

**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>95-161</u>	Archives# 05-186
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Department Transportation	Division Office of Financial Management & Budget	<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: *P. Weatherall* Date: 02/22/05

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>Terry Kitchin</i>	Date 3-9-2005	Transportation Attorney signature <i>Harry Moran</i>	Date 3-1-05
State Auditor's signature <i>Sally Symanski</i>	Date 4/1/05 (TR)	Federal Highway Administration (FHWA) signature <i>Katherine McKelley</i>	Date 3-7-05
Attorney General's signature <i>John W. Suthers by mmm</i>	Date 5/3/05	Anti-trust Unit signature	Date
	Date		Date

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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		

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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

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