

**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 # <u>01-15</u>	Archives#  05-182
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Department Transportation	Division Human Resources & Administration	Records Management Unit (Central Files)	<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 <i>Ella Weatherall</i>	Date 02/16/05
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**Signatories**

I certify I have reviewed and concur with the records retention periods established on all 4 pages of this document:

State Archivist's signature <i>Terry Fettersen</i>	Date 3-9-2005	Transportation Attorney signature <i>Harry Moraw</i>	Date 2-24-05
State Auditor's signature <i>Sally Dymarski</i>	Date 4/1/05	Federal Highway Administration (FHWA) signature <i>Katherine M. Kelly</i>	Date 3-7-05
Attorney General's signature <i>John W. Suthers by man</i>	Date 5/11/05	Anti-trust Unit signature	Date
	Date		Date

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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	

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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					

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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	
RETENTION OF ALL OTHER RECORDS IS DETERMINED BY THE "GENERAL RECORDS SCHEDULE" WHICH IS DEVELOPED BY THE STATE ARCHIVIST.			