

**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>88-22 & 91-338</u>	Archives# 05-211
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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>Terry Kietzner</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>6/12/05</i>	Federal Highway Administration (FHWA) signature <i>Katherine McKelly</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

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

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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.	

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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	

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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.	

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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	

