum (CDOT #67), Price Reduction Report, PG Binder Submittal Form (CDOT #411).	5 years provided region has all forms documenting test results.			
4.	Binder Supplier Records	Until company no longer does business with CDOT.			
5.	Crack Filler Records	Until company no longer does business with CDOT.			
6.	Flexible Pavement Testing Records Includes Job Mix Formula (CDOT #43), Project Produced Hot Bituminous Pavement (CDOT #360).	5 years provided region has all forms documenting test results.			
7.	<u>Soils &amp; Rockfall</u> Soils Testing Records Includes Preliminary Soil Survey (CDOT #555), soil survey Report (CDOT #554).	5 years provided region has all forms documenting test results.			



**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE**

Schedule Revision  
Revises Archives # 86-142

Archives # <b>06-10</b>
Page <b>4 of 6</b>
<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Non-Permanent

Department Transportation		Division Materials & Geotechnical			
Item#	Description	Retention Period	Special Instructions		
8.	Colorado Rockfall Hazard Rating System (CRHRS) Includes Photographs, Rockfall Mitigation Report.	5 years			
9.	Rockfall Emergency Response Records	Permanent			
10.	Low Altitude Large Scale Reconnaissance (LALSR) LALSR Photographs, Video tapes, DVD's	Permanent			
<u>Concrete &amp; Physical Properties</u>					
11.	Concrete Testing Records Includes Aggregate Test Report (CDOT #38), Compressive Strength Report (CDOT #199), Concrete Field Test Records (CDOT #192), Concrete Speciman Sample (CDOT #82).	5 years provided region has all forms documenting test results.			
12.	Concrete Mix Design Reviews (CDOT #1188)	5 years provided region has original.			
13.	Sand & Gravel Pit Permits Records (Obsolete records).	Until pit has been reclaimed & a release received from Mined Land Reclamation Board.			

**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE**

Revises Archives #  
86-142

Archives #  
**06-10**

Page  
**5 of 6**

Permanent  
 Non-Permanent

Department Transportation	Division Materials & Geotechnical	
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Item#	Description	Retention Period	Special Instructions
14.	Nuclear Equipment Moisture Density Calibration (CDOT #723)	3 years	
15.	Nuclear Equipment Stability Drift Test (CDOT #1151)	Until next calibration.	
16.	Radiation Exposure Records	Permanent	
17.	Gauge Certificates	Permanent	
18.	Nuclear Gauge Logs A. Nuclear Moisture Density Gauge Log (CDOT #746) B. Nuclear Asphalt Content Gauge Log (CDOT #772)	Permanent	
19.	Monthly Inventory Reports (Inventory of devices containing sources of radiation.)	Permanent	
20.	Leak Wipe Records	Permanent	
21.	Employee Radiation Safety Certification	Permanent	
	<u>Pavement Management</u>		
22.	Pavement Condition Data (Database collected from video/digital logs.)	10 years	
23.	Pavement Condition Reports (Reports not considered official publications.)	7 years	
24.	Good, Fair, Poor Maps A. Electronic Copy B. Hard Copy	7 years 3 years	

**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE**

Revises Archives #  
86-142

Archives #  <b>06-10</b>
Page  6 of 6
<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Non-Permanent

Department Transportation	Division Materials & Geotechnical		
Item#	Description	Retention Period	Special Instructions
	<u>Documentation Unit</u>		
25.	Materials Testing Documentation A. Materials Documentation Record (CDOT #250), Project Independent Assurance Sampling Schedule (CDOT #379), Contract Modification Order (CDOT #90) when price reduction, Letter of Certification (CDOT #473) & letter of explanation when required, Tabulation of Bids, Final Estimate Summary. (Central Files maintains permanently.) B. Supporting documentation including Test Reports, Field Report for Sample Identification or Materials Documentation (CDOT #157), Contract Modification Orders (CDOT #90) when no price reduction, HMA Submittal (CDOT #1304).	6 years after project closure	
26.	Cost Per Test	6 years	
27.	Lab Inspection Reports (CDOT #520) A. Original B. Duplicate	3 years 1 year	
<p>RETENTION OF ALL OTHER RECORDS IS DETERMINED BY THE "GENERAL RECORDS SCHEDULE" WHICH IS DEVELOPED BY THE STATE ARCHIVIST.</p>			

**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE**

Revises Archives #04-25

Archives # <b>06-108</b>
Page 2 of 6

FOR RECORDS NOT PUBLISHED ON THIS SCHEDULE, REFER TO THE "GENERAL RECORDS SCHEDULE" PUBLISHED BY THE STATE ARCHIVIST

Department Transportation	Division	Section Office of Equal Opportunity	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Non-Permanent
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Item#	Description	Retention Period	Special Instructions
1.	<b>INTERNAL EEO RECORDS</b>		
	A. 'OFF THE RECORD' COMPLAINT FILE (complaints, not formally filled)	1 year + current	
	B. TITLE VI PROGRAM DOCUMENTATION	Until superseded	
	C. TITLE VI COMPLAINT FILES	3 years + current from resolution date	
	D. TITLE VII PROGRAM FILES	until superseded	
	E. TITLE VII COMPLAINT FILES	3 years + current from resolution date	
	F. ADA PROGRAM DOCUMENTATION	until superseded	
	G. ADA CASE FILES	3 years + current from resolution date	
	H. STATISTICAL REPORTS		
	1) At Headquarters	10 years + current	
	2) In Regions	1 year + current	

