

**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>86-142</u>	Archives# 06-10
	Page 1 of 6

Department Transportation	Division Materials & Geotechnical	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Non-Permanent
------------------------------	--------------------------------------	--

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: *J. Weatherall* Date: *5/23/05*

Signatories

I certify I have reviewed and concur with the records retention periods established on all 6 pages of this document:

State Archivist's signature <i>Terry Kitchener</i>	Date <i>7-7-2005</i>	Transportation Attorney signature <i>Danny Morrow</i>	Date <i>6-20-05</i>
State Auditor's signature <i>Sally Dynamis</i>	Date <i>8/1/05</i>	Federal Highway Administration (FHWA) signature <i>Katherine M Kelly</i>	Date <i>7-5-05</i>
Attorney General's signature <i>John Suthers by mm</i>	Date <i>8/26/05</i>	Anti-trust Unit signature	Date
	Date		Date

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

Schedule Revision
Revises Archives # 86-142

Archives # 06-10
Page 3 of 6
<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 & 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 #
06-10

Page
4 of 6

Department Transportation	Division Materials & Geotechnical	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Non-Permanent	
------------------------------	---	--	--

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 & 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

Department Transportation	Division Materials & Geotechnical	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Non-Permanent
-------------------------------------	---	--

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 # 06-10
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
	<p><u>Documentation Unit</u></p> <p>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).</p> <p>26. Cost Per Test</p> <p>27. Lab Inspection Reports (CDOT #520) A. Original B. Duplicate</p> <hr/> <p>RETENTION OF ALL OTHER RECORDS IS DETERMINED BY THE "GENERAL RECORDS SCHEDULE" WHICH IS DEVELOPED BY THE STATE ARCHIVIST.</p>	<p>6 years after project closure</p> <p>6 years</p> <p>3 years 1 year</p>	