**This schedule applies to: Department of Transportation**

**Scope of records retention schedule**

This records retention schedule authorizes the destruction/transfer of the public records of the Department of Transportation relating to the unique functions of the department. The schedule is to be used in conjunction with the *State Government General Records Retention Schedule (SGGRRS),* which authorizes the destruction/transfer of public records common to all state agencies.

**Disposition of public records**

Public records covered by records series within this records retention schedule (regardless of format) must be retained for the minimum retention period as specified in this schedule. Washington State Archives strongly recommends the disposition of public records at the end of their minimum retention period for the efficient and effective management of state resources.

Public records designated as “Archival (Permanent Retention)” must not be destroyed. Records designated as “Archival (Appraisal Required)” must be appraised by the Washington State Archives before disposition. Public records must not be destroyed if they are subject to ongoing or reasonably anticipated litigation and must be managed in accordance with the agency’s policies and procedures for legal holds. Public records must not be destroyed if they are subject to an existing public records request in accordance with chapter 42.56 RCW and must be managed in accordance with the agency’s policies and procedures for public records requests.

**Revocation of previously issued records retention schedules**

All previously issued records retention schedules to the Department of Transportation are revoked. The Department of Transportation must ensure that the retention and disposition of public records is in accordance with current, approved records retention schedules.

**Authority**

This records retention schedule was approved by the State Records Committee in accordance with RCW 40.14.050 on October 7, 2020.

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| *Signature on File*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  **For the State Auditor:**  **Al Rose** | *Signature on File*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  **For the Attorney General:**  **Suzanne Becker** | *Signature on File*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  **For the Office of Financial Management:**  **Gwen Stamey** | *-*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  **The State Archivist:**  **Steve Excell** |

Revision History

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| --- | --- | --- |
| Version | Date of Approval | Extent of Revision |
| 1.0 | December 5, 2012 | Consolidation of all existing disposition authorities (with some minor revisions). | |
| 1.1 | March 6, 2013 | Addition of two new records series to the Commercial Vehicles Services section. | |
| 1.2 | June 5, 2013 | Revision of Commercial Vehicle Services section (with some other minor revisions). | |
| 1.3 | June 4, 2014 | Addition of a new records series to the GIS and Roadway Data Office section and two new records series to the Human Resources section concerning maritime injury claims. | |
| 1.4 | September 3, 2014 | Addition of new Ferries Division – Security and Emergency Management Office section and new records series to the Ferries Division – Operations Department and Statewide Travel and Collision Data Office sections. | |
| 1.5 | February 6, 2019 | Revision of Ferries Division, Construction Operations, and Toll (with other minor revisions). | |
| 1.6 | June 5, 2019 | Minor revisions to the Access and Hearing Unit, Maintenance Office, and Traffic Operations sections. | |
| 1.7 | October 2, 2019 | Minor revisions to the Contract Ad and Award, Design Office, and Records and Information Services/Engineering Records sections. | |
| 1.8 | June 3, 2020 | Minor revisions to functions, titles, and descriptions, relocated Construction Contracts; Plans and Specifications; Final Records; As-builts, Construction Temporary Final Records, Key Maps, Right of Way Franchises, Right of Way Plans, Right of Way Tracings, Radio Licenses, and Traffic Management Center (TMC) Documentation Package, added one DAN to Traffic Operations, and moved two DANs to Legacy Records. | |
| 1.9 | October 7, 2020 | Minor revisions to functions, titles, descriptions, and retentions, as well as new DANs added throughout Access and Hearings, Construction Administration, Design Office, Environmental Services, Ferries, and Materials Laboratory. | |

For assistance and advice in applying this records retention schedule,

please contact the Department of Transportation’s Records Officer

or Washington State Archives at:

[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)

**TABLE OF CONTENTS**

[1. ACCESS AND HEARING UNIT 6](#_Toc52456187)

[2. ACCOUNTING 7](#_Toc52456188)

[3. AUDIT OFFICE 9](#_Toc52456189)

[4. AVIATION DIVISION 11](#_Toc52456190)

[5. BRIDGE AND STRUCTURES OFFICE 13](#_Toc52456191)

[5.1 BRIDGE COMPUTER SUPPORT 17](#_Toc52456192)

[5.2 BRIDGE DESIGN/BRIDGE CONSTRUCTION 18](#_Toc52456193)

[5.3 BRIDGE PRESERVATION SECTION 23](#_Toc52456194)

[6. COMMERCIAL VEHICLE SERVICES 24](#_Toc52456195)

[7. CONSTRUCTION ADMINISTRATION 26](#_Toc52456196)

[8. CONSULTANT SERVICES 29](#_Toc52456197)

[9. CONTRACT AD AND AWARD 30](#_Toc52456198)

[10. DESIGN OFFICE 32](#_Toc52456199)

[11. ENVIRONMENTAL SERVICES 39](#_Toc52456200)

[12. EQUIPMENT AND FACILITIES 42](#_Toc52456201)

[13. FEDERAL AID PLANNING AND ANALYSIS 43](#_Toc52456202)

[14. FERRIES DIVISION 45](#_Toc52456203)

[15. FERRIES DIVISION – OPERATIONS DEPARTMENT 48](#_Toc52456204)

[16. FERRIES DIVISION – SECURITY AND EMERGENCY MANAGEMENT OFFICE 51](#_Toc52456205)

[17. GEOGRAPHIC SERVICES 52](#_Toc52456206)

[18. GIS AND ROADWAY DATA OFFICE 56](#_Toc52456207)

[19. HIGHWAY AND LOCAL PROGRAMS 59](#_Toc52456208)

[20. HUMAN RESOURCES 60](#_Toc52456209)

[21. MAINTENANCE OFFICE 62](#_Toc52456210)

[22. MATERIALS LABORATORY 64](#_Toc52456211)

[23. OFFICE OF EQUAL OPPORTUNITY 68](#_Toc52456212)

[24. POLICY AND PLANNING 72](#_Toc52456213)

[25. POLICY DEVELOPMENT AND REGIONAL COORDINATOR 78](#_Toc52456214)

[26. PUBLIC TRANSPORTATION 81](#_Toc52456215)

[27. PURCHASING AND MATERIAL MANAGEMENT 86](#_Toc52456216)

[28. REAL ESTATE SERVICES 87](#_Toc52456217)

[29. RESEARCH OFFICE / LIBRARY 90](#_Toc52456218)

[30. STAFF DEVELOPMENT 92](#_Toc52456219)

[31. STATE RAIL 93](#_Toc52456220)

[32. STATEWIDE TRAVEL AND COLLISION DATA OFFICE 95](#_Toc52456221)

[33. SURVEY SUPPORT UNIT 98](#_Toc52456222)

[34. TOLL 103](#_Toc52456223)

[35. TRAFFIC OPERATIONS 107](#_Toc52456224)

[36. LEGACY RECORDS 113](#_Toc52456225)

[glossary 114](#_Toc52456226)

[INDEXES Error! Bookmark not defined.](#_Toc52456227)

1. ACCESS AND HEARING UNIT

This section covers the function of administering limited and managed access programs for all Washington State Highways.

| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| 12-12-68369  Rev. 3 | ***Highway Access Control Final Records***  Records related to limited and managed access control.  Includes, but is not limited to:   * Managed access classification changes; * Managed access adjudicative hearing; * Findings and order. | **Retain** for 75 years after date of expiration/judgment or superseded  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  **ESSENTIAL**  **(for Disaster Recovery)**  OFM |
| 20-10-69585  Rev. 0 | ***Highway Access Control Temporary Records***  Records relating to temporary and permanent access breaks and limited access modifications.  Includes, but is not limited to:   * Permanent access breaks; * Temporary access breaks; * Modifications to limited access; * Median cross-overs. | **Retain** for 6 years after end of calendar year  *then*  **Destroy.** | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

1. ACCOUNTING

This section covers records relating to the Accounting Office.

| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| 82-07-30126  Rev. 6 | ***Agreements (Long Term)***  Records relating to agreements between WSDOT and other entities to provide funding, goods, or services between the parties. Applies to long-term agreements where there is significant risk to the department.  Includes, but is not limited to:   * Environmental mitigation agreements; * Utility relocation with property rights; * Maintenance agreements.   Excludes:   * *Agreements (Short Term) (DAN 08-10-61877)*. | **Retain** for 75 years after termination of contract or when verified  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 08-10-61877  Rev. 2 | ***Agreements (Short Term)***  Records relating to agreements between WSDOT and other entities to provide funding, goods or services between the parties. Applies to short-term agreements where there is moderate or low risk to the department. Agreements may include local agencies and private parties. | **Retain** for 25 years after termination of contract  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 82-07-30118  Rev. 3 | ***Cash Receipt Packets***  Records relating to monies received by name, number, and date. Includes a summary of cash details segregated from fund and source, A-8s and recap. | **Retain** for 10 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 82-06-29879  Rev. 2 | ***Journal Vouchers***  Provides a means of enter an accounting transaction into the WSDOT’s unique account system. May include affidavits of lost or destroyed warrants. | **Retain** for 10 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 81-05-27696  Rev. 3 | ***Warrant Registers***  A record of fiscal transactions concerning disbursement vouchers drawn against the State Treasurer and the account classification of each transaction. May include detail and summary records. Title 49, Section 18.42, Paragraphs B&C of the Code of Federal Regulations requires WSDOT to keep these documents for 3 years past the contract closure date. | **Retain** for 10 years after end of fiscal year  then  **Destroy.** | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 96-11-57214  Rev. 0 | ***White Book***  Provides various summaries of WSDOT biennial expenditure and revenue activity and expenditure and revenue activity for other agencies in funds administered by WSDOT. | **Retain** for 25 years after the end of the biennium  then  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |

1. AUDIT OFFICE

This section covers records relating to the Internal Audit Office.

| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| 84-04-33653  Rev. 2 | ***Crime Loss Reports***  The record used by the agency to document and report losses of public funds and property in accordance with SAAM 20.30.20 and 30.40.80. | **Retain** for3 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 83-08-32746  Rev. 2 | ***External Audit Working Papers and Reports***  Contains working papers supporting audits of agreements or proposals between the department and private firms. Includes evidence accumulated during the course of an audit, the methods and procedures followed and conclusions reached. Includes all the information the auditor considered necessary to adequately conduct the engagement and support the audit report. | **Retain** for7 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 99-09-59285  Rev. 2 | ***Internal Affairs Investigations***  Provides a record of investigations that cover a wide variety of areas from fraud, waste, and abuse to and including possible drug trafficking and acts of violence. | **Retain** for 15 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 83-08-32747  Rev. 2 | ***Internal and External Final Audit Reports***  Contains final audit reports. | **Retain** for 15 years after end of fiscal year  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OPR |
| 80-09-25586  Rev. 3 | ***Internal Audit Working Papers and Reports***  Contains working papers supporting audits and advisory engagements conducted on various functions within the department. Includes evidence accumulated during the course of an engagement, the methods and procedures followed and conclusions reached. Includes all the information the auditor considered necessary to adequately conduct the engagement and support the audit report. | **Retain** for 7 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

1. AVIATION DIVISION

The functions of promoting aeronautics, supporting the state’s aviation system, and coordinating aviation emergency services.

| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| 81-04-27620  Rev. 2 | ***Aircraft Dealers Records***  This record is maintained to license aircraft dealers annually. Documents include the original bond, application, and copies of check paying for license. | **Retain** for 6 years after expiration of license  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 78-05-20744  Rev. 4 | ***Aircraft Registration Exemptions***  Original letters, forms, and e-mails stating from the aircraft owner that his/her aircraft is exempt from paying aircraft registration per RCW 82.48.100. | **Retain** for 6 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 19-02-69350  Rev. 0 | ***Airport Aid Grant Records***  Records relating to grants for Washington state airports.  Includes, but is not limited to:   * Grant offer; * Grant acceptance; * Agreements; * Assurances; * Reimbursements; * Supporting project information and correspondence. | **Retain** for 20 years from acceptance of grant  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 08-10-61881  Rev. 1 | ***Airport Land Use Compatibility Technical Assistance Program***  Documents which support local jurisdictions and airports regarding airport land use compatibility. | **Retain** for 10 years after date of document  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OPR |
| 08-10-61880  Rev. 1 | ***Airport System Planning***  Agency records related to aviation planning.  Includes, but is not limited to:   * Airport layout plans; * Airport Master Plans; * Washington State Aviation System Plan. | **Retain** for 10 years after superseded  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OPR |
| 81-04-27617  Rev. 1 | ***Search and Rescue Incidents***  Documentation of search and rescue operations conducted for missing aircraft, airships, electronic signaling devices and emergency position indicating radio beacons.  *Note: Reference RCW 47.68.380.* | **Retain** for 10 years after closure of incident  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

1. BRIDGE AND STRUCTURES OFFICE

This section covers records relating to Bridge Administration Section (Office Number 190).

| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| 80-11-26408  Rev. 1 | ***Bridge Design Calculations***  Provides a record of all calculations and figures for all phases of construction design. | **Retain** for 75 years after completion of project or plan  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |
| 80-11-26407  Rev. 0 | ***Bridge Field Data***  Provides location survey information to be used in the design of a structure. | **Retain** for 2 years after completion of project  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 84-02-33471  Rev. 0 | ***Bridge Opening Logs***  Daily log of bridge openings of the Blair and Hylebos Waterway Bridges and also the City Waterway Bridge. | **Retain** for 4 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 87-01-39231  Rev. 0 | ***Bridge Opening Schedules***  Provides a record of wind conditions, openings, and closing of bridges in District and names of ships passing. | **Retain** for 4 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 81-05-27727  Rev. 0 | ***Bridge Operation Records***  Provides a log and summary of bridge openings at the three moveable-span bridges in District 4. | **Retain** for 7 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 80-10-26279  Rev. 1 | ***Bridges and Structures General Maintenance Information (MAI-16)***  Provides a record of bridge maintenance with plans and photographs to facilitate an ongoing maintenance program. | **Retain** for 5 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 80-11-26436  Rev. 0 | ***Current Project File***  Provides ongoing design data for current projects. | **Retain** for 1 year after termination of contract  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 80-12-26528  Rev. 0 | ***Evergreen Point Bridge (2nd Lake Bridge) File***  Provides a record of original bridge construction data. Being used as a reference file for comparison purposes during the construction of the Hood Canal Replacement Bridge since there are some similarities in the bridge. | **Retain** until completion of project  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 81-06-28102  Rev. 0 | ***Falsework and Contract Files***  Provides a record of temporary support structures for concrete bridges and shop drawings on highway related construction projects. | **Retain** until completion of project  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 80-12-26527  Rev. 0 | ***Hood Canal Bridge File***  Provides a record of original bridge construction data. Being used as a reference file for comparison purposes during the construction of the Hood Canal replacement bridge since there are some similarities of construction in the bridge. | **Retain** until completion of project  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 80-12-26525  Rev. 0 | ***Hood Canal Bridge Replacement Plan Sheets***  Maintains drawings of the structure during different stages of the design and construction. | **Retain** for 2 years after completion of project  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 80-11-26406  Rev. 0 | ***Job File***  Provides ongoing design data for each active project. | **Retain** for 2 years after completion of project  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 77-03-18842  Rev. 1 | ***Log of Bridge Openings and Closings, DOT 230-500(D1) (MAI 16-1)***  Monthly openings and closings of moveable span bridges in the District. | **Retain** for 5 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 80-MF-26411  Rev. 0 | ***Microfilm Copies of Structure Design***  A film of design plans of all structures on highway systems. | **Retain** for 75 years after destruction of structure  *then*  **Destroy**. | NON-ARCHIVAL  **POSSIBLE ESSENTIAL**  OFM |
| 80-11-26409  Rev. 0 | ***Structure Design Plans (Paper Copy)***  Provides all information and details for construction of structure. | **Retain** for 2 years after completion of project then filmed  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 81-12-29357  Rev. 0 | ***Swinomish Slough Log of Bridge Openings (MAI6-2)***  Record of bridge openings at Swinomish Slough moveable span bridge. | **Retain** for 5 years after bridge no longer exists  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |
| 88-04-41991  Rev. 0 | ***U.S. Coast Guard Bridge Permit File***  Provides documentation pertaining to the department application for the permit. | **Retain** for 1 year after final acceptance  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

| * 1. BRIDGE COMPUTER SUPPORT   *This section covers records relating to Bridge Computer Support (Office Number 191).* | | | |
| --- | --- | --- | --- |
| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| 80-11-26400  Rev. 0 | ***Design Report File***  A report which covers a section of highway on which the department contemplates construction. The report becomes the justification for approval of the project. | **Retain** for 1 year after completion of project or plan  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

| * 1. BRIDGE DESIGN/BRIDGE CONSTRUCTION   *This section covers records relating to Bridge Design/Bridge Construction (Office Number 192).* | | | |
| --- | --- | --- | --- |
| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| 80-11-26438  Rev. 0 | ***Bridge Kardex Inventory and Inspection***  Provides a record of physical data, photos and field inspection information of all state bridges. | **Retain** for 1 year after life of bridge  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |
| 80-11-26448  Rev. 0 | ***Bridge Load Rating***  Provides records and calculations for determining bridge loading capacity. | **Retain** for 1 year after life of bridge  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 80-11-26442  Rev. 0 | ***Bridge Paint Projects***  Provides record of protection systems used on state steel bridges. | **Retain** for 1 year after termination of contract  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 90-11-46802  Rev. 0 | ***Design Calculations***  Provides a record of design computations for bridge and related structures. | **Retain** for 2 years after completion of project  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 88-07-42566  Rev. 0 | ***Evergreen Point Bridge (2nd Lake Bridge) File***  Provides a record of original bridge construction data. Being used as a reference file for comparison purposes during the construction of the Hood Canal replacement bridge since there are some similarities in the bridge. | **Retain** for 2 years after completion of project  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 80-11-26397  Rev. 0 | ***False work, Cofferdam and Shop Plans Files***  Provides documentation for approved or returned drawings for construction contracts. | **Retain** for 3 years after job order or project completed  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 80-11-26449  Rev. 0 | ***Heat Repair of Bridges***  Provides record of heat straightening repairs of steel bridges and structures. | **Retain** for 1 year after life of structure  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 88-07-42565  Rev. 0 | ***Hood Canal Bridge File***  Provides a record of original bridge construction data. Used as a reference file for comparison purposes during the construction of the Hood Canal replacement bridge since there are some similarities of construction in the bridge. | **Retain** for 2 years after completion of project  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 88-07-42564  Rev. 0 | ***Hood Canal Bridge Replacement Plan Sheets***  Maintains drawings of the structure during different stages of the design and construction. | **Retain** for 2 years after completion of project  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 80-11-26445  Rev. 0 | ***Movable Bridge Mechanical and Electrical Data***  Provides mechanical and electrical information for correcting movable bridge operational problems. | **Retain** for 1 year after life of structure  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 80-11-26443  Rev. 0 | ***Movable Bridge Plans***  Provides design and working plans for movable bridge projects. | **Retain** for 1 year after life of structure  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 80-11-26444  Rev. 0 | ***Movable Bridge Projects and Reports***  Provides working data for repair projects for movable bridges. | **Retain** for 1 year after life of bridge  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 81-06-28039  Rev. 1 | ***Preliminary Bridge Plans***  Maintains drawings of structure during preliminary plan and design stages of projects. To be used in contract development. | **Retain** for 2 years after termination of contract  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 80-11-26446  Rev. 0 | ***Project Plan Drawings***  Provides a record of bridges needing repair and the documentation pertaining to that repair. | **Retain** for 1 year after life of bridge  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 80-11-26447  Rev. 0 | ***Sounding Drawings***  Provides visible record of erosion tendencies at individual state bridges. | **Retain** for 1 year after life of bridge  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 80-11-26437  Rev. 0 | ***State of Washington Inventory of Bridges and Structures (SWIBS)***  Provides physical data inventory of all existing state, county and city owned bridges. | **Retain** for 6 years after destruction of bridge  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |
| 80-11-26450  Rev. 0 | ***Utility Attachments***  Provides record and detail of approved utility attachments on existing bridges. | **Retain** for 1 year after life of bridge  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 88-04-41989  Rev. 0 | ***Welding Design Data***  Provides technical data pertaining to the welding of metals. | **Retain** until revised, replaced, or updated  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

| * 1. BRIDGE PRESERVATION SECTION   *This section covers records relating to Bridge Preservation Section (Office Number 193).* | | | |
| --- | --- | --- | --- |
| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| 86-12-39087  Rev. 0 | ***Bridge Deck Survey***  Provides records of bridge deck survey data results. | **Retain** for 3 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 81-09-28893  Rev. 0 | ***Bridge File***  Provides a record of bridge condition reports. | **Retain** for 2 years after end of fiscal year  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |
| 81-05-27726  Rev. 0 | ***Bridge Maintenance Records***  Provides a log and summary of bridge openings at the three moveable-span bridges in District 4. | **Retain** for 7 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

1. COMMERCIAL VEHICLE SERVICES

This section covers records relating to Commercial Vehicle Services (Office Number 183).

| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| 13-03-68439  Rev. 0 | ***Automatic License Plate Recognition***  Images of the front license plate of commercial vehicles approaching a (CVISN) Commercial Vehicle Information Systems and Networks equipped weigh station. This data is located at headquarters on a server. | **Retain** for 2 months after end of month  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 77-02-18477  Rev. 1 | ***Axle Spacing Report Application***  Provides a record of the application from customers of the determined allowable weight per axle spacing for different configurations of trucks. | **Retain** for 3 months after application date  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 13-03-68440  Rev. 0 | ***Electronic Screening History Data***  History data that occurs at a (CVISN) Commercial Vehicle Information Systems and Networks weigh station during the process of electronically screening the commercial vehicle. This data is located at headquarters on a server. | **Retain** for 3 years after end of month  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 77-02-18481  Rev. 2 | ***Permit Application***  Record of the application requesting an over-legal or Department of Licensing permit to travel within the state on state highways. May include, but not limited to, Special Motor Vehicle and Regional permits. | **Retain** for 3 months after application date  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 77-02-18476  Rev. 2 | ***Permit Violation Notice***  Provides a record of permit violations found by the Washington State Patrol, a violation makes the permit invalid for the individual or company that holds the permit. | **Retain** for 6 years after expiration of permit  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 77-02-18480  Rev. 1 | ***Refund Application***  Provides a record of a request of refund and all supporting documentation, these cover either approved or denied refunds. | **Retain** for 6 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 13-06-68444  Rev. 0 | ***Superload Approval Information***  Provides a record of documentation supporting a superload permit application. A superload is a vehicle or combination with a non-divisible load exceeding the limits stated in WAC 468-38-405. | **Retain** for 6 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 91-02-47416  Rev. 2 | ***Transportation Permit***  Provides a record of permits issued throughout the state for travel on the state highway system. May include, but not limited to, Special Motor Vehicle, Region, Department of Licensing, and Handwritten permits. | **Retain** for 6 years after expiration of permit  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

1. CONSTRUCTION ADMINISTRATION

This section covers records relating to Construction Administration (Office Number 208).

| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| 11-02-62427  Rev. 1 | ***Construction Contracts Information System***  Provides records that are in the Construction Contracts Information System (CCIS) database and automates the tracking of construction contract data and provides an accessible reporting system. May include but not limited to, information on contracts, significant project milestones and compliance figures. | **Retain** for 15 years after final acceptance  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 80-04-24635  Rev. 8 | ***Construction Contracts; Plans and Specifications; Final Records; As-builts***  Records relating to all phases of construction projects.  Includes, but is not limited to:   * Original construction contract, contract plans and specifications, and shop plans; * Change orders; * Request for Qualifications and Proposal; * Instructions to Proposers, proposals (containing approved Alternative Technical Concepts), and statement of Qualification successful Proposer; * Proposals (containing approved Alternative Technical Concepts); * Statement of Qualification successful Proposer; * Audit and estimates; * Final records and As-builts; * Construction plans as listed in the Construction Manual; * Development Services plans as listed in the Development Services Manual; * Design-Build documents as listed in the Design-Build Manual.   Excludes records covered by:   * *Construction Temporary Final Records (DAN 03-07-60568)*. | **Retain** for 75 years after completion of contract  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| 03-07-60568  Rev. 2 | ***Construction Temporary Final Records***  Records relating to the administration of a construction project for either State or Federal Funded projects.  Includes, but is not limited to:   * Documents as listed in the WSDOT Construction Manual; * Monthly Construction Reports.   Excludes:   * Final construction records covered by *Construction Contracts; Plans and Specifications; Final Records; As-builts (DAN 80-04-24635)*. | **Retain** for 3 years after acceptance date (state-funded) or FHWA acceptance of final payment (federal funded)  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 88-01-41501  Rev. 0 | ***Construction Materials Records***  Provides a record of quality and quantity and testing data on materials used in highway construction. | **Retain** for 2 years after termination of contract  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 81-05-27739  Rev. 0 | ***Construction Progress Profiles and Plan Maps***  Provides a record of highways that have been constructed in the area. | **Retain** for 15 years after completion of project  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 81-04-27503  Rev. 0 | ***Field Crew Reports***  Provides a record of the field survey crew’s daily activities. | **Retain** for 3 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 81-04-27459  Rev. 0 | ***Gravel Pits, Stockpiles and Reclamation***  Provides a record of all gravel pits and stockpiles in the area. | **Retain** for 3 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 81-06-27885  Rev. 0 | ***Nuclear Records***  Provides a record of correlation data for all nuclear test equipment. Also maintains personnel radiation exposure. | **Retain** for 75 years  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |
| 88-03-41897  Rev. 1 | ***Outside Agency Planning Reports***  Copies of land use planning and future construction projects in various cities, counties and private developers located in District 5. Used as a guide to be sure future Department construction projects are compatible. | **Retain** for 5 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 80-05-24902  Rev. 1 | ***Prequalification Questionnaires (Confidential Record)***  Reference file to establish potential contractors' capabilities for required work accomplishment. | **Retain** for 7 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 20-10-69589  Rev. 0 | ***Traffic Control Reports***  Daily diaries detailing traffic control used on construction projects.  Includes, but is not limited to:   * Labor and equipment; * Summaries. | **Retain** for 10 years after acceptance date  *then*  **Destroy.** | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

1. CONSULTANT SERVICES

This section covers records relating to Consultant Services (Office Number 200).

| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| 96-11-57178  Rev. 0 | ***Request for Proposal File***  Provides a record of RFPs received by Consultant on solicited projects. | **Retain** for 6 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

1. CONTRACT AD AND AWARD

This section covers records relating to Contract Ad and Award (Office Number 205).

| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| 86-01-36018  Rev. 0 | ***Bid History***  A computer printout which provides a record of all highway construction contracts awarded by the year and by district. | **Retain** for 6 months after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 84-05-33905  Rev. 1 | ***Billing Invoice/Customer Statement of Procurement of Plans***  Provides a record of requests from contractors for contract plans of WSDOT projects. | **Retain** for 4 months after end of month  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 86-01-36016  Rev. 0 | ***Contract Bid Results***  Record of bidders for each work project. | **Retain** for 1 year after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 86-01-36014  Rev. 2 | ***Contractor Performance Reports***  A record of prequalification of contractors. Prime Contractor Performance Report and evaluation of Design-Builders. | **Retain** for 7 years after completion of contract  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 86-01-36015  Rev. 1 | ***Contractor Prequalification Questionnaires (Confidential Records)***  Reference file to establish potential contractors' capabilities for required work accomplishment. | **Retain** for 7 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 86-01-36017  Rev. 1 | ***Executed Project File***  Provides a record of all highway construction projects awarded and signed by the contractor. | **Retain** for 6 months after contract signed by contractor  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 86-01-36020  Rev. 0 | ***Original Addendum***  Provides a history of all highway construction projects by project. | **Retain** for 1 year after bid opening  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 84-05-33906  Rev. 1 | ***Procurement Plan Log Book***  Provides a record of who received highway and building construction plans from WSDOT and records of bids awarded. | **Retain** for 5 years after final entry in log book  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

1. DESIGN OFFICE

This section covers records relating to Design Office (Office Number 215).

| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| 80-07-25154  Rev. 1 | ***Air Quality Modeling Program***  Record of Source Program and Modifications to the Air Quality Computer Programs needed to be made before the Program can be used evaluate project. | **Retain** for 5 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 80-07-25150  Rev. 2 | ***Air Quality Monitoring Data***  Air Quality Monitoring Data is collected to help evaluate air quality impacts to a specific project or to aid in making the yearly air quality consistency determination for the Metropolitan Planning Organizations. | **Retain** for 5 years after termination of individual project  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 80-07-25153  Rev. 0 | ***Air Quality Studies Project Oriented***  Evaluates Air Quality Impacts for proposed projects. | **Retain** for 2 years after termination of individual project  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 86-01-35914  Rev. 0 | ***Annual Safety Reports***  Provides a record of completed highway safety improvement projects and annual reports to the Federal Highway Administration. | **Retain** for 2 years after end of calendar year  *then*  **Transfer** to Washington State Archives for permanent retention.. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |
| 80-08-25446  Rev. 1 | ***Asphalt Cement and Fuel Cost Adjustment***  Provides history, and a documentation of the calculation of the Asphalt Cement Adjustment base prices and the monthly fuel coast base prices. | **Retain** for 5 years after completion of applicable construction contracts  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 81-06-28117  Rev. 1 | ***Barrier Free Design***  Provides a record of the actions of various committees in providing barrier free facilities for the handicapped. | **Retain** for 10 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 80-08-25449  Rev. 0 | ***Bid Tabulation***  Provides a tabulation of the unit contract prices bid by all of the bidders along with the Engineer’s Estimate. | **Retain** for 3 years after termination of contract  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 80-11-26426  Rev. 0 | ***Bridge Waterways and Drains***  Provides a record of design calculation for bridge waterways and drains. | **Retain** for 1 year after destruction of facility  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 80-10-26264  Rev. 1 | ***Columbia Basin Irrigation Project***  Provide data showing relationship between state-owned right of way and U. S. Bureau of Public Water and Power Resources property. | **Retain** for 6 years after end of fiscal year  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |
| 80-08-25461  Rev. 0 | ***Construction Contract Check-in Sheets***  Provides descriptive data of an individual project as well as type of construction work and distribution of preliminary plans and specifications. | **Retain** for 5 years after completion of individual project  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 80-08-25460  Rev. 0 | ***Construction Cost Indexes of Other State***  Provides a record of the construction cost indexes from several states other than Washington. | **Retain** for 3 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 80-08-25445  Rev. 0 | ***Construction Materials Projection Report***  Projects materials to be used on highway construction during a six month period. | **Retain** for 4 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 80-08-25454  Rev. 0 | ***Contract Award Record Sheets***  Provides record of all construction contracts awarded in the State of Washington. | **Retain** for 7 years after completion of contract  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 80-09-25558  Rev. 4 | ***Design Documentation Package***  Includes Design Documentation pertaining to highway construction projects. Documents in this packet vary depending on the type of project and any FHWA requirements as detailed in the applicable chapters of the Agency Design Manual.  Includes, but is not limited to:   * Design stages and design documentation; * Plan specifications; * Hydraulic reports; * Estimates. | **Retain** for 75 years after design approval date  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |
| 80-09-25568  Rev. 1 | ***Highway Construction Project Files***  Records relating to Design Project File, including but not limited to, preliminary engineering, environmental and design studies conducted during the development of the project. | **Retain** for 3 years after completion of project  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 88-03-41856  Rev. 1 | ***Interstate Cost Estimate***  Provides data for production of an Interstate Cost Estimate. | **Retain** for 8 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 84-07-34524  Rev. 0 | ***Interstate Cost Estimates***  Provides a record of the cost and quantities of material needed to complete the remainder of the interstate highway system. | **Retain** for 3 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 80-11-26425  Rev. 0 | ***Job Files***  Provides a record of background data and review calculations on hydraulic related projects. | **Retain** for 5 years after termination of contract  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 84-05-33811  Rev. 0 | ***Landscape Architectural Projects***  Provides a record of the department’s early cooperation with local entities in landscape architecture. | **Retain** for 5 years after completion of individual project  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |
| 80-08-25453  Rev. 0 | ***Mile Post Road Log***  Provides a record of mile post numbers assigned to all state highways at identifiable landmark features. | **Retain** until revised  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 85-03-35109  Rev. 0 | ***Reclamation Plan History File***  Provides a history of Reclamation Plans for each Pit Site as it is originally approved and any necessary revisions. | **Retain** for 2 years after approval date  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 80-09-25754  Rev. 1 | ***Rest Area System***  Provides a record of rest areas located on state highways. | **Retain** for 1 year after superseded  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |
| 84-08-34445  Rev. 0 | ***Special Projects***  Provides a record of highway research projects for any work that is not covered in the Washington State Department of Transportation Standard Plans or Specifications. | **Retain** for 10 years after completion of individual project  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 88-03-41853  Rev. 0 | ***Standard Plans File***  Provides historic records of Standard Plans used by the department. | **Retain** for 2 years after end of calendar year  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |
| 80-09-25574  Rev. 1 | ***Transfer of Routes***  Provides immediate cross-reference information; contains documentation of historical value on transfer of state owned routes to cities and counties. | **Retain** for 50 years after end of fiscal year  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |
| 84-01-33335  Rev. 0 | ***Weekly Calendar***  Provides a record of highway construction projects approved by the Project Development Engineer which can be advertised for bidding purposes. | **Retain** for 2 years after project approved  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 19-10-69408  Rev. 0 | ***Alternative Technical Concepts (Not Approved)***  Records relating to the review of Alternative Technical Concepts submitted by proposers, but not approved by WSDOT.  Includes, but is not limited to:   * Submitted Alternative Technical Concepts packages; * Official WSDOT response letters; * Any other written documentation not part of an Alternative Technical Concept submitted in the Proposal.   Excludes records relating to the review of Alternative Technical Concepts approved by WSDOT covered by *Construction Contracts; Plans and Specifications; Final Records; As-builts (DAN 80-04-24635).* | **Retain** until contract execution  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

1. ENVIRONMENTAL SERVICES

This section covers records relating to Environmental Services (Office Number 225).

| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| 06-01-61061  Rev. 2 | ***Environmental Reports***  Environmental Reports used for the construction of highway or transportation system features.  Includes, but is not limited to:   * Final Wetland and Aquatic Habitat Mitigation Plans and monitoring reports; * Hazmat site files; * Hazardous super fund site documents; * Noise disciplinary study. | **Retain** for 10 years after site assessment closure report  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |
| 88-03-41900  Rev. 1 | ***Outside Agency Environmental Review***  Provides working files of Department's review of outside Agency Environmental Documents to determine the proposals effect on the Department's transportation facilities. | **Retain** for 2 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 85-03-35145  Rev. 1 | ***Project Environmental Documentation – National and State Environmental Policy Act Environmental Documentation and all Related Documents***  Provides a record of the effects that a project has on the environment. This includes, but is not limited to, the Environmental Impact Statement (EIS), Environmental Assessment (EA),Record of Decision, Finding of No Significant Impacts (FONSI), Public Involvement/Open House/Hearing plans and records, alternative assessments, correspondences, decision documents, Biological Assessments for the Endangered Species Act, and the following discipline reports: Soils and Geology, Water Quality/Surface Water, Groundwater, Coastal Areas/Shoreline, Floodplain, Wildlife, Fish, Vegetation, Wetlands, Hazardous Materials, Land Use, Land Use Plans, and Growth Management, Wild and Scenic Rivers, Agriculture and Farmland, Public Lands (Section 4(f), 6(f) and Forest), Historic, Cultural, Archeological Resource, Socio-Economic, Environmental Justice, Transportation, Relocation, Public Services, Utilities, Visual, Light and Glare, Indirect, Cumulative Impacts, Site & Reach Analysis, Noise Study and Air Quality Discipline Study (which includes Air Study/Air Quality Technical Report). | **Retain** for 10 years after construction completed, project closeout or project shelved for 3 years  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |
| 83-04-31575  Rev. 1 | ***State, Local and Federal Permit/Approvals***  Provides a record of various environmental permits obtained for a project. This includes but is not limited to, Federal Warnings, Citations or Violations, and Agency Corrective Actions with Other State and Local Permits/Approvals, Section 10 and 401 Letters of Verification, Forest Practices Approvals, Aquatic Lands Acquisition, Floodplain, and noise variance permits, Hydraulic Project Approvals (HPA), National Pollution Discharge Elimination System (NPDES), Shoreline Permits (Exemption, Substantial Development, Conditional Use and/or Grading Permits), Critical Areas Ordinance, Zoning, and Clearing and Grading Permits. | **Retain** for 10 years after termination of permit  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |
| 92-09-51332  Rev. 0 | ***Wildlife Road Kill Reports***  Provides a record of wildlife road kills throughout the state. | **Retain** for 5 years after end of calendar year  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |

1. EQUIPMENT AND FACILITIES

This section covers records relating to Equipment and Faculties (Office Number 150).

| **DISPOSITION AUTHORITY**  **NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| 81-04-27553  Rev. 0 | ***Rest and Landscape Area Maintenance Data***  Provides a record of design, construction, and field notes to assure proper maintenance and operation of rest areas and landscaped areas. | **Retain** until end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 81-04-27552  Rev. 0 | ***Water Quality Test Results***  Provides a record of chemical and bacteria tests of the Department’s water systems. | **Retain** for 10 years after completion of test  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 81-04-27554  Rev. 0 | ***Water System Back Flow Tests***  Provides a record of test results of water system back flow devices. | **Retain** for 5 years after completion of test  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

1. FEDERAL AID PLANNING AND ANALYSIS

This section covers records relating to Federal Aid Planning and Analysis (Office Number 074).

| **DISPOSITION AUTHORITY**  **NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| 81-04-27462  Rev. 0 | ***Annual Federal Aid Program***  Provides a listing of Highway Construction Program projects scheduled for Federal aid funding. | **Retain** for 3 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 81-07-28456  Rev. 0 | ***Federal Aid Programming***  Provides a record of approved federal aid projects. | **Retain** for 2 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 81-04-27460  Rev. 0 | ***Highway Construction Program Projects***  Provides a record of new construction projects which are to be added to the Highway Construction Program. Have to be approved by the Transportation Commission. | **Retain** for 6 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 81-04-27466  Rev. 0 | ***Project Status Record***  Provides a record of the status of Federal aid funds on individual Highway Construction Program projects. | **Retain** for 4 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 81-04-27469  Rev. 0 | ***Work Order Authorization Log***  Provides a record of work order authorizations submitted for approval of funds for Highway Construction Program, Marine and Maintenance Program projects. | **Retain** for 2 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

1. FERRIES DIVISION

This section covers records relating to Ferries Division (Office Number 900).

| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| 82-03-29742  Rev. 0 | ***Annual Report***  Provides information on all pilotage matters in Puget Sound and Grays Harbor on an annual basis. | **Retain** for 7 years after end of calendar year  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |
| 88-01-41524  Rev. 0 | ***Audit Tapes***  Consolidated ECR reports for all sellers working at the terminals. | **Retain** for 5 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 83-06-32185  Rev. 1 | ***Blueprints, Drawings and Technical Specifications for Vessels***  Records relating to the proposed specifications and design of vessels.  Includes, but is not limited to:   * Design specifications; * Blueprints; * Structural specifications; * Technical specifications; * Technical drawings. | **Retain** until sale of vessel  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |
| 20-10-69590  Rev. 0 | ***Non-tank Vessel Response Plan***  Records relating to Non-tank Vessel Response Exercises.  Includes, but is not limited to:   * Completed Vessel Response Plan Exercise Tracking Record form.   *Note: Retention based on 33 CFR § 155.1060.* | **Retain** for 3 years after completion of the exercise  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 82-03-29751  Rev. 1 | ***Tanker Movements, Puget Sound***  Provides information on tankers in/outbound, tonnage, size, and destination. Used as a reference to answer questions pertaining to the above. | **Retain** for 10 years after end of calendar year  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |
| 88-01-41521  Rev. 0 | ***Traffic Statistics***  Provides a record of the number of passengers and vehicles carried by vessel, route and sailing. Allows staff to determine traffic volumes, trends, and overloads. | **Retain** for 3 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 83-06-32186  Rev. 0 | ***Vessel Dry-docking Records***  Provides a history of annual dry-docking repairs to each vessel. | **Retain** for 2 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 83-08-32786  Rev. 1 | ***Vessels Sale File***  Records relating to the legal record of sale of state ferries.  Includes, but is not limited to:   * Advertising package; * Bids; * Bill of Sale; * Related correspondence. | **Retain** for 6 years after sale of vessel  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |

1. FERRIES DIVISION – OPERATIONS DEPARTMENT

This section covers records relating to Ferries Division – Operations Department (Office Number 950).

| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| 83-06-32415  Rev. 3 | ***Certificate of Inspection***  All certificates of inspection and supporting documentation relating to U.S. Coast Guard issued documents.  Includes, but is not limited to:   * Passenger Capacity; * Crew Complement (number, rating and qualifications of each crew member, e.g., One Master/1st Class Pilot, 4 Able Seamen, etc.); * Routes Permitted and Conditions of Operation; * Inventory of Required lifesaving and firefighting gear; * Inspection Status of critical machinery.   *Note: Retention based on 46 CFR § 71.01.* | **Retain** until sale of vessel  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 88-01-41522  Rev. 2 | ***Deck Department Log Book***  Records related to the daily activities of each state ferry.  Includes, but is not limited to:   * Daily deck department activity; * Navigation data; * Crew Lists; * Local weather conditions; * Security measures; * Emergency drills; * A description of incident and accidents involving passengers and/or crew. | **Retain** until sale of vessel  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 19-02-69351  Rev. 0 | ***Hazardous Materials Handling Records***  Records relating to the transport, storage, and handling of hazardous materials aboard state ferries and in terminals.  Includes, but is not limited to:   * Hazardous materials locker inspections; * Certificate to transport vehicles containing hazardous materials; * Certificate to transport vehicles containing hazardous waste.   Excludes:   * Monthly hazardous materials locker inspections covered by *Records Documented as Part of More Formalized Records (DAN GS 50012)*.   *Note: Retention based on 3-year requirement in 49 CFR § 172.201(e) and WAC 173-303-260.* | **Retain** for 3 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 14-09-68531  Rev. 0 | ***Recorded Phone Calls***  Recorded phone calls received at the Ferries Division that are recorded and stored locally. These are stored in an electronic format in the program called Witness. These recorded phone calls are used for training and research purposes. | **Retain** for 3 years after date of document  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 12-12-68373  Rev. 2 | ***Report of Marine Accident, Injury, or Death***  Records relating to regulatory requirements pertinent to the reporting of accidents, injuries, or deaths occurring on each vessel.  Includes, but not limited to:   * A description of each accident/incident; * Damage, environmental impacts; * Machinery or equipment failure; * Weather conditions; * Injuries or deaths.   *Note: Reference 46 CFR § 4.05-1.* | **Retain** for 25 years after sale of vessel  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