**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE**

Revises Archives #04-25

Archives #

06-108

FOR RECORDS NOT PUBLISHED ON THIS SCHEDULE, REFER TO THE "GENERAL RECORDS SCHEDULE" PUBLISHED BY THE STATE ARCHIVIST

Page 3 of 6

Item#	Description	Retention Period	Special Instructions
2.	<p><b>EXTERNAL EEO/LABOR COMPLAINEE RECORDS</b></p> <p><b>A. PROJECT FILES (labor compliance &amp; payrolls)</b></p> <p><b>B. Disadvantaged Business Enterprise (DBE) DOCUMENTATION - CONTRACTORS (secondary copies – primary copy comes to Central Files via Program &amp; Project Analysis/Business Programs. Retained in Central Files for 6 years after project closure.)</b></p> <ol style="list-style-type: none"> <li>1) CDOT #17 Contractor DBE Payment Cert</li> <li>2) CDOT #713 Contractor DBE Subcontractor, Supply &amp; Service Contract Statement</li> <li>3) CDOT #714 Underutilized DBE Bid Conditions Assurance</li> <li>4) CDOT #715 Certificate of Proposed DBE Participation</li> <li>5) CDOT #718 DBE Good Faith Effort Documentation</li> <li>6) CDOT #719 DBE Participation Summary</li> <li>7) CDOT #863 DBE Contract Goal Recommendation</li> <li>8) CDOT #1308 Financial Institution Authorization</li> <li>9) CDOT #1309 Eligibility Affidavit</li> <li>10) CDOT #1310 Change Affidavit</li> <li>11) CDOT #1311 Work Code Change Requests</li> </ol> <p><b>C. DBE DOCUMENTATION – CONSULTANTS</b></p> <ol style="list-style-type: none"> <li>1) CDOT 1269 DBE Participation Summary</li> <li>2) CDOT 1330 DBE Bid Conditions Assurance for Non-Project Specific (NPS) Consultant Contracts</li> <li>3) CDOT 1331 Certificate of Proposed DBE Participation for Project Specific (PS) Consultant Contracts</li> </ol> <p><b>D. PROGRAM MANAGEMENT OJT (secondary copy, primary copy retained in Central Files permanently)</b></p> <ol style="list-style-type: none"> <li>1) CDOT #200 On the Job Training Questionnaire</li> <li>2) CDOT # 832 Trainee Status and Evaluation Report</li> <li>3) CDOT #835 On the Job Training Request</li> </ol>	<p>3 years after receipt of completed CDOT 950</p> <p>3 years after receipt of completed CDOT 950</p> <p>3 years + current</p> <p>Until trainee is no longer enrolled</p>	<p>File contains "Confidential Documents" that must be treated as such according to PD 51.3. Authority: CRS 24-72-204(3)(IV) (b)(1)(B)</p> <p>Access: CDOT &amp; FHWA employees on a "need to know basis", signatories, auditors properly constituted under state &amp; federal law or regulation.</p>

Department  
Transportation

Division

Section  
Office of Equal Opportunity

Permanent  
 Non-Permanent

**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE**

Revises Archives #04-25

Archives #

06-108

Page 4 of 6

FOR RECORDS NOT PUBLISHED ON THIS SCHEDULE, REFER TO THE "GENERAL RECORDS SCHEDULE" PUBLISHED BY THE STATE ARCHIVIST

Department Transportation	Division	Section Office of Equal Opportunity	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Non-Permanent
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Item#	Description	Retention Period	Special Instructions
2	D. Program Management (Cont.) 4) CDOT # 838 On the Job Trainee/Apprentice Record 5) CDOT # 1137 On the Job Pilot Program/Training Plan Application  E. Supportive Services Contract Files for OJT, DBE & ESB Support	Until trainee is no longer enrolled   3 years + current provided Federal audits have been completed	
3.	<b>OFFICE OF CERTIFICATION – DBE CERTIFICATION FILES</b>  A. Applications B. Income Tax Returns C. Bank Signature Cards D. Financial Statements E. Lease Agreements F. Purchase Agreements G. Resumes H. Bonding Authorization I. Real Estate Information J. Licenses K. Corporate documents L. Minutes to Board Meetings M. Stock Certificates N. Articles of Insurance O. Proof of Capital Investment P. Stock Transfer Ledger Q. List of Employees R. Loan Information S. DBE Certification Affidavit	3 years + current after certification has lapsed	File contains "Confidential Documents" that must be treated as such according to PD 51.3. Authority: CRS 24-72-204(3)(IV) (a) <i>MM</i>  Access: CDOT & FHWA employees on a "need to know basis", signatories, auditors properly constituted under stat & federal law or regulation
4.	Emerging Small Business (ESB) Records A. ESB Program Files (secondary copies, primary copy comes to Central Files via Business Programs. Retained in Central Files for 6 years after project closure. 1) CDOT#977 ESB Contractor Reimbursement Agreement (1 <sup>st</sup> time payment) 2) CDOT #978 ESB Contractor Reimbursement Agreement (Hourly)	3 years after receipt of a completed CDOT 950	

