



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

ARCHIVES#
 16-05

DEPARTMENT Transportation	DIVISION Environmental	SECTION Environmental Region and HQ	PERMANENT <input type="checkbox"/> NON-PERMANENT <input checked="" type="checkbox"/>
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ITEM NO.	RECORD TITLE	RETENTION PERIOD	CITATIONS/SPECIAL INSTRUCTIONS
1.	Environmental Policy and Procedures	6 years after superseded then destroy	FHWA Records Disposition Manual (Field Offices) Chapter 4 ENV11
2.	NEPA and related documents for EISs, EAs, and CEs (aka NEPA Project Files as defined in CDOT's NEPA Manual)	3 years after final construction voucher, 10 years, as specifically listed below:	FHWA Records Disposition Manual (Field Offices) Chapter 4 ENV12. FHWA retains final NEPA documents permanently in the Federal Records Center and the National Archives and Records Administration. 36 CFR1235 subpart c.
2a.	Project Files for significant transportation projects	20 years after final project from NEPA document has been constructed.	Definitions of 2a. Significant transportation projects, 2b Tier 1 EIS projects, and 2c Federal Oversight Transportation Projects are defined in the FHWA Records Disposition Manual referenced above.
2b.	Project Files for Tier 1 EIS Projects	Supporting Material (aka Project File), keep until after the Tier 2 projects are all constructed as follows: 1) If this takes longer than 10 years from the Tier 1 document, destroy supporting material 30 years after final ROD is signed and project is built. 2) If this occurs in less than 10 years, destroy supporting material 10 years after final ROD is signed and project is built.	
2c.	Project Files for Federal Oversight Transportation Projects	Destroy 10 years after final project from NEPA document has been constructed.	
2d.	Other Transportation Projects not as described in 2a, 2b, 2c	Destroy Project File 3 years after final construction voucher is received unless any outstanding permits, warranties, etc. are still open. Then need to wait for destruction of the file until these outstanding items are resolved and closed.	

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 disposal of records.

State Archivist's Signature 	Date 7/20/2015	Records Liaison Officer's Signature 	Date 6/2/15
Signature of Deputy State Auditor for State Auditor 	Date 9/8/15	Signature of Assistant Attorney General for Attorney General 	Date 7/29/15



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3.	Environmental agreements (e.g., IGAs, MOUs, MOAs) for Construction or Maintenance (ENVI 11)	Destroy 3 years after final construction voucher or all provisions of the agreement have been completed, whichever is later.		(Requirement from FHWA Records Disposition Manual [field offices] Chap. 4, ENVI 11a, Construction and Maintenance supporting files.					
4.	Environmental agreements (e.g., IGAs, MOUs, MOAs, and PAs) for Policy and Procedures (ENVI 11)	Destroy 6 years after superseded or terminated.		FHWA Records Disposition Manual Chap. 4 ENVI 11b.					
5.	Environmental files supporting Metropolitan planning efforts.	Destroy 3 years after the end of the fiscal year in which the planning was conducted.		FHWA Records Disposition Manual Chap. 4 ENVI 13.					
6.	Non-project related State environmental permits and supporting permit documentation.	Retention as required by each permit.		Keep per individual permit requirement.					

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State Archivist's Signature <i>[Signature]</i>	Date 7/20/2015	Records Liaison Officer's Signature <i>[Signature]</i>	Date 6/2/15
Signature of Deputy State Auditor for State Auditor <i>[Signature]</i>	Date 9/8/15	Signature of Assistant Attorney General for Attorney General <i>[Signature]</i> for Cynthia H. Coffman	Date 7/29/15