

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

Schedule Revision, Revises Archives #98-141	Archives # <b>07-4</b>
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Department TRANSPORTATION	Division: TRANSPORTATION DEVELOPMENT	Section INTERMODAL PLANNING	<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	Date

**Signatories**

I certify I have reviewed and concur with the records retention periods established on all 3 pages of this document:

State Archivist's signature <i>Terry Kiteleson</i>	Date 8-8-2006	Transportation Attorney signature <i>Larry Moran</i>	Date 7-6-06
State Auditor's signature <i>David Edge</i>	Date 8/10/06	Federal Highway Administration (FHWA) signature <i>Katherine M Kelly</i>	Date 7-27-06
Attorney General's signature <i>John W. Suthers by mm</i>	Date 9/11/06		
	Date		Date

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<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Non-Permanent

Department Transportation	Division Transportation Development	Intermodal Planning
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Item#	Description	Retention Period	Special Instructions
1	GRANT FILES (Includes records pertaining to the administration of grants for Transit, Transportation and Community System Preservation, Scenic Byways, Metropolitan Planning Organizations (MPO), and other applicable programs).	Duration of Grant + 6 years <u>Provided</u> that Federal audits have been completed and approved	
2	GRANT CONTROL MASTER FILE  <u>BICYCLE AND PEDESTRIAN PROGRAM</u>	PERMANENT	
3	COLORADO BIKEWAYS MAPS	PERMANENT	
4	ADMINISTRATION OF BICYCLE EVENTS ON COLORADO ROADS  <u>INVESTMENT ANALYSIS</u>	PERMANENT	
5	CORE SERVICES PERFORMANCE REPORT A. Annual Report B. Quarterly Report	PERMANENT  5 QUARTERS	
6	PERFORMANCE MEASURES DATA	4 YEARS	
7	ANNUAL INVESTMENT LEVEL PERFORMANCE REPORT	PERMANENT	
8	STATEWIDE SURVEY	6 YEARS	

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Item#	Description	Retention Period	Special Instructions
	<b><u>STATEWIDE &amp; REGIONAL PLANNING &amp; POLICY</u></b>		
9	CDOT OPERATING MANUAL FOR MPO (Metropolitan Planning Organizations) TRANSPORTATION PLANNING	5 YEARS	
10	REGIONAL TRANSPORTATION PLANNING GUIDEBOOK	5 YEARS	
11	REGIONAL PLANS AND PRIORITIES	5 YEARS	
	ALL OTHER RECORDS ARE COVERED BY THE GENERAL RECORDS SCHEDULE AS PUBLISHED BY STATE ARCHIVES		