**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE**

Revises Archives #04-25

Archives #

06-108

FOR RECORDS NOT PUBLISHED ON THIS SCHEDULE, REFER TO THE "GENERAL RECORDS SCHEDULE" PUBLISHED BY THE STATE ARCHIVIST

Page 5 of 6

Department Transportation	Division	Section Office of Equal Opportunity	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Non-Permanent
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Item#	Description	Retention Period	Special Instructions
4	<p>A. ESB Program Files (Cont.)</p> <p>3) CDOT #979 Joint Payee Agreement (ESB Bonding Assistance)</p> <p>4) CDOT #980 Contractor Performance Evaluation of an ESB</p> <p>5) CDOT #981 Contractor Certification of Actual Payments to a First Time ESB</p> <p>6) CDOT #1259 ESB Consultant Reimbursement Agreement (1<sup>st</sup> Time)</p> <p>7) CDOT #1260 Consultant Certification of Actual Payment to a 1<sup>st</sup> Time ESB</p> <p>8) CDOT #1261 Consultant Performance Evaluation of an ESB</p> <p>9) CDOT #1262 ESB Consultant Reimbursement Agreement</p> <p>B. ESB Applicant Firms</p> <p>1) CDOT #970 Emerging Small Business Eligibility Application</p> <p>2) CDOT # 971 Notice of Emerging Small Business Eligibility Status</p> <p>3) CDOT #1211 Emerging Small Business Renewal Application (secondary copy – primary copy retained in project files)</p> <p>4) CDOT #1245 ESB Business Plan – Part 1(secondary copy –primary copy retained project file)</p> <p>5) CDOT #1246 ESB Business Plan – Part 2 (secondary copy – primary copy retained in project file)</p>	<p>3 years after receipt of a completed CDOT 950</p> <p>3 years + current after business becomes inactive</p>	
5.	Mentor – Protégé Program Files	3 years + current after business becomes inactive	
6.	DBE/ESB Administrative Records		
	A. DBE/ESB Directories	Permanent	Retain directory 1 year. Scan and destroy hardcopies after scanning. Transfer electronic copies to disk.
	B. Tuition Reimbursements	3 years + current provided Federal audits have been completed	
	C. Reports		
	1. Annual Reports	Permanent	Scan or transfer electronic copies to disk. Destroy hard copies after scanning.

**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE**

Revises Archives #04-25

Archives # <b>06-108</b>
Page 6 of 6

FOR RECORDS NOT PUBLISHED ON THIS SCHEDULE, REFER TO THE "GENERAL RECORDS SCHEDULE" PUBLISHED BY THE STATE ARCHIVIST

Department Transportation	Division	Section Office of Equal Opportunity	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Non-Permanent
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Item#	Description	Retention Period	Special Instructions
6	C. Reports (Cont.) 2. Monthly/Quarterly Reports	2 years + current	
7	Partnering Event Records	1 year + current	
8.	Rulemaking Files  A. Secondary copies used for reference	Permanent – Transfer to Central Files  Until administrative need ends	



DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS  
**RECORDS DISPOSITION SCHEDULE**

Revises Archives #  
 95-161

Archives #  
 05-186

Page  
 2 of 4

Department Transportation	Division Office of Financial Management & Budget	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Non-Permanent
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Item#	Description	Retention Period	Special Instructions
1.	Allotment Advice in OFMB in Region Offices	6 Years 2 Years	
2.	Budget & Budget Supplements	Permanent	
3.	Budget Project Status Ledger (Stored Electronically)	3 years from project closing	
4.	Project Files	Forward to Central Files at project closure	
5.	Quarterly Obligation Plan Electronic & Paper	3 Years	
6.	FHWA Obligation Log	3 Years	
7.	STIP (Statewide Transportation Improvement Program) a. Original STIP b. Amended STIP c. Workpapers for Original STIP d. Workpapers for Amended STIP	7 Years 7 Years 2 Years 2 Years	

DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS  
**RECORDS DISPOSITION SCHEDULE**

Revises Archives #  
 95-161

Archives #  
 05-186

Page  
 2 of 4

Department Transportation	Division Office of Financial Management & Budget	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Non-Permanent
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Item#	Description	Retention Period	Special Instructions
8.	Legislative Correspondence (Budget)	3 Years	
9.	Special CDOT Studies	Permanent	
10.	Fiscal Notes/Fiscal Note Impact (Electronic format)	3 Years	
11.	Surface Treatment Plan & Expense Report a. Monthly b. Year end final	2 Years 6 Years	
12.	Statewide Expenditure Tracking a. Monthly b. Year end	1 Year 5 Years	
13.	Budget Request a. Appropriated/Non appropriated 1. Definitive copy 2. OFMB copy 3. Working Documents	Permanent 10 Years 3 Years	1. Transfer to State Archives & State Pub. Library

**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE**

Revises Archives #  
95-161

Archives #  
05-186

Page  
4 of 4

Department Transportation	Division Office of Financial Management & Budget	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Non-Permanent
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Item#	Description	Retention Period	Special Instructions
14.	Periodic Budget Report 7th POT (Electronic format)	Permanent	
15.	Local Highway Finance - Federal Form #536 (Statewide Municipality Reporting Form)	10 Years	
<p>RETENTION OF ALL OTHER RECORDS IS DETERMINED BY THE "GENERAL RECORDS SCHEDULE" WHICH IS DEVELOPED BY THE STATE ARCHIVIST.</p>			

**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE**

Revises Archives #85-144 :

Archives #  
05-180

Page  
2 of 2

Department Transportation	Division Office of Public Relations	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Non-Permanent
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Item#	Description	Retention Period	Special Instructions
1.	Subject Files/Historical Files (Department repository for information on major topics and newspaper clippings of public interest. Information source for newsmen, legislators, engineers and the general public.	Permanent	
2.	CDOT Photograph Files (Photographs & slides of persons, projects, etc. used as a historical reference.	Permanent	
3.	Hot Line Calls	3 years provided all complaints are satisfied.	
<p>RETENTION OF ALL OTHER RECORDS IS DETERMINED BY THE "GENERAL RECORDS SCHEDULE" WHICH IS DEVELOPED BY THE STATE ARCHIVIST.</p>			

