

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

Schedule Establishment	Archives # <b>07-01</b>
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Department <b>TRANSPORTATION</b>	Division: <b>STAFF BRANCHES</b>	Section <b>PROJECT DEVELOPMENT</b>	<input 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>Raven Zoltenko</i>	Date <i>5/22/2006</i>
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**Signatories**

I certify I have reviewed and concur with the records retention periods established on all 5 pages of this document:

State Archivist's signature <i>Larry Keltner</i>	Date <i>6/19/2006</i>	Transportation Attorney signature <i>Harry Monahan</i>	Date <i>5-30-06</i>
State Auditor's signature <i>[Signature]</i>	Date <i>7/6/06</i>	Federal Highway Administration (FHWA) signature <i>Katherine M Kelly</i>	Date <i>6-7-06</i>
Attorney General's signature <i>John W. Suthers by mmn</i>	Date <i>7/20/06</i>		
	Date		Date

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Item#	Description	Retention Period	Special Instructions
1	<p>Right of Way</p> <p>Right of Way Acquisition &amp; Relocation Files</p> <p>Including but not limited to:</p> <p>A. Memorandums of Ownership (CDOT 42)</p> <p>B. Appraisal Reports</p> <p>C. Fee Appraisal Contracts</p> <p>D. Negotiation Reports &amp; Diary</p> <p>E. Reviewing Appraisers &amp;/or Trial Attorney Statements &amp; Recommendations</p> <p>F. Relocation Assistance Records (Business)</p> <p>G. Relocation Assistance Records (Homeowners/ Tenant)</p> <p>H. Administrative Settlement Records</p> <p>I. Correspondence &amp; General Documentation (Project related)</p> <p>J. Memorandums of Agreement (CDOT 783 &amp; 784)</p> <p>K. Acquisition Court Documents</p> <p>L. Deeds &amp; Easements</p> <p>M. Encumbrance Releases</p> <p>N. Federal Land Transfers (Bureau of Land Management)</p> <p>O. Federal Land Transfers (US Forest Service)</p> <p>    1. Easement Deed</p> <p>    2. Correspondence</p> <p>P. Forest Highway Projects</p> <p>    1. Correspondence</p> <p>    2. Plans</p> <p>    3. Reports</p> <p>Q. Project Sketch Maps</p> <p>R. Railroad Valuation Maps</p> <p>S. Estimates of Costs (Commission Packages)</p> <p>T. Other CDOT forms applicable to Right of Way</p>	<p>Permanent</p> <p>Documents are retained in hardcopy, microfilm &amp; electronic formats</p>	<p>NO RECORD SHALL BE DESTROYED UNDER THIS AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE, CLAIM ACTION OR AUDIT</p>

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Item#	Description	Retention Period	Special Instructions
2	Standards and Specifications  Standard Specifications (Secondary copy, primary copy retained in Central Files permanently)	Permanent	
3	Supplemental Specifications (Electronic copy published on web)	Until new specification book is issued	
4	M Standard Plans A. Published (Secondary copy, primary copy retained in Central Files permanently)  B. Electronic copy published on web	Permanent  As long as standard is in effect	
5	Project Special Provision Records A. Project Special Provisions (Copies are forwarded to Central Files for inclusion in project file)  B. Project Special Provisions Worksheets and Samples on web	Until revised or superseded	NO RECORD SHALL BE DESTROYED UNDER THIS AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE, CLAIM ACTION OR AUDIT

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Item#	Description	Retention Period	Special Instructions
6	<p>Project Special Details Standard Drawings</p> <p>A. Detail Plan (Copies are forwarded to Central Files to be included with plan sets in project file)</p> <p>B. Copies published on web</p>	As long as in effect	
7	Specification Modification Records (Includes CDOT #1215 - New Specification or Specification Change)	Permanent	
8	Plan or Project Detail Modification Records (Includes CDOT #1300 - Submittal of New or Revised Standard Plan or Project Detail)	Permanent	
9	<p>Standard Special Provision Records</p> <p>A. Standard Special Provisions</p> <p>B. Standard Special Provisions Review/Approval</p>	<p>Until new standard is issued</p> <p>Until new specification book is published</p>	
10	<p>Hydraulics</p> <p>Drainage Structure Flood Summary (CDOT #293)</p>	Until beginning of next project	NO RECORD SHALL BE DESTROYED UNDER THIS AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE, CLAIM ACTION OR AUDIT

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Item#	Description	Retention Period	Special Instructions
11	<b>Claims Status Records</b> A. Claims Status Report - CDOT 1318 (Electronic Record)  B. Claims Status Database  C. Claims Summary Quarterly Report	5 years Provided claim is resolved  Permanent  Permanent	
12	<b>Traffic Control Review</b> A. Traffic Control Review Database B. Traffic Control Review Annual Report  <b>RETENTION OF ALL OTHER RECORDS IS DETERMINED BY THE "GENERAL RECORDS SCHEDULE" WHICH IS DEVELOPED BY THE STATE ARCHIVIST</b>	Permanent	<p>NO RECORD SHALL BE DESTROYED UNDER THIS AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE, CLAIM ACTION OR AUDIT</p>