



**COLORADO** DEPARTMENT OF PERSONNEL & ADMINISTRATION  
 STATE ARCHIVES AND PUBLIC RECORDS  
 RECORDS DISPOSITION SCHEDULE

ARCHIVES#  
 15-43

DEPARTMENT Transportation	DIVISION Materials and Geotechnical	SECTION Materials Lab	PERMANENT <input type="checkbox"/>
			NON-PERMANENT <input checked="" type="checkbox"/>

ITEM NO.	RECORD TITLE	RETENTION PERIOD	CITATIONS/SPECIAL INSTRUCTIONS
1.	Geologic Investigations a. CDOT Form 334 Penetrometer Log b. CDOT Form 1334 Boring Log	1 years 3 years	Per C.R.S. 6-17-101 thru 106 (No Manual Guidance)
2.	Bituminous Pavement Testing Records a. Tabulation of Shipments b. Price Reduction Report c. PG Binder/Emulsion Submission Form	5 years 5 years 5 years	AASHTO R-18 5.8.2 AASHTO R-18 5.8.2 AASHTO R-18 5.8.2
3.	Binder Supplier Records	Until Product is no longer an approved provider	CDOT Field Materials Manual
4.	Crack Filler Records	Until Product is no longer an approved provider.	CDOT Field Materials Manual
5.	Flexible Pavement testing Records a. CDOT Form 43 Job Mix Formula	5 years	AASHTO R-18 5.8.2
6.	Soils and Rockfall a. CDOT Form 555 Preliminary Soil Survey b. CDOT Form 554 Soil Survey Report	5 years 5 years	AASHTO R-18 AASHTO R-18
7.	Colorado Rockfall Hazard rating System (CRHRS) a. Photographs b. Rockfall Mitigation Report	3 years 3 years	Per C.R.S. 6-17-101 thru 106 (No Manual Guidance) Per C.R.S. 6-17-101 thru 106 (No Manual Guidance)
8.	Low Altitude Large Scale Reconnaissance (LALSR) a. All forms of documentation (photo, video, etc.)	3 years	Per C.R.S. 6-17-101 thru 106 (No Manual Guidance)

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I request approval of the above records disposition. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records.

State Archivist's Signature 	Date 02/27/2015	Records Liaison Officer's Signature 	Date 2/26/15
Signature of Deputy State Auditor for State Auditor 	Date 5/28/2015	Signature of Assistant Attorney General for Attorney General C.R. Top for Cynthia H. Coffman	Date 3/19/15



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DEPARTMENT	DIVISION	SECTION	PERMANENT	NON-PERMANENT
Transportation	Materials and Geotechnical	Materials Lab	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ITEM NO.	RECORD TITLE	RETENTION PERIOD	CITATIONS/SPECIAL INSTRUCTIONS	
9.	Concrete Testing Records a. CDOT Form 199 Comprehensive Strength Report b. CDOT Form 82 Concrete Specimen Sample	5 years 5 years	AASHTO R-18 AASHTO R-18	
10.	CDOT Form 1188 Concrete Mix Design Reviews	5 years	AASHTO R-18	
11.	Sand and Gravel Pit Permits Records	Until Pit has been reclaimed and a release received from Mined Land Reclamation Board	Title 34 Land Mine Reclamation Act	
12.	CDOT Form 723 Nuclear Equipment Moisture Density Calibration	3 years	Regulation 6 CCR 1007-1 Part 4.40	
13.	CDOT Form 1151 Nuclear Equipment Stability Drift Test	Until next calibration	Regulation 6 CCR 1007-1 Part 4.40	
14.	Radiation Exposure Records	Permanent	Regulation 6 CCR 1007-1 Part 4.40	
15.	Gauge Certificates	Permanent	Regulation 6 CCR 1007-1 Part 4.40	
16.	Nuclear Gauge Logs a. CDOT Form 746 Nuclear Moisture Density Gauge Log b. CDOT Form 772 Nuclear Asphalt Content Gauge Log	Permanent Permanent	Regulation 6 CCR 1007-1 Part 4.40 Regulation 6 CCR 1007-1 Part 4.40	
17.	Monthly Inventory of Radiation Devices	Permanent	Regulation 6 CCR 1007-1 Part 4.40	
18.	Leak Wipe Records	Permanent	Regulation 6 CCR 1007-1 Part 4.40	
19.	Employee Radiation Safety Certification	Permanent	Regulation 6 CCR 1007-1 Part 4.40	
20.	Pavement Condition Reports (video/photo/digital)	10 years	C.R.S. 6-17-101 thru 106 (No Manual Guidance)	

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Signature of Deputy State Auditor for State Auditor	Date	Signature of Assistant Attorney General for Attorney General 	Date 3/19/15



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ITEM NO.	RECORD TITLE	RETENTION PERIOD	CITATIONS/SPECIAL INSTRUCTIONS		
21.	Pavement Maps (Good, Fair, Poor)	7 years	AASHTO R-18		
22.	Materials Testing Documentation a. CDOT Form 379 Project Independent Assurance Sampling Schedule b. CDOT Form 1199 Finals Materials Documentation Checklist c. CDOT Form 473 Letter of Certification d. CDOT Form 250 Materials Documentation Record e. Letters of Explanation (when necessary)	6 years after project closure	AASHTO R-18		
23.	Record of cost per test	6 years	AASHTO R-18		
24.	CDOT Form 520 Lab Inspection Reports	3 years	AASHTO R-18		

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Signature of Deputy State Auditor for State Auditor	Date	Signature of Assistant Attorney General for Attorney General 	Date 3/19/85