1. FERRIES DIVISION – SECURITY AND EMERGENCY MANAGEMENT OFFICE

This section covers records relating to Ferries Division – Security and Emergency Management Office (Office Number 970).

| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| 14-09-68530  Rev. 0 | ***Declaration of Security (DoS)***  A copy of each single DoS for each vessel and facility as outlined in 33 CFR §104.255 (vessel) and 105.245 (terminal) as well as Washington State Ferries Alternative Security Program outlined in 33 CFR §101.120. WSF security program uses the (DoS) process as the method for ensuring all appropriate security measures are in place in advance notifying the USCG of a Maritime Security (MARSEC) level attainment.  *Note: All DoS documents are considered the original and will be maintained by the Security and Management Office (Per Coast Guard Requirements).* | **Retain** for 90 days after end of MARSEC level change  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 14-09-68532  Rev. 1 | ***Security Records***  Records relating to the security of the Washington State facilities and vessels. These records are required per CFRs and Coast Guard regulations.  Includes, but is not limited to:   * Security Trainings/Drills/Exercises; * Homeland Security Division video records/electronic security logs; * Suspicious activity, Breach of Security documents, and security threats; * Changes in Maritime Security (MARSEC) levels; * Maintenance, calibration, and testing of security equipment.   *Note: Non-incident video is real-time and is only retained for 60 days. Access to Homeland Security Video and/or Electronic Security logs through the Washington States Ferries Homeland Security Infrastructure system is considered Sensitive Security Information (SSI).* | **Retain** for 2 years after date of document or incident  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

1. GEOGRAPHIC SERVICES

This section covers records relating to Geographic Services (Office Number 061).

| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| 81-07-28592  Rev. 0 | ***Aerial Mosaics Reproducible***  To produce prints of 1" = 400' aerial maps of existing highways, connecting roads and adjacent topography to study and plan improvements on existing highways. | **Retain** until updated  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 77-07-19713  Rev. 0 | ***Aerial Surveys and Photography***  Aerial photographs for survey and reconnaissance, photographs for location jobs and pit sites. | **Retain** for 75 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 88-03-41822  Rev. 1 | ***District Surveying Quality Control***  Provides a reference of control survey stations located within each District. | **Retain** for 75 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 80-09-25816  Rev. 0 | ***Glass Diapositives***  Contains a positive copy of a photograph printed on glass in conjunction with a project. | **Retain** for 10 years after completion of individual project  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |
| 88-03-41829  Rev. 1 | ***Ground Profile File***  Contains computer records showing the configuration of the ground in a highway project. | **Retain** for 75 years after end of fiscal year  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OPR |
| 89-04-44079  Rev. 0 | ***Photo Sepia Maps of State Highways***  Provides aerial views along state highways for reference or making prints. | **Retain** for 1 year after being revised  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 80-09-25815  Rev. 1 | ***Photogrammetric Map Manuscript and Scribe Sheets***  A map that depicts the terrain configuration of a highway project, used for design purposes. | **Retain** for 75 years after completion of project  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 80-09-25814  Rev. 1 | ***Photogrammetric Project Records***  Contains documentation pertaining to all aspects of a photogrammetric project. | **Retain** for 75 year after completion of project  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 83-08-32856  Rev. 0 | ***Photogrammetry Maps and Photos***  Contains aerial photos, U.S. Coast Guard and Geodetic survey maps, topographical and triangulation maps. Used by surveying new and existing highways. | **Retain** for 75 years or until no longer needed  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 77-04-18957  Rev. 0 | ***Photogrammetry Maps and Photos (PLA 1)***  Aerial photos, U.S. Coast & Geodetic Surveys maps, topographical maps, triangulation records used for surveying new and existing highways. | **Retain** until superseded  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |
| 88-03-41828  Rev. 0 | ***Photographic Prints***  Contains a positive copy form aerial photographs taken in conjunction with a project. | **Retain** for 3 years after completion of individual project  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |
| 88-03-41821  Rev. 1 | ***Quadrangle Maps***  Provides topographic description of area as a reference. | **Retain** for 75 years after end of fiscal year  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |
| 88-03-41834  Rev. 1 | ***Statewide Photographic Record***  Provides a photographic record of the entire state highway system. | **Retain** for 75 years after updated  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |
| 77-04-18950  Rev. 1 | ***Still Photographic Negatives (PLA 1 )***  Provides a photographic record of the entire state highway system. | **Retain** for 75 years after end of calendar year  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |

1. GIS AND ROADWAY DATA OFFICE

This section covers records relating to GIS and Roadway Data Office (Office Number 064).

| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| 81-07-28586  Rev. 1 | ***City Annexation Documents***  Maps and associated documents that document city boundaries and past annexation history. These documents are used to determine what area was annexed to a city when it was annexed and by what ordinance. The certification files are sent to WSDOT quarterly from Office of Financial Management and they are kept on files so that the legal descriptions can be checked when requests come into the office as to the limits of cities or if a question arises about the Rights of Way on highways of streets. | **Retain** for 75 years after end of fiscal year  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |
| 10-05-62203  Rev. 0 | ***County Road Index Files***  Maps and tabular information submitted annually by the County Road Administration Board (CRAB) to the WSDOT Cartography and GIS Section per WAC 136-60-050 for the purpose of updating WSDOT maps. | **Retain** for 12 years after end of biennium  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |
| 14-06-68507  Rev. 0 | ***Federal Functional Classification Maps***  Maps showing Federal Functional Classification (FFC) of public roads in Washington State. Code of Federal Regulations (CFR) §470.105 assigns the State Transportation agency (WSDOT) the primary responsibility for developing and updating a statewide functional classification system, the results of which are to be mapped and submitted to the Federal Highway Administration (FHWA). May include, but not limited to, map production documentation and related records. | **Retain** for 20 years after end of biennium  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |
| 79-11-23801  Rev. 1 | ***Freight and Goods Maps***  Maps showing Freight and Goods Transportation System (FGTS). These maps are part of a biennial report made by the Freight Mobility Strategic Investment Board (FMSIB) to the state legislature and prepared by WSDOT as required by RCW 47.06A.020. May include, but not limited to, map production documentation and related records. | **Retain** for 6 years after end of biennium  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |
| 10-05-62202  Rev. 0 | ***General Highway Maps***  Statewide and county maps. May include paper maps printed from CAD (Computer Aided Drafting) files and other map production documentation and related records. | **Retain** for 12 years after end of fiscal year  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |
| 89-04-44078  Rev. 1 | ***Official State Highway Map***  Map issued to general public. May include, but not limited to, original artwork and other map production documentation and related records. | **Retain** for 6 years after end of fiscal year  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |
| 81-04-27573  Rev. 1 | ***Urban Area Maps***  Map series showing highway urban boundaries as approved by the Federal highway Administration. Maps reviewed after each decennial US Census. Some maps updated between decennial reviews. May include, but not limited to, map predication documentation and related records. | **Retain** for 20 years after approved signature  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |

1. HIGHWAY AND LOCAL PROGRAMS

This section covers records relating to Highway and Local Programs (Office Number 040).

| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| 80-09-25575  Rev. 1 | ***Certificate Acceptance (Program Files)***  A program through which the Federal Highway Administration (FHWA) relinquishes project development responsibility to the State. In turn the State sub-delegates this responsibility to qualified agencies. Contains original executed agreements (certifications), materials lab approvals, process reviews, evaluations of performance, correspondence. | **Retain** for 6 years after closure of agreement  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 80-09-25571  Rev. 5 | ***Federal Aid and State Project Files***  Provides documentation pertaining to federal aid and state funded construction projects. May include, but not limited to, information pertaining to award letters, bridges, environmental, back up documentation, correspondence with WSDOT region and/or local agency, and project deviations. | **Retain** for 10 years after completion of administrative review  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

1. HUMAN RESOURCES

This section covers records relating to Human Resources (Office Number 140).

| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| 00-08-59855  Rev. 0 | ***Drug and Alcohol Program Administrative Files***  Provides a record establishing the Drug and Alcohol Program since January 1995. These files document compliance of WSDOT with state and federal regulations affecting WSDOT employees licensed as Commercial Drivers (DSL). Reference USDOT 49CFR part 382. | **Retain** for 6 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 00-08-59857  Rev. 1 | ***Drug and Alcohol Records – Negative Test Results***  Provides a record of the drug and alcohol testing of employees, including but not limited to: test results, employee consent forms, previous employer inquiries and documents related to the administration of the agency policy. | **Retain** for 2 years after test is completed  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 00-08-59856  Rev. 1 | ***Drug and Alcohol Records – Positive Test Results***  Documents positive test results in drug and alcohol testing. Includes follow up testing reports and return to work agreements. Reference WSDOT 49CFR part 382.401. | **Retain** for 5 years after test is completed  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 14-06-68508  Rev. 0 | ***Maritime Injury Claims – Medical Only***  Claims made by Ferries Division vessel employees injured on the job. May include, but not limited to, accident reports, medical information, legal correspondence, and settlement information. This schedule is for medical only claims that have no associated time loss or maintenance. | **Retain** for 40 years after closure of claim  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 14-06-68509  Rev. 0 | ***Maritime Injury Claims – Time Loss and Maintenance***  Claims made by Ferries Division vessel employees injured on the job. May include, but not limited to, accident reports, medical information, legal correspondence, and settlement information. This schedule is for claims that have associated time loss and maintenance. | **Retain** for 75 years after closure of claim  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 82-09-30311  Rev. 2 | ***Request for Certification of Employment***  Provides authorization to obtain Employment Register containing names of qualified applicants seeking employment. | **Retain** for 3 years after expiration of register  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

1. MAINTENANCE OFFICE

This section covers records relating to Maintenance Office (Office Number 165).

| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| 81-07-28610  Rev. 0 | ***Airspace Leases***  Provides a record of possible airspace for lease. | **Retain** for 3 years after termination of contract  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 81-07-28471  Rev. 0 | ***County Subdivision Plat Files***  Provides a record of subdivisions which are adjacent to highways, used to recommend number of accesses, drainage, safety aspects. | **Retain** for 75 years  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 90-03-45973  Rev. 0 | ***Hazardous Waste Manifests***  Provides a record of all hazardous waste shipped. | **Retain** for 75 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 88-01-41500  Rev. 0 | ***Information Control System Accomplishment Reports***  Provides a record of all work performed by maintenance crews. | **Retain** for 1 year after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 82-09-30365  Rev. 0 | ***Landscape and Erosion Projects***  Provides a reference for future design of these projects. | **Retain** for 5 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 90-01-45318  Rev. 1 | ***Mount St. Helen’s Eruption Responses***  Provides a historical record of the emergency response and the handling of the effect of the eruption of Mt St. Helens. | **Retain** for 25 years after end of fiscal year  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |
| 79-11-23687  Rev. 1 | ***Sign Installation***  To identify locations, data of installation and type of sign installed. | **Retain** for 2 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 87-10-41026  Rev. 0 | ***Test Reports***  Provides record of various subgrade and surfacing materials including maximum density and proctor curves. | **Retain** for 2 year after termination of the contract  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

1. MATERIALS LABORATORY

The function of establishing and maintaining all test procedures.

| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| 06-01-61081  Rev. 1 | ***Bridge and Cantilever Sign Structures Acceptance Documentation***  Provides a record of documents.  Includes, but is not limited to:   * Material certifications; * Quality control reports i.e., Nondestructive Testing (Magnetic particle testing-MT and Ultrasonic test-UT as applicable). | **Retain** for 75 years after completion of inspection  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |
| 06-09-61273  Rev. 0 | ***Compliance Review Reports and Original Record of Materials Notice of Availability***  Supporting documents and data compiled during the Compliance Review process by the State Materials Laboratory Documentation Section used to reporting finding. The Original Record of Materials Notice of Availability produced by the documentation section is kept in support of the compliance. | **Retain**for 10 years after certification date  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 82-02-29659  Rev. 4 | ***Materials Test Reports***  Original materials test reports generated by the Chemical, Electrical, Bituminous, and Structural Material Sections. | **Retain** for 25 years after certification of contract  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 12-12-68372  Rev. 1 | ***Pavement Surface Friction Information***  Records relating to pavement surface friction values for state highways.  Includes, but is not limited to:   * Skid data; * Friction data. | **Retain** for 4 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 82-02-29660  Rev. 4 | ***Pit and Quarry Reports and Files***  Provides a record of legal description of and types of construction material available statewide to contractors and state work forces. | **Retain** for 75 years after date of document  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 06-01-61079  Rev. 2 | ***Pre-stress Concrete Girders Acceptance Documentation***  Records relating to material and stress tests of concrete girders.  Includes, but is not limited to:   * Certificate of compliance; * Material certifications; * Temperature curing records; * Stressing records; * Quality control records – concrete strength reports, casting records, camber reports, and quality control inspection report if required. | **Retain** for 75 years after completion of inspection  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |
| 82-02-29664  Rev. 3 | ***Project Geotechnical Files***  The materials laboratory geotechnical division files contain the geotechnical info and recommendations used for the design and construction of Highway, Ferry, Local Agency and Developer projects constructed in and adjacent to State property. The files may contain, but not limited to, the following materials: geotechnical reports, boring logs, laboratory test results, calculations, photographs, soil profiles, contour and geologic maps, cross sections, profiles, construction records, pile records, staff records, info related to change of condition of claims and plan errors and miscellaneous project information. | **Retain** for 75 years after last activity date  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |
| 06-09-61274  Rev. 0 | ***Project Pavement/Pavement Management Files***  The Materials Laboratory Pavements Division files contain the pavement design, pavement management info and recommendations used for the design, construction and management of Highway, Ferry, Local Agency, and developer projects constructed in and adjacent to state property. The files may contain but not limited to the following materials, pavement design reports, pavement design report addendums, coring and boring logs, lab test results, calculations, photos, construction records, miscellaneous project communications, and pavement forensic information. | **Retain** for 75 years after certification of contract  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 06-09-61272  Rev. 0 | ***Qualified Products List Documents***  Documents that are reviewed and maintained by the State Materials Laboratory Documentation Section that are used for evaluation and approval of items included on the Qualified Products List. | **Retain** for 20 years after product report date  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 07-04-61474  Rev. 0 | ***Radiographic Film***  Radiographic film of structural steel welds and material. | **Retain** for 75 years after completion of inspection  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |
| 88-10-43074  Rev. 2 | ***Request for Approval of Material (RAM) Catalog Cuts, Manufacturer Certificate of Compliance***  Documents that are reviewed by the State Material Laboratory Document Section that are in direct support of fulfilling to contract requirements of the Project Engineer Offices. Actions by the documentation section include 'approval' or 'rejection' of material submitted by the project Engineer Offices. | **Retain**for 3 years after certification of contract  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 06-01-61080  Rev. 1 | ***Steel Bridges Acceptance Documentation***  Provides a record of documents.  Includes, but is not limited to:   * Material certifications; * Quality control reports i.e., Nondestructive testing (magnetic particle testing 0 MT, Ultrasonic test – UT, radiographic testing – RT as applicable); * Edge hardness test reports. | **Retain** for 75 years after completion of inspection  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |
| 20-10-69591  Rev. 0 | **Fabrication Inspection Office Material Certification Documents**  Documents that are reviewed by the State Material Laboratory Fabrication Inspection Section that pertain to inspection of structures identified in the WSDOT Materials Laboratory Construction Manual that require “Approved for Shipment” or “WSDOT INSPECTED” tags or stamps, with the exception of Bridge and Cantilever Sign Structures, Pre-Stress Concrete Girders, Radiographic Film, or Steel Bridges. .  Includes, but is not limited to:   * Manufacturers Certificates of Compliance; * Material certifications; * Nondestructive test reports; * Certificates of Material Origin.   Excludes:   * *Bridge and Cantilever Sign Structures (DAN 06-01-61081);* * *Pre-Stress Concrete Girders (DAN 06-01-61079);* * *Radiographic Film (DAN 07-04-61474);* * *Steel Bridges (DAN 06-01-61080*). | **Retain** for 3 years after certification of contract  *then*  **Destroy.** | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