**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE**

Archives #  
**06-39**

Page  
**1**

Permanent  
 Non-Permanent

Department <b>Transportation</b>	Division <b>Safety &amp; Traffic Engineering</b>	
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Item#	Description	Retention Period	Special Instructions
1.	Project Records (Section 403) (Discontinued Records Series)	3 years after final voucher has been paid.	
2.	Lifesaver's Conference Information concerning National Lifesaver's Conference & Colorado Lifesaver's Conference (Discontinued Records Series. Department no longer hosts these conferences.)	7 years	
3.	Roadside Beautification Program A. Tourist Oriented Directional Signs (TODS) B. Specific Information & Business Signs (LOGOS) (Discontinued Program)	3 years after cancellation, expiration or denial of permit.	
4.	55 MPH Compliance Monitoring & Speed Zone Recommendations (Discontinued Program)	7 years	
<p><u>THESE RECORDS ARE OBSOLETE AND ARE NO LONGER OF VALUE TO THE AGENCY. THIS IS A ONE-TIME DISPOSITION ACTION.</u></p>			

**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE,  
SIGNATURE PAGE**

<input type="checkbox"/> Schedule establishment <input checked="" type="checkbox"/> Schedule revision, revises Archives #88-22 & 91-338	Archives#  05-211
	Page 1 of 7

Department Transportation	Division Safety & Traffic Engineering	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Non-Permanent
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**Records custodians**

No record shall be destroyed under this schedule authority so long as it pertains to any pending legal case, claim action or audit.

It shall be the responsibility of the agency to inspect their own microfilm and certify to the continuity of the filmed record and legibility of the information. If any image is not completely readable, or any portion of the series has not been filmed, appropriate corrections or documentation must be made to insure standards and to comply with CRS, as amended, Title 24-80-107 before transfer/security deposit to the State Archivist.

**Records officer**

The recommended retention periods on this schedule are the result of evaluation of the factors listed in the State Records Management Policies and Procedures Manual and CRS 24-80-101 et. Seq. As Records Liaison Officer, I am authorized by the head of this agency to act in all matters regarding Records Management and I request approval of this records disposition schedule.

Record's Liaison Officer's signature: *E Weatherall* Date: *5/13/05*

**Signatories**

I certify I have reviewed and concur with the records retention periods established on all pages of this document:

State Archivist's signature <i>Tony Ketelein</i>	Date <i>5/27/2005</i>	Transportation Attorney signature <i>Harry Monow</i>	Date <i>5-17-05</i>
State Auditor's signature <i>Sally Symance</i>	Date <i>6/2/05</i>	Federal Highway Administration (FHWA) signature <i>Katherine M Kelly</i>	Date <i>5-25-05</i>
Attorney General's signature <i>John W. Suthers by mm</i>	Date <i>6/15/05</i>	Anti-trust Unit signature	Date
	Date		Date

**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE**

Revises Archives 88-22 &  
91-338

Archives #  
**05-211**

Page  
**2 of 7**

Department Transportation	Division Safety & Traffic Engineering	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Non-Permanent
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Item#	Description	Retention Period	Special Instructions
1.	<p>Safety Planning &amp; Grants: Rulemaking Files</p> <p>A. Documents showing the development of administrative rules that become part of the Colorado Code of Regulations, including hearing notices, minutes, correspondence.</p> <p>B. Secondary copies used for reference.</p>	<p>Permanent Transfer to Central Files</p> <p>Until administrative need ends.</p>	
2.	National Highway Transportation Safety Administration (NHTSA) Audits	Until completion of next audit.	
3.	Accounting Records (Duplicate)	60 days	
4.	<p><u>Access</u> Access Permit Files Records pertaining to the construction, relocation or modification of accesses to State Highways.</p>	Permanent	
5.	<p>Access Permit Appeals Files Case files pertaining to appeals of access permit decisions.</p>	Permanent	
6.	<p>Access Control Plans (Duplicate copies maintained by Regions.)</p>	Permanent	

**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE**

Revises Archives #  
88-22 & 91-338

Archives #  <b>05-211</b>
Page <b>3 of 7</b>

Department Transportation		Division Safety & Traffic Engineering		<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Non-Permanent	
Item#	Description	Retention Period	Special Instructions		
7.	Corridor Plans (Duplicate copies maintained by Regions.)	Permanent	Confidential Records		
8.	Local Government Ordinances Includes technical documents, agreements.	Permanent			
9.	Data Management Traffic Accident Reports Reports of accidents used to compile statistics & prepare reports for highway safety purposes. A. State Highways 1.) Fatalities - includes Department of Revenue Accident Report, Blotter 2.) Fatal Accident Reporting System (FARS) Includes Fatal Accident Report, Blood Alcohol Content, Driver Record 3.) Non Fatal B. Non Highway	10 years			
		3 years			
		7 years Until no longer needed.			
10.	Truck Escape Ramp Reports	7 years			
11.	Safety Education & Enforcement Safety Program Project Files Records pertaining to the administration of grants for safety programs funded by various sources. Files include applications, contracts, claims and reports. (Copy of contract is retained permanently in Central Files.)	3 years after final voucher is paid.			



