

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

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|---|--------------------------------|
| <input type="checkbox"/> Schedule establishment <input checked="" type="checkbox"/> Schedule revision, revises Archives # <u>97-125</u> | Archives# 05-199 |
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| Department Transportation | Division Engineering Maintenance | Bridge Design & Management | <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.

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|---|------------------------|
| Record's Liaison Officer's signature <i>Lolla Weatherall</i> | Date <i>3/16/05</i> |
|---|------------------------|

Signatories

I certify I have reviewed and concur with the records retention periods established on all 2 pages of this document:

| | | | |
|---|-------------------------|---|------------------------|
| State Archivist's signature <i>Terry Ketelsen</i> | Date <i>4-4-2005</i> | Transportation Attorney signature <i>Harry Morrow</i> | Date <i>3-23-05</i> |
| State Auditor's signature <i>Sally Symant</i> | Date <i>4/17/05</i> | Federal Highway Administration (FHWA) signature <i>Katherine McKelly</i> | Date <i>3-30-05</i> |
| Attorney General's signature <i>John W. Suthers by mmm</i> | Date <i>5/3/05</i> | Anti-trust Unit signature | Date |
| | Date | | Date |

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| Item# | Description | Retention Period | Special Instructions |
|-------|--|--|---|
| 1. | PROJECT FILES 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. | DESIGN INFORMATION A. Design Notes B. Geology & Foundation Reports C. Quantities (calculations) | Permanent Permanent Until project closure | Microfilm or scan. |
| 3. | SHOP DRAWINGS 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. | CONSTRUCTION PLANS 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. |

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| 5. | MICROFILM FILE 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. | BRIDGE INSPECTION & MAINTENANCE TRAINING MATERIALS (Includes photograph slides) | Until updated or superseded | |
| 7. | ON SYSTEM STRUCTURE FILES 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. | CITY/COUNTY STRUCTURE FILES 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. | PUBLICATIONS & REPORTS 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. | | | |