1. OFFICE OF EQUAL OPPORTUNITY

This section covers records relating to Office of Equal Opportunity (Office Number 004).

| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| 95-10-56142  Rev. 1 | ***Americans with Disabilities Act (ADA) Transition Plan***  Provides a record of the department’s implementation of the ADA. Included are copies of the department’s self-evaluation, transition plan, and supporting documentation and ADA/section 504. | **Retain** for 4 years after superseded  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 91-10-49257  Rev. 1 | ***Condition of Award Files***  Provides a record of the bid item breakouts of the successful DBE subs or prime contractors being utilized. May also include change order. | **Retain** for 3 years after termination of contract  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 08-02-61718  Rev. 0 | ***Disadvantaged Business Enterprise (DBE) Goal Methodology***  Provides a record of Federal Highway Administration, Federal Transit Administration, and Federal Aviation Administration goal methodologies; support data, records, study, etc.; public involvement; public notices and public comments. | **Retain** for 5 years after end of federal fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 91-10-49258  Rev. 1 | ***Disadvantaged, Minority and Women’s Business Enterprise Certification Program Records***  Provides a record of Interagency Agreement and billings between WSDOT and Office of Minority Women’s Business Enterprise (OMWBE) to perform certification work done under contract. | **Retain** for 6 years after end of federal fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 91-10-49259  Rev. 0 | ***Disadvantaged, Minority, and Women’s Business Enterprise (DMWBE) Program***  Provides a record of the history of the OMWBE program. | **Retain** for 4 years after elimination of program  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 81-02-26920  Rev. 2 | ***Disadvantages Business Enterprise (DBE) Support Services Program Documents***  Provides a record of contractors assisted by DBE Support Services Centers. These centers assist minority contractors on how to prepare bids to obtain state work as a prime or subcontractor. | **Retain** for 6 years after end of federal fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 95-10-56138  Rev. 1 | ***Diversity Awareness Program Files***  Provides a record of curriculum and compliance progress. OEO Internal OEO Civil Rights Branch responsibility for maintaining and updating WSDOT’s mandatory diversity curriculum and tracking the agency’s total workforce compliance in completing the 3 required Diversity Modules. Due to legislative action last session there is now an addition statewide compliance requirement that must be tracked for Sexual Harassment training of all supervisors and managers on a three year cycle. | **Retain** for 4 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 08-02-61717  Rev. 0 | ***External Civil Rights Branch Contractor Compliance Reviews***  Provides a record of onsite reviews and investigations, including Disadvantage Business Enterprise, Commercially Useful Functions, Equal Employment Opportunity investigation, compliance reviews, onsite reviews, and their result. Documentation includes, but not limited to; Local Agency, CUF, EEO Compliance Reviews, and on site visits. Rescind letters, cover sheets, new hire list, and the information the contractor submits each month on all contracts they have with federal funds. Monthly utilization reports, certified payrolls. Review letter notification, the review write-up, and the determination. | **Retain** for 6 years after completion of work  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 95-10-56140  Rev. 1 | ***Federal Reports***  Provides a record of reports required to be submitted and supporting documents. Documentation includes, but not limited to; Federal Highway Administration (FHWA), Federal Aviation Administration (FAA) Reports, Federal Transit Administration (FTA) Triennial Review, Washington State Ferries (WSF), Public Transportation Office, FHWA Reviews, FTA Compliance documents, Annual Title VI Accomplishment and Update Report. EEO Reports sent to federal highways would be the yearly training report and the PR1392. | **Retain** for 4 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 08-02-61716  Rev. 0 | ***Internal Civil Rights Branch (ICRB) Consultation File***  Provides a record of mediations of consultation with employees and managers. | **Retain** for 3 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 08-02-61719  Rev. 1 | ***Title VI Compliance Reviews***  Records relating to the results of reviews for local agency Title VI plans and Nondiscrimination Agreements.  Includes, but is not limited to:   * Local agency; * Planning organization; * Transit Organizations; * University and Consultant files; * Compliance surveys and reviews. | **Retain** for 6 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 08-02-61720  Rev. 0 | ***Title VI Program Implementation***  Provides a record of project specific information regarding outreach, Environmental Justice Reviews, Project Reviews, Environmental Justice Reviews, other Title VI reviews, Public involvement and Limited English Proficiency reviews, Title VI complaints. | **Retain** for 6 years after end of federal fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

1. POLICY AND PLANNING

This section covers records relating to Policy and Planning (Office Number 052).

| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| 80-10-26162  Rev. 1 | ***Backup Material for Certification of Routed Through Cities and Towns***  Provides a record of route descriptions and of any changes which were made in the state highways. Used to prepare annual certification of routes. | **Retain** for 25 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 83-12-33263  Rev. 0 | ***Backup Material to Planning Reports (500 Series)***  Contains backup material for a series of reports which covers the sources of revenue and the expenditures for all of the state and local government roads, streets and allied functions. | **Retain** for 20 years after end of calendar year  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |
| 80-09-25914  Rev. 0 | ***Energy Files***  Provides a record of all types of transportation energy saving program and department position papers relating to energy projects. | **Retain** for 5 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 80-10-26163  Rev. 1 | ***Federal Aid Systems***  Provides a record of changes in the Federal Aid Systems. Aids in establishing eligibility for Federal highway funds for state and various local agencies. | **Retain** for 25 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 80-10-26168  Rev. 0 | ***Future Metropolitan Planning Areas File***  Urban areas of over 50,000 population are required to establish a Metropolitan Planning Organization. File contains documentation pertaining to liaison with the future urbanized area. | **Retain** for 5 years after end of fiscal year  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |
| 96-08-56961  Rev. 0 | ***High Speed Ground Transportation Feasibility Study***  Study on passenger trains that operate for long distances between cities and achieved speeds in excess of 150. | **Retain** for 6 years after end of calendar year  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |
| 96-08-56962  Rev. 0 | ***Highway System Plan***  20 year plan for highway improvement in Washington State. Information includes meeting agendas, memos, and overhead. | **Retain** for 6 years after end of calendar year  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |
| 80-10-26214  Rev. 2 | ***Metropolitan Planning Organization (MPO) Agreements***  Provides a record of agreements between the department and the MPO’s. These agreements are to provide cooperative transportation planning activities, i.e., street and highway lighting construction, transit systems. | **Retain** for 10 years after termination of contract  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 80-10-26215  Rev. 2 | ***Metropolitan Planning Organization (MPO) Prospectus and Unified Work Programs***  Contains the transportation planning documents revealing needs of MPO area and provides a yearly outline of planning work program to be completed within a respective area. | **Retain** for 10 years after end of fiscal year  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |
| 80-10-26218  Rev. 2 | ***Metropolitan Planning Organization (MPO) Transit and Elderly/Handicapped Reports***  Provides documentation for transit needs of MPO’s in compiling the reports which are sent to Ecology. | **Retain** for 10 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 80-10-26216  Rev. 2 | ***Metropolitan Planning Organization (MPO) Transportation Plans***  Provides a record of the MPO Transportation Plans which list long range transportation projects, i.e. freeways, airports, and bridges. | **Retain** for 10 years after being updated  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |
| 80-10-26220  Rev. 2 | ***Metropolitan Planning Organization Financial Reports***  Provides documentation pertaining to the expenditures of the MPO’s in their transportation planning activities. | **Retain** for 10 years after end of fiscal year  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |
| 80-09-25911  Rev. 0 | ***Motor Vehicle Reports***  Provides a record of reports pertaining to vehicle registration, related fees, and trends in the motor vehicle industry. Used for forecasting vehicle registration and fees or budgeting purposes and answering government and public inquires. | **Retain** for 7 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 96-08-56963  Rev. 0 | ***Multimodal Plan Surveys***  Surveys received from the public asking their opinions on various modes of transportation in Washington State. | **Retain** for 6 years after end of calendar year  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |
| 82-07-29921  Rev. 1 | ***OMB-A95 Review of Departmental and Metropolitan Planning Organization Projects***  A federal requirement which provides documentation of Statewide and Area-wide Clearinghouse (City and County). Review of Department and Metropolitan Planning Organization Projects. | **Retain** for 10 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 96-08-56964  Rev. 0 | ***Overheads***  Various overheads pertaining to the High Speed Ground Transportation Feasibility Study and the Highway System Plan. | **Retain** for 6 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 80-09-25910  Rev. 1 | ***Planning Reports 500 Series***  Contains a series of 16 reports which cover the sources of revenue and the expenditures for all of the state and local government roads, streets and allied functions. | **Retain** for 75 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 80-10-26223  Rev. 2 | ***Planning Studies***  Records relating to input and output data for special transportation planning projects, as well as long-term needs for specific routes, future development projects, and developer mitigation.  Includes, but is not limited to:   * Legislative studies; * Transportation planning studies; * Special studies; * Statewide travel times. | **Retain** for 20 years after completion of study  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |
| 96-08-56965  Rev. 0 | ***Public Involvement Plan Documentation***  Information from public forums asking the public for their ideas on how to develop the Intermodal Surface Transportation Efficiency Act (ISTEA) mandated for transportation in Washington. | **Retain** for 6 years after end of calendar year  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OPR |
| 80-10-26161  Rev. 0 | ***State Route Numbering***  Provides a historical record of numbers assigned to state highways by the American Association of State Highways and Transportation Officials (AASHTO). | **Retain** for 75 years  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 80-10-26222  Rev. 1 | ***Transportation Planning Activity Backup Material***  Provides a record of studies, traffic counts, tabulations and other reviews to assist Metropolitan Planning Organizations (MPO) in the development of transportation planning. | **Retain** for 10 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 90-07-46435  Rev. 1 | ***Transportation Policy Plan for Washington State***  A plan which includes policy recommendations made to the legislature concerning transportation systems within the state. | **Retain** for 10 years after end of fiscal year  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |
| 80-10-26164  Rev. 2 | ***Washington State Transportation Plan***  Provides a record of the development of and future changes and improvement which will be required in the transportation system in the state and funds required. | **Retain** for 25 years after end of fiscal year  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |

1. POLICY DEVELOPMENT AND REGIONAL COORDINATOR

This section covers records relating to Policy Development & Regional Coordinator (Office Number 071).

| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| 77-02-18491  Rev. 0 | ***1/2 Cent Gas Tax Program (Cities/Counties)***  Correspondence, forms, vicinity maps, individual project prospectuses pertaining to counties or cities one-half cent gas tax proposals. | **Retain** for 3 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 89-01-43588  Rev. 0 | ***Federal Aid Program***  Provides a record of approved Federal Aid projects. | **Retain** for 1 year after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 88-10-43083  Rev. 0 | ***Federal Aid Programming File***  Provides a record pertaining to Federal Aid funding for the I-90 project (i.e. funding request, Interstate Cost Estimate (I.C.E.), etc.). | **Retain** for 1 year after termination of contract  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 81-03-27235  Rev. 1 | ***Highway Construction Program By Legislative District (2-Year Proposal)***  Documentation generally provided to the legislators consisting of a two-year proposal of project locations and costs for highway construction projects listed by legislative district. | **Retain** for 18 years after end of fiscal year  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |
| 81-03-27242  Rev. 1 | ***Highway Construction Program Instructions and Allocations***  Provides precise instructions on development of the department’s Highway Construction Program Budgets. | **Retain** for 20 years after being revised  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 81-03-27236  Rev. 1 | ***Highway Construction Program – Operating Budget (2 Year Book)***  Documentation provided to the public regarding location and costs of all highway construction projects included in the departments’ Operating Budget. | **Retain** for 18 years after end of fiscal year  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OPR |
| 83-06-32218  Rev. 0 | ***Outside Agency Reports***  Reports prepared by outside agencies on highway related matters. Reviewed and commented upon and returned to originator of report. | **Retain** for 3 years after completion of project  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 89-01-43590  Rev. 0 | ***Project Prospectuses***  Documents which furnish official definition of a project. Consists of: Reason for project, limits, current conditions, and proposed work. | **Retain** for 1 year after award of contract  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 80-10-26363  Rev. 2 | ***Project Summary Files***  Documentation that provides a summary of a projects official definition, limits, current conditions, proposed work, and cost estimates, including back-up data and notes in a prospectuses format. | **Retain** for 10 years after completion of project  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 89-01-43592  Rev. 0 | ***State Aid File***  Provides a record of projects by Work Order number pertaining to funding requests for city or county participation in State Highway projects. | **Retain** for 2 years after completion of project  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 77-04-18958  Rev. 0 | ***Traffic Projections and Correspondence (PLA 8)***  Traffic projections and repeated studies for planning futures needs of highways. | **Retain** until superseded  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OPR |
| 80-10-26165  Rev. 1 | ***Transportation Improvement Program and Annual Element***  Identifies transportation improvements to be implemented in the first year of the program and to provide a three and five year prospective of other improvement moving towards implementation. | **Retain** for 1 year after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 80-10-26217  Rev. 1 | ***Transportation Improvement Program and Annual Element***  Contains records which identify transportation improvement projects for a 3 to 6 year time period and identifies specific projects to be implemented in the first year of the program. | **Retain** for 10 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