**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE**

Revises Archives #  
88-22 & 91-338

Archives #  
**05-211**

Page  
4 of 7

Department Transportation	Division Safety & Traffic Engineering	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Non-Permanent
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Item#	Description	Retention Period	Special Instructions
12.	Equipment Records Records pertaining to the purchase of equipment over \$5000 under grant funding projects.	Life of equipment + 3 years.	
13.	Motorcycle Operator's Safety Training (MOST) Instructor Records Includes CDOT #885, MOST Instructor Certification & CDOT #883, MOST Instructor Application.	1 year after expiration, revocation or denial of certification.	
14.	MOST Student Records Includes CDOT #882, Program Student Report & #884 Student Signature Roster used to verify instructor certification.	Until administrative need ends.	
15.	<u>Utilities</u> Utility Agreements Duplicate Record copy maintained permanently by Central Files.	4 years	
16.	Utility Program Files Informational files pertaining to utility programs.	10 years	
17.	Railroad Agreements Duplicate Record copy maintained permanently by Central Files.	5 years	

**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE**

Revises Archives #  
88-22 & 91-338

Archives #  
**05-211**

Page  
5 of 7

Department Transportation	Division Safety & Traffic Engineering	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Non-Permanent
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Item#	Description	Retention Period	Special Instructions
18.	Railroad Grade Crossing Records (Section 130)	Permanent	Microfilm 1 year after closure of project. Transfer original microfilm to State Archives, destroy originals.
19.	Traffic Ordinances for Cities & Towns	Until superseded	
20.	Roadside Beautification Program Records relating to the administration of the Highway Beautification Act of 1965. A. Junkyard: Includes CDOT #299, Application for Junkyard Permit; CDOT #300, Junkyard Permit, CDOT#145, Copy of Cash Transmittal. B. Outdoor Advertising: Includes CDOT #290, Roadside Sign Inventory, CDOT #291 Roadside Permit Application, CDOT#294, Roadside Advertising Permit	3 years after cancellation, expiration or denial of permit.	Some correspondence dating back to 1970 may be retained to document the history of the program per State Archives General Schedule Item #1-10.
21.	Notices of Violation Sent to advise persons of non-conformance to Roadside Advertising & Junkyard regulations.	5 years	
22.	Case Files Cases pertaining to permit denial or rule violations A. Junkyards B. Roadside Advertising	3 years after case is closed, <u>provided</u> appellate rights have expired.	

**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE**

Revises Archives #  
88-22 & 91-338

Archives # <b>05-211</b>
Page 6 of 7

Department Transportation	Division Safety & Traffic Engineering	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Non-Permanent
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Item#	Description	Retention Period	Special Instructions
23.	Roadside Memorial Sign Records Roadside memorials commemorating highway fatalities & drug or DUI fatalities. Includes CDOT #1314, application form or CDOT#1254 application.	6 years after installation	
24.	Traffic Engineering: 800 Documents/Field Studies, Speed Studies, School Zone investigations, curve studies, Strip Maps, Gap Counts (CDOT#186), Speed Study Observations (CDOT#187), Sign Log (CDOT #1075).	7 years	
25.	Safety Assessment Reports A. Duplicate Copies	Permanent Until administrative need ends.	
26.	Traffic Engineering Studies (Section 402) A. Duplicate Copies	Permanent Until administrative need ends.	
27.	Photo-logging Records (Discontinued Record) Microfilm	Permanent	

**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE**

Revises Archives #  
88-22 & 91-338

Archives #  
**05-211**

Page  
**7 of 7**

Department Transportation	Division Safety & Traffic Engineering	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Non-Permanent
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Item#	Description	Retention Period	Special Instructions
28.	Video Logs/Digital Logs (Duplicate)	Until administrative need ends.	
<p>RETENTION OF ALL OTHER RECORDS IS DETERMINED BY THE "GENERAL RECORDS SCHEDULE" WHICH IS DEVELOPED BY THE STATE ARCHIVIST.</p>			

DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS  
**RECORDS DISPOSITION SCHEDULE**

Revises Archive #97-74

Archives #  05-185
Page 2 of 3

Department Transportation	Division Staff Branches/ Project Development	Right of Way	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Non-Permanent
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Item#	Description	Retention Period	Special Instructions
1.	Right of Way Acquisition & Relocation Files  Including but not limited to:  A. Memorandums of Ownership(CDOT 242) B. Appraisal Reports C. Fee Appraisal Contracts D. Negotiation Reports & Diary E. Reviewing Appraisers &/or Trial Attorney Statements & Recommendations F. Relocation Assistance Records (Business) G. Relocation Assistance Records (Homeowners/ Tenant) H. Administrative Settlement Records I. Correspondence & General Documentation (Project related) J. Memorandums of Agreement (CDOT 784) K. Acquisition Court Documents L. Deeds & Easements M. Encumbrance Releases N. Federal Land Transfers (Bureau of Land Management) 1. Easement Deed 2. Correspondence O. Federal Land Transfers (US Forest Service) 1. Easement Deed 2. Correspondence P. Forest Highway Projects 1. Correspondence 2. Plans 3. Reports Q. Project Sketch Maps R. Railroad Valuation Maps S. Other CDOT forms applicable to Right of Way	Permanent documents retained in hardcopy, microfilm & electronic formats	

**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE**

Revises Archives # 97-74

Archives #  
05-185

Page  
3 of 3

Department Transportation	Division Staff Branches/ Project Development	Right of Way	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Non-Permanent
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Item#	Description	Retention Period	Special Instructions
/.	T. Estimates of Costs (Commission Packages)	Permanent	
<p>RETENTION OF ALL OTHER RECORDS IS DETERMINED BY THE "GENERAL RECORDS SCHEDULE" WHICH IS DEVELOPED BY THE STATE ARCHIVIST.</p>			

