



ARCHIVES#  
**15-56**

DEPARTMENT	DIVISION	SECTION	PERMANENT	NON-PERMANENT
Transportation	Region Engineering and Maintenance	Region Traffic Engineering	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ITEM NO.	RECORD TITLE	RETENTION PERIOD	CITATIONS/SPECIAL INSTRUCTIONS	
1.	Signal Project File	7 years after project closure	CDOT Region Traffic Engineering Units have no Manual Guidance or citation governing the unique document retention.  Please use C.R.S. 6-17-104	
2.	Traffic Signal Operations Timing Plans	Duration that "Timing Plan" is in use plus 3 years		
3.	Traffic Signal Operations Maintenance Records	3 years		
4.	Pre and Post Trip Equipment and Vehicle Records	3 years		
5.	Traffic and Local Agency Agreements	Duration of agreement plus 3 years		
6.	Regional Highway Striping Records	3 years after change in striping		
7.	Regional Highway Signing Records	3 years after change in signing		
8.	Regional Fatalities and Accident Reports	3 years after incident has been resolved		
9.	Regional Traffic Count Reports	3 years plus current		
10.	Traffic Project Plans	7 years after project closure		
11.	Regional Permits:			
	1. General Permits	1. 3 years plus current		
	2. Access Permits	2. Permanent		
	3. Landscape Permits	3. Permanent		
	4. Survey Permits	4. 3 years plus current		
	5. Banner Permits	5. 3 years after banner is no longer in use.		
	6. Utility Permits	6. As long as utility is installed in the ROW plus 3 years		

**NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY LEGAL CASE, CLAIM, ACTION OR AUDIT.**

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 the disposal of records.

State Archivist's Signature 	Date 4/20/2015	Records Liaison Officer's Signature 	Date 4/8/15
Signature of Deputy State Auditor or State Auditor 	Date 7/20/2015	Signature of Assistant Attorney General for Attorney General 	Date 4/24/15