**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE**

Archives #  
**07-01**

Page  
Page 2 of 5

Department Transportation	Division Staff Branches	Project Development	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Non-Permanent
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Item#	Description	Retention Period	Special Instructions
1	Right of Way Right of Way Acquisition & Relocation Files Including but not limited to: A. Memorandums of Ownership (CDOT 42) B. Appraisal Reports C. Fee Appraisal Contracts D. Negotiation Reports & Diary E. Reviewing Appraisers &/or Trial Attorney Statements & Recommendations F. Relocation Assistance Records (Business) G. Relocation Assistance Records (Homeowners/Tenant) H. Administrative Settlement Records I. Correspondence & General Documentation (Project related) J. Memorandums of Agreement (CDOT 783 & 784) K. Acquisition Court Documents L. Deeds & Easements M. Encumbrance Releases N. Federal Land Transfers (Bureau of Land Management) O. Federal Land Transfers (US Forest Service) 1. Easement Deed 2. Correspondence P. Forest Highway Projects 1. Correspondence 2. Plans 3. Reports Q. Project Sketch Maps R. Railroad Valuation Maps S. Estimates of Costs (Commission Packages) T. Other CDOT forms applicable to Right of Way	Permanent  Documents are retained in hardcopy, microfilm & electronic formats	NO RECORD SHALL BE DESTROYED UNDER THIS AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE, CLAIM ACTION OR AUDIT

**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE**

Archives #  
**07-01**

Page  
Page 3 of 5

Department Transportation	Division Staff Branches	Project Development	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Non-Permanent
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Item#	Description	Retention Period	Special Instructions
2	Standards and Specifications  Standard Specifications (Secondary copy, primary copy retained in Central Files permanently)	Permanent	
3	Supplemental Specifications (Electronic copy published on web)	Until new specification book is issued	
4	M Standard Plans A. Published (Secondary copy, primary copy retained in Central Files permanently)  B. Electronic copy published on web	Permanent  As long as standard is in effect	
5	Project Special Provision Records A. Project Special Provisions (Copies are forwarded to Central Files for inclusion in project file)  B. Project Special Provisions Worksheets and Samples on web	Until revised or superseded	NO RECORD SHALL BE DESTROYED UNDER THIS AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE, CLAIM ACTION OR AUDIT



**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE**

Archives #  
**07-01**

Page  
Page 4 of 5

Department Transportation	Division Staff Branches	Project Development	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Non-Permanent
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Item#	Description	Retention Period	Special Instructions
6	<b>Project Special Details Standard Drawings</b> A. Detail Plan (Copies are forwarded to Central Files to be included with plan sets in project file)  B. Copies published on web	As long as in effect	
7	<b>Specification Modification Records (Includes CDOT #1215 - New Specification or Specification Change)</b>	Permanent	
8	<b>Plan or Project Detail Modification Records (Includes CDOT #1300 - Submittal of New or Revised Standard Plan or Project Detail)</b>	Permanent	
9	<b>Standard Special Provision Records</b>  A. Standard Special Provisions  B. Standard Special Provisions Review/Approval  Hydraulics	Until new standard is issued  Until new specification book is published	
10	<b>Drainage Structure Flood Summary (CDOT #293)</b>	Until beginning of next project	<b>NO RECORD SHALL BE DESTROYED UNDER THIS AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE, CLAIM ACTION OR AUDIT</b>

**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE**

Archives # <b>07-01</b>
Page Page 5 of 5
<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Non-Permanent

Department <b>Transportation</b>	Division <b>Staff Branches</b>	Project Development	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Non-Permanent
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Item#	Description	Retention Period	Special Instructions
11	<b>Claims Status Records</b> <b>A. Claims Status Report - CDOT 1318 (Electronic Record)</b>  <b>B. Claims Status Database</b>  <b>C. Claims Summary Quarterly Report</b>	5 years Provided claim is resolved  Permanent  Permanent	
12	<b>Traffic Control Review</b> <b>A. Traffic Control Review Database</b> <b>B. Traffic Control Review Annual Report</b>  <b>RETENTION OF ALL OTHER RECORDS IS DETERMINED BY THE "GENERAL RECORDS SCHEDULE" WHICH IS DEVELOPED BY THE STATE ARCHIVIST</b>	Permanent	
			<b>NO RECORD SHALL BE DESTROYED UNDER THIS AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE, CLAIM ACTION OR AUDIT</b>

**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE**

Archives # <b>07-5</b>
Page 2 of 4
<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Non-Permanent

Item#	Description	Retention Period	Special Instructions
1.	Engineering Estimates/Market Analysis Project File* (Secondary copy - primary copy retained in Central Files Permanently) A) Tabulation of Bids B) Project Estimate and Supporting Documentation	8 years after project closure	* Confidential Records Procedural Directive #511.1, "Security & Confidentiality of Engineers Detailed Estimates."
2.	CDOT #66 Contractor Prequalification Agreement	6 years	
3.	CDOT #1058 Architect Engineer Prequalification	6 years	
4.	Project Plans: Advertised Set	Retain until insurance determination is made, then forward to Business & Technical Support	
5.	Bid Summary ( Secondary copy, primary copy retained in Central Files in Project File)	6 years	
6.	CDOT #1258 Pre-award Bid Preview	6 years	
7.	Bid Pack File A) Bid Announcement B) Schedule of Items C) Contract & Bond	Permanent Transfer to Central Files for Permanent Retention	
8.	Contractor Proposals and Supporting Documentation A) CDOT#85 Contract Proposal B) Proposal Guarantee (Bid Bond) C) CDOT #604 Statement of Residency for Bid Preference D) CDOT #605 Contractor's Performance Capability E) CDOT #606 Anti Collusion Affidavit F) CDOT #621 Assignment of Anti-trust Claims G) CDOT #714 Underutilized DBE Bid Conditions	Permanent Transfer to Central Files for Permanent Retention	

**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE**

Archives #

07-5

Page

3 of 4

Department Transportation	Division Staff Branches	Contracts & Market Analysis	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Non-Permanent
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Item#	Description	Retention Period	Special Instructions
8.	Contractor Proposals and Supporting Documentation (Cont.) H) CDOT #317 Certification of EEO Compliance I) Bid Schedule	Permanent Transfer to Central Files for Permanent Retention	
9.	CDOT #205 Sublet Permit Application	Permanent Transfer to Central Files for Permanent Retention	
10.	CDOT #670 Contract Award Status	3 years + current <b>TK</b>	
11.	CDOT #280 EEO and Labor Compliance Verification	Permanent Transfer to Central Files for Permanent Retention	
12.	CDOT #313 Consultant Performance Evaluation	6 years after project closure	
13.	Contractors Performance Evaluation File	6 years after project closure	
14.	Quality Assurance Reports and Recommendations	6 years + current	
15.	Contract & Modifications	Permanent Transfer to Central Files for Permanent Retention	

**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE**

Archives #  
**07-5**

Page  
4 of 4

Department Transportation	Division Staff Branches	Contracts & Market Analysis	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Non-Permanent
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Item#	Description	Retention Period	Special Instructions
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16	Engineers Estimate File A. (CDOT #1065) B. Correspondence and Supporting Documentation	8 years	
RETENTION OF ALL OTHER RECORDS IS DETERMINED BY THE "GENERAL RECORDS SCHEDULE" WHICH IS DEVELOPED BY THE STATE ARCHIVIST			

**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE**

Revises Archives  
# 95-144

Archives #  
05-188

Page  
2 of 3

Department Transportation	Division Transportation Development	Environmental Programs Branch	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Non-Permanent
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Item#	Description	Retention Period	Special Instructions
1.	Archaeological Survey Reports	Until no longer needed	
2.	Historic Bridge Program	5 Years	
3.	Environmental Documents & Review Coordination	Permanent	
4.	Environmental Noise Assessments (Noise Abatement Determination, CDOT #1209)	5 Years	
5.	Air Quality Studies	5 Years	
6.	Site Assessment Reports	5 Years	
7.	Intergovernmental Environmental & Planning Documents	10 Years	
8.	Ecological Program	5 Years	

**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE**

Revises Archives # 95-144

Archives #  05-188
Page 3 of 3

Department Transportation	Division Transportation Development	Environmental Programs Branch	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Non-Permanent
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Item#	Description	Retention Period	Special Instructions
9.	NEPA Documents A) EA (Environmental Assessments) B) EIS (Environmental Impact Statement) C) FONSI (Finding of No Significant Impact) D) ROD (Record of Decision)	Permanent	
10.	Wetlands Mitigation Plans	5 Years	
11.	Landscape Architecture Plans	3 Years	
12.	Noxious Weed Files	1 Year	
<p>RETENTION OF ALL OTHER RECORDS IS DETERMINED BY THE "GENERAL RECORDS SCHEDULE" WHICH IS DEVELOPED BY THE STATE ARCHIVIST.</p>			

**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE**

Archives # <b>07-4</b>
Page 2 of 3
<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Non-Permanent

Department <b>Transportation</b>	Division <b>Transportation Development</b>	<b>Intermodal Planning</b>
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Item#	Description	Retention Period	Special Instructions
1	<b>GRANT FILES</b> (Includes records pertaining to the administration of grants for Transit, Transportation and Community System Preservation, Scenic Byways, Metropolitan Planning Organizations (MPO), and other applicable programs).	Duration of Grant + 6 years <u>Provided</u> that Federal audits have been completed and approved	
2	<b>GRANT CONTROL MASTER FILE</b>  <b><u>BICYCLE AND PEDESTRIAN PROGRAM</u></b>	PERMANENT	
3	<b>COLORADO BIKEWAYS MAPS</b>	PERMANENT	
4	<b>ADMINISTRATION OF BICYCLE EVENTS ON COLORADO ROADS</b>  <b><u>INVESTMENT ANALYSIS</u></b>	PERMANENT	
5	<b>CORE SERVICES PERFORMANCE REPORT</b> A. Annual Report B. Quarterly Report	PERMANENT  5 QUARTERS	
6	<b>PERFORMANCE MEASURES DATA</b>	4 YEARS	
7	<b>ANNUAL INVESTMENT LEVEL PERFORMANCE REPORT</b>	PERMANENT	
8	<b>STATEWIDE SURVEY</b>	6 YEARS	



**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE**

Archives #  
**07-4**

Page  
3 of 3

Department Transportation	Division Transportation Development	Intermodal Planning	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Non-Permanent
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Item#	Description	Retention Period	Special Instructions
	<u>STATEWIDE &amp; REGIONAL PLANNING &amp; POLICY</u>		
9	CDOT OPERATING MANUAL FOR MPO (Metropolitan Planning Organizations) TRANSPORTATION PLANNING	5 YEARS	
10	REGIONAL TRANSPORTATION PLANNING GUIDEBOOK	5 YEARS	
11	REGIONAL PLANS AND PRIORITIES	5 YEARS	
	ALL OTHER RECORDS ARE COVERED BY THE GENERAL RECORDS SCHEDULE AS PUBLISHED BY STATE ARCHIVES		

**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE**

Archives #  
**07-11**

Page  
2 of 2

Department <b>Transportation</b>	Division <b>Transportation Development</b>	Research	<input checked="" type="checkbox"/> <b>Permanent</b> <input checked="" type="checkbox"/> <b>Non-Permanent</b>
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Item#	Description	Retention Period	Special Instructions
1	<b>RESEARCH REPORTS</b>	<b>PERMANENT</b>	
2	<b>RESEARCH PROJECT FILE</b> (Includes data collection & analysis, progress reports, and other back-up documentation)	6 years + current	
3	<b>REFERENCE MATERIAL LOAN SLIP (CDOT 1088)</b>	Until item is returned	
<b>ALL OTHER RECORDS ARE COVERED BY THE GENERAL RECORDS SCHEDULE AS PUBLISHED BY STATE ARCHIVES</b>			<b>NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE, CLAIM ACTION OR AUDIT</b>

**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE**

Updated Archives #86-141

Archives #  
**05-200**

Page  
2 of 2

Department Transportation	Division Transportation Commission	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Non-Permanent
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Item#	Description	Retention Period	Special Instructions
1.	Commission Meeting Minutes	Permanent	Microfilm - Transfer to Central Files
2.	Commission Meeting Tapes	Permanent	
3.	Meeting Agendas & Supporting Documentation	Permanent	Microfilm after 5 years
4.	Feasibility Studies	Permanent	Transfer one copy to Central Files
5.	Commissioners' Files	Permanent	Retain - historical information & microfilm
<p>RETENTION OF ALL OTHER RECORDS IS DETERMINED BY THE "GENERAL RECORDS SCHEDULE" WHICH IS DEVELOPED BY THE STATE ARCHIVIST.</p>			

<b>COLORADO DEPARTMENT OF TRANSPORTATION</b>	<input type="checkbox"/> <b>POLICY DIRECTIVE</b> <input checked="" type="checkbox"/> <b>PROCEDURAL DIRECTIVE</b>
Subject <b>Requirements for the Retention of Documents</b>	<b>51.1</b>

## **APPENDIX “D”**

### **STATE ARCHIVES GENERAL RETENTION SCHEDULE**

**This is a searchable excel file developed by CDOT mae available here:** <http://intranet/resources/policy-procedure/00-admin-infosys-facilities>

**This searchable database includes all information relevant to CDOT required by the State Archivist.**

**This schedule applies to all state agencies, including CDOT.**

**If the document you are looking for is not listed in the schedules specific to CDOT (Appendix “B” and “C”), check here.**

## Table of Contents:

### State Archives Document Retention Schedule

### For the Colorado Department of Transportation

Schedule 1 - Administrative Records

Schedule 2 - Budgeting Records

Schedule 3 - Cartographic Records (Not Present: Cartographic records include maps (printed, automated, scanned and microfilmed), aerial photography, globes, models, raised relief maps, and remote sensing imagery. These records have a special place in preserving the history of Colorado and should be schedules as part of an agency-specific schedule.

Schedule 4 - Communications Records

Schedule 5 - Data Processing Records

Schedule 6 - Facility Management Records

Schedule 7 - Financial Records

Schedule 8 - Higher Education Records (Irrelevant to CDOT)

Schedule 9 - Motor Pool Maintenance and Operations Records

Schedule 10 - Payroll Records

Schedule 11 - Personnel Records

Schedule 12 - Printing Records

Schedule 13 - \*\*Deleted Section\*\* (Purchasing Records now covered under Schedule 7)

Schedule 14 - Property Records

Schedule 15 - Public Affairs Records

Schedule 16 - Security Services Records

<b>COLORADO DEPARTMENT OF TRANSPORTATION</b>	<input type="checkbox"/> <b>POLICY DIRECTIVE</b> <input checked="" type="checkbox"/> <b>PROCEDURAL DIRECTIVE</b>
Subject <b>Requirements for the Retention of Documents</b>	<b>51.1</b>

**APPENDIX "E"**

**COLORADO STATE ARCHIVES CERTIFICATE OF  
RECORDS DISPOSAL**



Department of Personnel & Administration  
 DoIT - COLORADO STATE ARCHIVES  
**CERTIFICATE OF RECORDS DISPOSAL**

Telephone (303) 866-4900  
 Fax: (303) 866-2257

To:

STATE ARCHIVIST  
 Colorado State Archives  
 1313 Sherman Street, Room 1B20  
 Denver, Colorado 80203

**AGENCY'S REPORT OF ACTION TAKEN WHERE DESTROY IS INDICATED ON THIS SCHEDULE AUTHORIZATION:**

In accordance with this scheduled Records Disposition Authorization, the following actions were accomplished on

\_\_\_\_\_  
 (Date)

\_\_\_\_ No records were destroyed under this schedule authorization.

\_\_\_\_ Records were destroyed under this schedule authorization. Please indicate below the manner in which the records were destroyed and the quantity (estimated cu. ft.)\*.

_____ Paper Recycle	Quantity	_____	Cu. Ft.
_____ Pulp Mill Vat	Quantity	_____	Cu. Ft.
_____ Shred and Bale	Quantity	_____	Cu. Ft.
_____ Deep Trench - Sanitary Land Fill	Quantity	_____	Cu. Ft.

**\*SEE OVER: "Reporting Quantities of Records" - Information sheet for conversions of quantity estimates of records.**

**STATE ARCHIVIST'S RECOMMENDATION FOR AGENCIES ON MICROFILMING PROGRAMS:**

Where microfilming of PERMANENT RECORDS is indicated on this schedule authorization, TRANSFER SILVER MICROFILM (CAMERA COPY OR FIRST GENERATION COPY) TO THE CUSTODY OF THE STATE ARCHIVIST.

PLEASE HELP US TO UPDATE OUR RECORDS. USE THE COMMENTS AREA TO NOTE CHANGES. THANK YOU.

Was your mailing address correct? If no, please provide us with your correct address. Yes \_\_\_ No \_\_\_

Do you have an e-mail address? If yes, please provide us with this information. Yes \_\_\_ No \_\_\_

Do you have an official web site address? If yes, please provide us with your site's URL. Yes \_\_\_ No \_\_\_

Comments:

Reported by: \_\_\_\_\_

Records Liaison Officer's Signature

\_\_\_\_\_ Title

Date: \_\_\_\_\_

**RETURN TO STATE ARCHIVES**