1. PUBLIC TRANSPORTATION

This section covers records relating to Public Transportation (Office Number 053).

| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| 97-10-58162  Rev. 0 | ***Commute Trip Reduction Plans and Programs***  Contracts which describe the tasks needed to develop and implement CTR plans and programs that will provide services to employers in order to meet the objectives of the CTR law. | **Retain** for 12 years after termination of contract  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 81-01-26678  Rev. 2 | ***Comprehensive Transit Plans***  Provides a record of annual reports of six year programs prepared by public transit systems as required by 35.58.2795 RCW. | **Retain** for 4 years after termination of contract  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OPR |
| 07-04-61473  Rev. 0 | ***Consolidated Grant Program Files***  Provides a record of grant agreements and supporting documentation to include Federal and State funding sources, correspondence, program management activities, certification and assurances, and other related documentation according to Federal Transit Administration (FTA) guidelines. | **Retain** for 10 years after end of biennium  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 81-01-26692  Rev. 1 | ***Federal Transit Administration (FTA) Financial Assistance***  Maintains a record of all program support and third party agreements made to carry out Section 8, Section 16(b)(2) & Section 18 grants. | **Retain** for 6 years after termination of contract  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OPR |
| 88-03-41859  Rev. 1 | ***High Occupancy Vehicle Lanes, Ramp and Ramp Metering***  Provides a record of activities pertaining to exclusive use of carpool and transit benefit projects. | **Retain** for 4 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 88-03-41861  Rev. 1 | ***Park and Ride Lot and Flyer Stop Programs***  Provides a record relating to park and ride lots and flyer stops. | **Retain** for 4 years after end of calendar year  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OPR |
| 88-03-41866  Rev. 1 | ***Private Sector Participation Projects***  Provides a record of the department’s liaison activities in assisting the development of taxi programs within the state. | **Retain** for 2 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 81-01-26673  Rev. 0 | ***Public Transport Feasibility Studies***  Contains feasibility studies for setting upon public transportation benefit areas throughout the state for transit operations. | **Retain** for 2 years after end of calendar year  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |
| 92-09-51302  Rev. 1 | ***Puget Sound Telecommuting Demonstration Program***  These program management filed provide documentation of the development, implementation, and evaluation of the Puget Sound Telecommuting Demonstration Program, which data was used in the development of the Telecommuting Guidebook. | **Retain** for 6 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 93-09-52925  Rev. 0 | ***Transit Bus Stop Log***  Provides a record of official bus stop locations on state highways located within District 1. | **Retain** for 2 years after being superseded  *then*  **Destroy***.* | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 92-06-50685  Rev. 1 | ***Transit Development Plans***  Provides a record of six-year financial and operational plans from local agencies submitted to the department as required by 35.58.2795 RCW. | **Retain** for 7 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 88-03-41874  Rev. 1 | ***Transportation Demand Management***  Provides general and specific information related to various Transportation Demand Management techniques used throughout the state and nation. | **Retain** for 2 years after end of calendar year  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |
| 88-03-41876  Rev. 0 | ***Transportation System Management (TSM) and Ridesharing Grant Programs***  Provides a record of Federal Highway Administration, TSM & Ridesharing grant applications and documentation. | **Retain** for 7 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 88-03-41862  Rev. 0 | ***Vanpooling General***  Maintains a record of the activities of various programs throughout the state. | **Retain** for 2 years after end of calendar year  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |
| 81-01-26675  Rev. 1 | ***West Coast Corridor Study***  Provides a record of the study completed to determine the feasibility of passengers rapid rail corridor between Tijuana, Mexico and Vancouver, BC. | **Retain** for 6 years after termination of contract  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |
| 88-03-41870  Rev. 0 | ***Workshops***  Provides a record of branch workshop involvement related to ridesharing and marketing. | **Retain** for 3 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

1. PURCHASING AND MATERIAL MANAGEMENT

This section covers records relating to Purchasing & Material Management (Office Number 107).

| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| 97-05-57751  Rev. 0 | ***Current Billing FHWA Adjustments (RAM0723)***  Identifies federal projects where adjustments have been made using NZ96/EZ96 (FHWA Adjustments). | **Retain** for 7 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 97-05-57753  Rev. 0 | ***Eligibility Override for Billing (RAM0717)***  Identifies those federal charges where the eligibility has been changed. | **Retain** for 7 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 83-03-31835  Rev. 2 | ***Master File Update Control and Process Exceptions Report***  Lists weekly transaction statistics errors occurring in the master file process. Used to verify that errors have been corrected. | **Retain** for 2 years after semi-annual update  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

1. REAL ESTATE SERVICES

This section covers records relating to Real Estate Services (Office Number 255).

| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| 81-04-27474  Rev. 2 | ***Acquisition Parcel Files***  Provides a record of all activities pertaining to Rights of Way appraisal, title, and acquisition and relocation assistance. File includes but not limited to: the appraisal, determination of value (DV), title documents, acquisition conveyance documents (i.e. Deeds, Easements, and permits, Order of Possession and Use, Judgment and Decree, Right of Entry, and Possession and Use Agreement), and information regarding remainders, relocation documents, and correspondence. | **Retain** for 75 years after final acquisition, condemnation and/or relocation payment  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |
| 81-08-28700  Rev. 1 | ***General Project Files***  General file documents that pertain to the overall project and are not parcel specific, (i.e., project certifications, project scopes, project funding estimates (PFE’s), project schedules, project relocation plans, etc.). | **Retain** for 75 years after completion of project based on final acquisition, condemnation and/or relocation payments  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 70-03-01084  Rev. 2 | ***Key Maps***  County maps used in plotting all contract work done and right of way acquisition in each county. | **Retain** for 25 years after superseded  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  **ESSENTIAL**  **(for Disaster Recovery)**  OFM |
| 81-03-27381  Rev. 1 | ***Local Public Agency Certifications***  A review of local agency (city and county) right-of-way acquisitions to determine that all steps taken were according to Federal regulations and that all documents were accurate and complete. FHWA Certification 3 Approval letters. | **Retain** for 3 years after certification approval date  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 81-04-27481  Rev. 2 | ***Property Management Inventory Control – Disposal***  Provides documentation pertaining to the appraisal and disposition of surplus state land. Correspondence pertaining to return of streets and roads from state. Provides documentation pertaining to city and county turnbacks and Tranters. | **Retain** for 75 years after final disposition of property  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 77-03-18857  Rev. 1 | ***Property Management Inventory Control – Lease Files***  Provides documentation pertaining to the leased properties owned by WSDOT as landlord (i.e. airspace lease, ground lease, displacee lease). | **Retain** for 6 years after termination of the lease  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 81-04-27476  Rev. 2 | ***Real Estate Maps***  Maps of all present and former State roads encoded to show acquisition and ownership. | **Retain** for 75 years after superseded  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  **ESSENTIAL**  **(for Disaster Recovery)**  OFM |
| 81-09-28892  Rev. 0 | ***Right of Way Violation File***  Provides a record of right of way violations and action taken. | **Retain** for 2 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 80-09-25554  Rev. 2 | ***Right of Way Franchises***  Records relating to the allowed legal use of state owned right-of-ways. | **Retain** for 75 years after franchise terminated, cancelled or expired  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| 93-12-53395  Rev. 1 | ***Right of Way Plans***  Provides a record of the proposed changes from the districts to existing or new Right of way plans. | **Retain** for 25 years after deed is executed  *then*  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OFM |
| 70-03-01077  Rev. 2 | ***Right of Way Tracings***  Plans showing Right-of-Way boundaries for all State Highways, Pit, Quarry and Stockpile sites and Maintenance Facilities. | **Retain** until filmed  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |

1. RESEARCH OFFICE / LIBRARY

This section covers records relating to Research Office / Library (Office Number 270 and 271).

| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| 94-01-53488  Rev. 0 | ***Land Use Plans and Reports***  Planning reports and related materials for counties, municipalities, and unincorporated towns within Washington State. | **Retain** for 1 year after end of calendar year  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |
| 94-01-53487  Rev. 0 | ***Land Use Plans and Reports Index***  An index of planning reports and related materials for counties, municipalities, and unincorporated towns within Washington State. | **Retain** for 10 years after end of calendar year  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |
| 80-09-25952  Rev. 0 | ***National Cooperative Highway Research Program (NCHRP)***  Provides a record of Departments’ participation in the program which coordinates and reports national highway related research efforts. | **Retain** for 2 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 80-09-25951  Rev. 0 | ***Proposed Transportation Research Projects***  Contains research statements and/or proposals which describe a problem(s) and are reviewed by staff to determine if they should become active and ongoing research project(s). | **Retain** for 2 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 80-09-25953  Rev. 0 | ***Transportation Research Board Correlation Service***  Provides documentation pertaining to annual membership and for the service and representation at annual meetings. | **Retain** for 2 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 80-09-25950  Rev. 2 | ***Transportation Research Projects***  Provides documentation pertaining to the administration, coordination, and management of research projects. | **Retain** for 75 years after completion of individual project  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

1. STAFF DEVELOPMENT

This section covers records relating to Staff Development (Office Number 143).

| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| 80-10-26194  Rev. 1 | ***Federal Highway Administration Graduate-Scholar File***  Provides a record of employee applications for Federal Highway Administration Fellowships and Scholarships. | **Retain** for 2 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 88-12-43378  Rev. 1 | ***Scholarship Fund***  Provides background information of the WA Bulley Scholarship Fund. | **Retain** for 10 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 87-02-39338  Rev. 1 | ***Tuition Reimbursement Files (Copy)***  Provides a record of reimbursement to department employees for outside training. | **Retain** for 2 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

1. STATE RAIL

This section covers records relating to State Rail (Office Number 051).

| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| 88-01-41531  Rev. 0 | ***Palouse Empire Regional Rail Study***  Identifies the economic condition of rail service in the area and options to retain service. Provides new methodology applicable to other areas. | **Retain** for 4 years after completion of study  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |
| 81-01-26686  Rev. 0 | ***Rail Shipper Survey***  Provides confidential information on the businesses that utilized a major railroad service. | **Retain** for 4 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 81-01-26684  Rev. 0 | ***Rail System Diagrams***  Contains railroad system diagrams of site for future abandonment. | **Retain** for 3 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 81-01-26680  Rev. 0 | ***Railroad Bankruptcy Actions***  Provides documentation pertaining to the bankruptcy of a major railroad system. | **Retain** for 5 years after end of calendar year  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |
| 89-04-44069  Rev. 0 | ***Railroad Plat Maps***  Provides documentation of railroad alignment. | **Retain** until alignment is revised  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |
| 81-01-26687  Rev. 1 | ***Railroad Reorganization***  Pertains to legal proceedings that occur when a railroad reorganizes. | **Retain** for 6 years after completion of proceeding  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 81-01-26683  Rev. 0 | ***Washington State Rail Plan***  Contains information pertaining to the progress and implementation of rail transportation throughout the state. | **Retain** for 4 years after end of calendar year  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |

1. STATEWIDE TRAVEL AND COLLISION DATA OFFICE

This section covers records relating to Statewide Travel and Collision Data Office (Office Number 063).

| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| 80-09-25916  Rev. 4 | ***Auto Traffic Recorder Data – Hourly Cap Sheets***  Provides hourly statistics of all permanent traffic reporting sites located on the state highway system. | **Retain** for 10 years after end of month  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 14-09-68529  Rev. 1 | ***Auto Traffic Recorder Data – Monthly Cap Sheets***  Provides monthly statistics of all permanent traffic reporting sites located on the state highway system. Also provides the reviewer notes on anomalies and variances. | **Retain** for 20 years after end of month  *then*  **Destroy.** | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 90-08-46616  Rev. 2 | ***Collision Data***  Collision records are based upon submitted Police Traffic Collision Reports.  Includes, but is not limited to:   * Collision location, date/time; * Environmental conditions; * Roadway factors; * Driver/ passenger/ pedestrian/ bicyclist details; * Vehicle characteristics. | **Retain** for 15 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 83-12-33264  Rev. 4 | ***Record of State Highway System***  Records relating to the library of the State Highway system in both directions of travel.  Includes, but is not limited to:   * Video files of state highway system; * Image files of state highway system.   *Note:* *This collection is updated annually. South Central, Eastern, and Northwest regions are filmed during odd-number years. North Central, Olympic, and Southwest regions are filmed during even-number years.* | **Retain** for 20 years after end of calendar year  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |
| 04-12-60847  Rev. 2 | ***Functional Classification Changes***  Classification changes requested by agencies when the functional usage of a roadway changes. The classification changes are approved or rejected by the Federal Highway Administration (FHWA); Includes FHWA signed response, current and proposed road maps, concurrence letters, and the Federal Functional Classification (FCC) request forms. | **Retain** for 12 years after FHWA signed response  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |
| 80-09-25917  Rev. 3 | ***Peak Hour Traffic Report***  Lists Design Hour Factors (K and D) which are calculated for the highest 200 hours of hourly traffic volume collected from automated traffic reporting sites monitored during the previous complete year. The most common uses of this data is for determining traffic patterns, projecting future traffic volumes and determining project design by engineers, planning offices, and traffic offices (state, county, city and private). | **Retain** for 15 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 80-09-25920  Rev. 2 | ***Quarterly Speed Report***  The quarterly Speed Report is a source of summarized speed data for state highways. The data is comprised of random three-day samplings (Tuesday through Thursday) within each calendar quarter. The common uses are for conducting national research and analysis, calculating the 85th percentile, which represents the speed at or below which 85% of the vehicles are traveling and is used in the decision making for speed limits and determining design speeds, conducting congestion studies and evaluating vehicle speed trends to assist in highway design and safety improvements. | **Retain** for 10 years after end of quarter  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 80-09-25922  Rev. 4 | ***Short Duration Counts***  A collection of traffic volume and classification data including record count locations, direction of travel, count period, equipment performance, and data validity. These are gathered for the purpose of Highway Performance Monitoring System (HPMS) reporting and special projects. | **Retain** for 20 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 04-12-60848  Rev. 3 | ***State Highway Log***  Contains roadway information at 1/100th mile increments on all state highways.  Includes, but is not limited to:   * Surface type, pavement width, and number of lanes; * Intersection locations; * Speed limit and lane mile summaries. | **Retain** for 25 years after end of calendar year  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |

1. SURVEY SUPPORT UNIT

This section covers records relating to Survey Support Unit (Office Number 217).

| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| 08-01-61713  Rev. 0 | ***Department of Natural Resources Land Plat***  A document used to define property acquired from Department of Natural Resources (DNR). | **Retain** for 25 years after DNR agreement date  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |
| 89-04-44073  Rev. 1 | ***Department of Natural Resources Monument Removal Permit***  Written permission from Department of Natural Resources to remove or destroy a survey monument, and a Completion Report by the applicant stating what new monument was restored or reference after highway construction activities. | **Retain** for 6 years after certification date  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 08-01-61708  Rev. 0 | ***Exhibit Map***  A Washington State Department of Transportation map used for Right of Way studies and court documents. Advanced acquisitions of property for highway purposes often causes an Exhibit Map to be necessary. | **Retain** for 10 years after date of map  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OPR |
| 89-04-44084  Rev. 1 | ***Land Corner Records***  A document to notify the public that a survey monument has been found and/or set by a licensed Land Surveyor or Professional Engineer, and where the survey does not require a Records of Survey. | **Retain** for 25 years after certification date  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OPR |
| 82-12-30700  Rev. 1 | ***Monument Map***  A map used to notify the public of a survey for highway purposes has been performed by a Washington State Department of Transportation Professional Engineer or Licensed Land Surveyor. | **Retain** for 25 years after certification date  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OPR |
| 89-04-44085  Rev. 1 | ***Photo of Monument***  Method of survey monument location and future recovery. | **Retain** for 10 years after closure of the project  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OPR |
| 89-04-44068  Rev. 1 | ***Record of Monumentation***  A former Washington State Department of Transportation map, replaced by a Washington State Department of Transportation Monumentation Map, previously used to notify the public or a survey by Washington State Department of Transportation for highway purposes. | **Retain** for 25 years after certification date  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OPR |
| 79-11-23797  Rev. 1 | ***Record of Survey and Field Notes***  A map used to notify the public depicting survey monuments, found and set, together with any additional evidence to delineate a boundary survey of real property by a licensed Land Surveyor. A survey monument is a physical object used to mark a specific point on Earth. For setting survey monuments, Washington State Department of Transportation follows the requirements outlined in RCW 58.09.120. | **Retain** for 25 years after certification date  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OPR |
| 77-03-18849  Rev. 1 | ***Report of Survey Mark***  A Washington State Department of Transportation report of the location, coordinates, elevation, datum used, and accuracy statement of a survey monument for highway development. | **Retain** for 10 years after closure of project funding  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OPR |
| 08-01-61710  Rev. 0 | ***Right of Way Hardshell***  Compilation of all regional survey data plotted on heavy card stock paper drafted in ink or pencil used to develop final Right of Way Plan. | **Retain** for 75 years after end of calendar year  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OPR |
| 08-01-61712  Rev. 0 | ***Static Global Position System Control Project***  Provides geodetic framework for highway project control. | **Retain** for 25 years after closure of the project funding  *then*  **Destroy.** | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 08-01-61711  Rev. 0 | ***Survey Data Conversion Sheet***  Convert Washington State Plane coordinates to Project Datum coordinates and reverse. | **Retain** for 10 years after closure of the project funding  *then*  ***Destroy.*** | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 89-04-44082  Rev. 1 | ***Survey Field Book***  A survey diary of the details about a survey, survey books include project specific books, whether hard-bound or electronic, and may include data pertinent to what was requested. Books also include any types used to support offices, like a Right of Way Plans Office or Geographic Services Survey Office. | **Retain** for 75 years after closure of the project funding  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OPR |
| 08-01-61709  Rev. 0 | ***Survey Project Files***  Includes, but not limited to, Daily Survey Reports, calculation, worksheets, methodology used to define right of way, boundary, or other elements. Compact Disc or current medium containing raw or final survey date, Compact Disc or current medium of final project calculations. May also contain a summarized list of research data needed for the project. | **Retain** for 25 years after completion of report  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OPR |

1. TOLL

The functions of supporting the state’s highway system by funding, developing, and operating an integrated network of toll roadways and bridges to improve safety and reliability of the overall transportation system.

| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| 12-12-68371  Rev. 1 | ***Digital Video Audit System (DVAS) Video***  Records relating to video monitoring of the tolling system for performance audit purposes. Wide angle, live feed video captures activity across all lanes of each toll facility.  *Note: This is not used to enforce toll payments or identify individual instances of travel per RCW 47.56.795.* | **Retain** for 90 days unless required for performance audit  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 07-08-61586  Rev. 2 | ***Toll Account Package***  Records relating to the customer account information package for toll accounts.  Includes, but is not limited to:   * Customer Service Center (CSC) forms: application, closure information, Automated Clearing House (ACH) authorizations); * Contact information; * Vehicle information; * License plate; * Transponder identification number; * Financial account information; * Charges and credits (payments); * Related customer documents (correspondence, etc.). | **Retain** for 6 years after account closure  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 12-12-68375  Rev. 1 | ***Toll Transaction Data Package***  Records relating to toll bills or transaction data associated with a customer account.  Includes, but is not limited to:   * Date and time of travel past the toll point; * Toll amount; * Associated vehicle or license plate images; * Facility or toll point location; * Transponder number (if present); * Vehicle classification; * Rejected images; * License plate.   *Note: Transactions with customers from partner toll agencies may not contain a complete toll transaction data package. Each toll agency will retain the information available to them based on their approved retention schedules.* | **Retain** for 6 years after final transaction date  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 07-08-61587  Rev. 2 | ***Video Surveillance System (VSS) for Security of Tolls***  Records relating to security surveillance camera video footage of tolling areas. The cameras provide continuous full-motion video monitor and record critical areas.  Includes, but is not limited to:   * Customer Service Center (CSC) walk-in storefronts; * Toll lanes; * Tollbooths; * External entrances; * Change drawer staging area; * Mail processing room; * Payment processing room; * Route between tollbooth and the counting room; * Route between counting room and vault; * Armored car pickup area.   *Note: Footage that is required for security incident reviews must be maintained until resolution of incident.* | **Retain** for 90 days unless required for security review  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 12-12-68376  Rev. 1 | ***Violation Enforcement Package***  Records relating to the collection and enforcement of toll payments.  Includes, but is not limited to:   * Toll transactions; * Data package; * Notice of civil penalty (NOCP); * Supporting evidence; * Hearing documentation; * Disposition/judgments; * Collection data.   *Note: The Department of Transportation (WSDOT) has been granted the authority to develop an adjudication process to enforce the collection of tolls per RCW 46.63.160.* | **Retain** for 6 years after date of resolution  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

1. TRAFFIC OPERATIONS

This section covers records relating to Traffic Operations (Office Number 175).

| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| 93-09-52926  Rev. 0 | ***Ball Bank Indicator Log***  Provides a record of current ball bank studies which measures centrifugal force to determine advisory speed warning signing for curves on state highways. | **Retain** until superseded  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 81-09-28869  Rev. 0 | ***City and Town Traffic File***  Provides a record of traffic matters within corporate limits i.e., request for traffic signals, beacons, approvals or denials of requests, etc. | **Retain** for 4 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 83-10-32942  Rev. 0 | ***Computerized Listing of Parking Restriction on Designated State Highways***  Provides a record of parking restrictions on state highways. | **Retain** until superseded or updated  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 83-10-32943  Rev. 0 | ***Computerized Listing of Speed Limits on Designated State Highways***  Provides a record of legal speed limits on state highways. | **Retain** until superseded or updated  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 82-10-30396  Rev. 0 | ***Contract Electrical Catalog Cuts and Change Orders***  Provides an informational source and reference file for change order evaluation. Used to make a change in the project contract for those offices requiring contracts to fulfill an operational requirement. | **Retain** for 7 years after termination of contract  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 81-06-28055  Rev. 0 | ***Federal Aid Safety Program***  Provides a history of district 4 safety programs and safety on highway projects. | **Retain** for 3 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 81-08-28722  Rev. 1 | ***Illumination and Traffic Signal File***  Provides a record of luminaries and traffic signals within the district. | **Retain** for 3 years after removal of luminaire or traffic signal  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 83-10-32944  Rev. 0 | ***Listing of Bicycle Restriction on Designated State Highways***  Provides a record of sections of state highways where bike riding is prohibited. | **Retain** until superseded or updated  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 83-10-32945  Rev. 0 | ***Listing of High Occupancy Vehicle Lanes on Designated State Highways***  Provides a record of the location of high occupancy vehicle lanes on state highways. | **Retain** until superseded or updated  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 86-08-37396  Rev. 1 | ***Outdoor Advertising Sign Control***  Records relating to the control of outdoor advertising signs (including motorist information signs) along highways in accordance with the Highway Advertising Control Act – Scenic Vistas Act (chapter 47.42 RCW) and the Highway Advertising Control Act (chapter 468-66 WAC).  Includes, but is not limited to:   * Permit applications, evaluations, approvals/denials; * Records documenting the removal of illegal signs; * Records document the payment of compensation for sign removal in accordance with RCW 47.42.102-104; * Relate correspondence/communications. | **Retain** for 6 years after permit expiration/denial or removal of sign, *whichever is sooner*  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 81-04-27589  Rev. 1 | ***Radio Licenses***  Provides a license to operate two-way radios and radio facilities within the State of Washington. | **Retain** for 10 years after expiration of license  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 81-09-28875  Rev. 0 | ***Sign Replacement Records***  Provides a record of all traffic signs replaced, modified, or removed. | **Retain** for 2 years after traffic sign removed, modified or replaced  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 82-10-30397  Rev. 0 | ***Special Studies***  Provides a reference for studies relating to electrical designs for presentation and use of pertinent offices. | **Retain** for 75 years after study is complete  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 81-03-27036  Rev. 0 | ***Speed and Parking Restrictions File***  Provides a record of speed zone and parking restrictions on certain sections of a highway. Includes date the speed zone or parking restriction was requested, Transportation Commission action upon the request and the date of implementation of the speed zone and/or parking restrictions. | **Retain** for 2 years after being revised  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 20-06-69497  Rev. 0 | ***Traffic Management Center (TMC) Closed Circuit Television (CCTV) Feed***  CCTV images captures by WSDOT cameras on state highways. Feed may include all or portions of the following documentation:   * Automatic image; * Video recording.   Excludes:   * Video footage of security incident or emergency which requires further review covered by *Security Incidents and Data/Privacy Breaches (DAN GS 25008)*. | **Retain** until no longer needed for agency business  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 84-08-34393  Rev. 3 | ***Traffic Management Center (TMC) Documentation Package***  Records relating to the Traffic Management Center’s operations records.  Includes, but is not limited to:   * Routine roadway operations such as ramp metering, bridge and tunnel alerts, mountain pass reports, variable speed limit information, and maintenance notifications; * Emergency roadway operations such as detour routes, signal plans, road closure coordination, region emergency operations center activation and disaster notifications; * Washington Incident Tracking System (WITS) and incident management such as notifying/dispatching incident response crews, ITS device operations, incident alerts, and weather monitoring alerts; * Traveler Information such as ROADS/511/Web data input, highway advisory radio, and variable message sign operation; * Radio and administrative operations such as communication with field personnel, AMBER/Silver/Blue/missing person alerts, road condition alerts, and service requirements; * Multi-agency coordination such as disseminating incident information and TMC correspondence with other agencies during an incident. | **Retain** for 6 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 83-10-32947  Rev. 2 | ***Traffic Regulations on Designated State Highways***  Provides a record of traffic regulations received from various districts that have been routed to the Maintenance and Operations Engineer for approval. | **Retain** for 6 years after being superseded  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 81-04-27600  Rev. 0 | ***Traffic Safety Commission File***  Provides a record of Traffic Safety Commission funds used for projects on the State Highway system. | **Retain** for 2 years after completion of project  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 88-01-41517  Rev. 0 | ***Traffic Services Files***  Provides a record of material pertaining to all phases of traffic services including services provided to the public. | **Retain** for 5 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 81-04-27598  Rev. 3 | ***Traffic Signal Permits***  Provides a record of authorization to install traffic control signals on the state highway system. | **Retain** for 6 years after permit termination, cancelled, or expired  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 09-09-62089  Rev. 0 | ***Washington Incident Tracking System (WITS) (Electronic Media)***  Provides a record of incidents responded to by WSDOT Incident Response program. | **Retain** for 6 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 77-03-18843  Rev. 1 | ***Wrecker Logs***  Monthly record for emergency wrecker surveillance on Lacey Murrow bridge callout. | **Retain** for 5 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

1. LEGACY RECORDS

This section covers records no longer being created/received by the Department of Transportation which have yet to reach their minimum retention period.

| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| 81-04-27621  Rev. 2 | ***Request for Authorization to Pilot Aircraft***  Documentation such as a log book endorsement, pilot license, physical assessment from a medical examiner for the state agency employee to pilot an aircraft and an authorization letter from the Director of Aviation. | **Retain** for 6 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 13-06-68443  Rev. 1 | ***Historical Chronicle Records***  These unique records are at risk of loss and represents high value to a wide range of WSDOT historical documents for the State Transportation system. Documentation is used to track history, methods, changes, and status of projects.  Includes, but not limited to:   * Photographs; * Videotapes; * DVD/CD; * Articles; * Engineering documents. | **Retain** for 75 years after end of calendar year  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  **ESSENTIAL**  **(for Disaster Recovery)**  OFM |

glossary

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| ***Appraisal*** |
| **The process of determining the value and disposition of records based on their current administrative, legal, and fiscal use; their evidential and informational or research value; and their relationship to other records.** |
| ***Archival (Appraisal Required)*** |
| **Public records which may possess enduring legal and/or historic value and must be appraised by the Washington State Archives on an individual basis.**  *Public records will be evaluated, sampled, and weeded according to archival principles by archivists from Washington State Archives (WSA). Records not selected for retention by WSA may be disposed of after appraisal.* |
| ***Archival (Permanent Retention)*** |
| **Public records which possess enduring legal and/or historic value and must not be destroyed. State government agencies must transfer these records to Washington State Archives (WSA) at the end of the minimum retention period.**  *WSA will not sample, weed, or otherwise dispose of records fitting the records series description designated as “Archival (Permanent Retention)” other than the removal of duplicates.* |
| ***Disposition*** |
| **Actions taken with records when they are no longer required to be retained by the agency.**  *Possible disposition actions include transfer to Washington State Archives and destruction.* |
| ***Disposition Authority Number (DAN)*** |
| **Control numbers systematically assigned to records series or records retention schedules when they are approved by the State Records Committee.** |
| ***Essential Records*** |
| **Public records that state government agencies must have in order to maintain or resume business continuity following a disaster. While the retention requirements for essential records may range from very short-term to archival, these records are necessary for an agency to resume its core functions following a disaster.**  *Security backups of these public records should be created and may be deposited with Washington State Archives in accordance with Chapter 40.10 RCW.* |
| ***Non-Archival*** |
| **Public records which do not possess sufficient historic value to be designated as “Archival”. Agencies must retain these records for the minimum retention period specified by the appropriate, current records retention schedule.**  *Agencies should destroy these records after their minimum retention period expires, provided that the records are not required for litigation, public records requests, or other purposes required by law.* |
| ***Non-Essential Records*** |
| **Public records which are not required in order for an agency to resume its core functions following a disaster, as described in Chapter 40.10 RCW.** |
| ***OFM (Office Files and Memoranda)*** |
| **Public records which have been designated as “Office Files and Memoranda” for the purposes of RCW 40.14.010.**  *RCW 40.14.010 – Definition and classification of public records.*  *(2) “Office files and memoranda include such records as correspondence, exhibits, drawings, maps, completed forms, or documents not above defined and classified as official public records; duplicate copies of official public records filed with any agency of the state of Washington; documents and reports made for the internal administration of the office to which they pertain but not required by law to be filed or kept with such agency; and other documents or records as determined by the records committee to be office files and memoranda.”* |
| ***OPR (Official Public Records)*** |
| **Public records which have been designated as “Official Public Records” for the purposes of RCW 40.14.010.**  *RCW 40.14.010 – Definition and classification of public records.*  *(1) “Official public records shall include all original vouchers, receipts, and other documents necessary to isolate and prove the validity of every transaction relating to the receipt, use, and disposition of all public property and public income from all sources whatsoever; all agreements and contracts to which the state of Washington or any agency thereof may be a party; all fidelity, surety, and performance bonds; all claims filed against the state of Washington or any agency thereof; all records or documents required by law to be filed with or kept by any agency of the state of Washington; … and all other documents or records determined by the records committee… to be official public records.”* |
| ***Public Records*** |
| **RCW** **40.14.010** *–* **Definition and classification of public records.**  *“… The term "public records" shall include any paper, correspondence, completed form, bound record book, photograph, film, sound recording, map drawing, machine-readable material, compact disc meeting current industry ISO specifications, or other document, regardless of physical form or characteristics, and including such copies thereof, that have been made by or received by any agency of the state of Washington in connection with the transaction of public business…”* |
| ***Records Series*** |
| **A group of records, performing a specific function, which is used as a unit, filed as a unit, and may be transferred or destroyed as a unit. A records series may consist of a single type of form or a number of different types of documents that are filed together to document a specific function.** |
| ***State Records Committee*** |
| **The committee established by RCW 40.14.050 to review and approve disposition of state government records.**  *Its four members include the State Archivist and one representative each from the Office of the Attorney General, Office of the State Auditor, and the Office of Financial Management.* |

INDEXES

ARCHIVAL RECORDS INDEX

*See the State Government General Records Retention Schedule for additional “Archival” records.*

ACCESS AND HEARINGS

Highway Access Control Final Records 6

ACCOUNTING

White Book 8

AUDIT OFFICE

Internal and External Final Audit Reports 9

AVIATION DIVISION

Airport Land Use Compatibility Technical Assistance Program Correspondence 12

Airport Planning Files 12

BRIDGES AND STRUCTURES OFFICE

Bridge Design Calculations 13

Bridge Design/Bridge Construction

Bridge Kardex Inventory and Inspection 18

State of Washington Inventory of Bridges and Structures (SWIBS) 21

Bridge Preservation Section

Bridge File 23

Swinomish Slough Log of Bridge Openings (MAI6-2) 16

CONSTRUCTION ADMINISTRATION

Nuclear Records 28

DESIGN OFFICE

Annual Safety Reports 32

Columbia Basin Irrigation Project 34

Design Documentation Package 35

Landscape Architectual Projects 36

Rest Area System 37

Standard Plans File 37

Transfer of Routes 37

ENVIRONMENTAL SERVICES

Environmental Reports 39

Project Environmental Documentation – National and State Environmental

Policy Act Environmental Documentation and all Related Documents 40

State, Local and Federal Permit/Approvals 40

Wildlife Road Kill Reports 41

FERRIES DIVISION

Annual Report 45

Blueprints, Drawings and Technical Specification for Vessels 45

Tanker Movements, Puget Sound 46

Vessels Sales File 47

GEOGRAPHIC SERVICES

Glass Diapositives 52

Ground Profile File 53

Photogrammetry Maps and Photos (PLA 1) 54

Photographic Prints 54

Quadrangle Maps 54

Statewide Photographic Record 55

Still Photographic Negatives (PLA 1) 55

GIS AND ROADWAY DATA OFFICE

City Annexation Documents 56

County Road Index Files 56

Federal Functional Classification Maps 56

Freight and Goods Maps 57

General Highway Maps 57

Official State Highway Map 57

Urban Area Maps 58

MAINTENANCE OFFICE

Mount St. Helen’s Eruption Responses 63

MATERIAL LABORATORY

Bridge and Cantilever Sign Structures Acceptance Documentation 64

Prestress Concrete Girders Acceptance Documentation 65

Project Geotechnical Files 65

Radiographic Film 66

Steel Bridges Acceptance Documentation 67

POLICY AND PLANNING

Backup Material to Planning Reports (500 Series) 72

Future Metropolitan Planning Areas File 73

High Speed Ground Transportation Feasibility Study 73

Highway System Plan 73

Metropolitan Planning Organization (MPO) Prospectus and Unified Work Programs 74

Metropolitan Planning Organization (MPO) Transportation Plans 74

Metropolitan Planning Organization Financial Reports 74

Multimodal Plan Surveys 75

Public Involvement Plan Documentation 76

Special Projects 76

Transportation Policy Plan for Washington State 77

Washington State Transportation Plan 77

POLICY DEVELOPMENT AND REGIONAL COORDINATOR

Highway Construction Program – Operating Budget (2 Year Book) 79

Highway Construction Program By Legislative District (2 Year Proposal) 78

Traffic Projections and Correspondence (PLA 8) 80

PUBLIC TRANSPORTATION

Comprehensive Transit Plans 81

Federal Transit Administration (FTA) Financial Assistance 82

Park and Ride Lot and Flyer Stop Programs 82

Public Transport Feasibility Studies 83

Transportation Demand Management 84

Vanpooling General 84

West Coast Corridor Study 84

REAL ESTATE SERVICES

Acquistition Parcel Files 87

Real Estate Maps 88

RECORDS AND INFORMATION SERVICES / ENGINEERING RECORDS

Construction Contracts; Plans and Specifications; Final Records 26

Historical Chronicle Records 113

Key Maps 87

Right of Way Franchises 89

Right of Way Tracings 89

RESEARCH OFFICE / LIBRARY

Land Use Plans and Reports 90

Land Use Plans and Reports Index 90

STATE RAIL AND MARINE

Palouse Empire Regional Rail Study 93

Railroad Bankruptcy Actions 93

Railroad Plat Maps 94

Washington State Rail Plan 94

STATEWIDE TRAVEL AND COLLISION DATA OFFICE

Digital Media Record of State Highway System (SR View) 96

Functional Classification (Electronic Media) 96

State Highway Log (Electronic Media) 97

SURVEY SUPPORT UNIT

Department of Natural Resources Land Plat 98

Exhibit Map 98

Land Corner Records 99

Monument Map 99

Photo of Monument 99

Record of Monumentation 100

Record of Survey and Field Notes 100

Report of Survey Mark 100

Right of Way Hardshell 101

Survey Field Book 101

Survey Project Files 102

**ESSENTIAL RECORDS INDEX**

*See the State Government General Records Retention Schedule for additional “Essential” records.*

ACCESS AND HEARINGS

Highway Access Control Final Records 6

BRIDGES AND STRUCTURES OFFICE

Microfilm Copies of Structure Design 15

REAL ESTATE SERVICES

Real Estate Maps 88

RECORDS AND INFORMATION SERVICES / ENGINEERING RECORDS

Construction Contracts; Plans and Specifications; Final Records 26

Historical Chronicle Records 113

Key Maps 87

Right of Way Franchises 89

Right of Way Plans 89

**DISPOSITION AUTHORITY NUMBERS (DANS) INDEX**

00-08-59855 60

00-08-59856 60

00-08-59857 60

03-07-60568 27

04-12-60847 96

04-12-60848 97

06-01-61061 39

06-01-61079 65

06-01-61080 67

06-01-61081 64

06-09-61272 66

06-09-61273 64

06-09-61274 66

07-04-61473 81

07-04-61474 66

07-08-61586 103

07-08-61587 105

08-01-61708 98

08-01-61709 102

08-01-61710 101

08-01-61711 101

08-01-61712 101

08-01-61713 98

08-02-61716 70

08-02-61717 69

08-02-61718 68

08-02-61719 70

08-02-61720 71

08-10-61877 7

08-10-61880 12

08-10-61881 12

09-09-62089 112

10-05-62202 57

10-05-62203 56

11-02-62427 26

12-12-68369 6

12-12-68371 103

12-12-68372 64

12-12-68373 50

12-12-68375 104

12-12-68376 106

13-03-68439 24

13-03-68440 24

13-06-68443 113

13-06-68444 25

14-06-68507 56

14-06-68508 60

14-06-68509 61

14-09-68529 95

14-09-68530 51

14-09-68531 50

14-09-68532 51

19-02-69350 11

19-02-69351 49

19-10-69408 38

20-06-69497 110

20-10-69585 6

20-10-69589 28

20-10-69590 46

20-10-69591 67

70-03-01077 89

70-03-01084 87

77-02-18476 25

77-02-18477 24

77-02-18480 25

77-02-18481 24

77-02-18491 78

77-03-18842 15

77-03-18843 112

77-03-18849 100

77-03-18857 88

77-04-18950 55

77-04-18957 54

77-04-18958 80

77-07-19713 52

78-05-20744 11

79-11-23687 63

79-11-23797 100

79-11-23801 57

80-04-24635 26

80-05-24902 28

80-07-25150 32

80-07-25153 32

80-07-25154 32

80-08-25445 34

80-08-25446 33

80-08-25449 33

80-08-25453 36

80-08-25454 35

80-08-25460 34

80-08-25461 34

80-09-25554 89

80-09-25558 35

80-09-25568 35

80-09-25571 59

80-09-25574 37

80-09-25575 59

80-09-25586 10

80-09-25754 37

80-09-25814 53

80-09-25815 53

80-09-25816 52

80-09-25910 75

80-09-25911 75

80-09-25914 72

80-09-25916 95

80-09-25917 96

80-09-25920 97

80-09-25922 97

80-09-25950 91

80-09-25951 90

80-09-25952 90

80-09-25953 91

80-10-26161 76

80-10-26162 72

80-10-26163 72

80-10-26164 77

80-10-26165 80

80-10-26168 73

80-10-26194 92

80-10-26214 73

80-10-26215 74

80-10-26216 74

80-10-26217 80

80-10-26218 74

80-10-26220 74

80-10-26222 76

80-10-26223 76

80-10-26264 34

80-10-26279 14

80-10-26363 80

80-11-26397 19

80-11-26400 17

80-11-26406 15

80-11-26407 13

80-11-26408 13

80-11-26409 16

80-11-26425 36

80-11-26426 33

80-11-26436 14

80-11-26437 21

80-11-26438 18

80-11-26442 18

80-11-26443 20

80-11-26444 20

80-11-26445 20

80-11-26447 21

80-11-26448 18

80-11-26449 19

80-11-26450 22

80-12-26525 15

80-12-26527 15

80-12-26528 14

80-MF-26411 15

81-01-26673 83

81-01-26675 84

81-01-26678 81

81-01-26680 93

81-01-26683 94

81-01-26684 93

81-01-26686 93

81-01-26687 94

81-01-26692 82

81-02-26920 69

81-03-27036 110

81-03-27235 78

81-03-27236 79

81-03-27242 79

81-03-27381 88

81-04-27459 28

81-04-27460 43

81-04-27462 43

81-04-27466 43

81-04-27469 44

81-04-27474 87

81-04-27476 88

81-04-27481 88

81-04-27503 27

81-04-27552 42

81-04-27553 42

81-04-27554 42

81-04-27573 58

81-04-27589 109

81-04-27598 112

81-04-27600 112

81-04-27617 12

81-04-27620 11

81-04-27621 113

81-05-27696 8

81-05-27726 23

81-05-27727 14

81-05-27739 27

81-06-27885 28

81-06-28039 21

81-06-28055 108

81-06-28102 14

81-06-28117 33

81-07-28456 43

81-07-28471 62

81-07-28586 56

81-07-28592 52

81-07-28610 62

81-08-28700 87

81-08-28722 108

81-09-28869 107

81-09-28875 109

81-09-28892 88

81-09-28893 23

81-12-29357 16

82-02-29659 64

82-02-29660 65

82-02-29664 65

82-03-29742 45

82-03-29751 46

82-06-29879 8

82-07-29921 75

82-07-30118 7

82-07-30126 7

82-09-30311 61

82-09-30365 63

82-10-30396 107

82-10-30397 110

82-12-30700 99

83-03-31835 86

83-04-31575 40

83-06-32185 45

83-06-32186 46

83-06-32218 79

83-06-32415 48

83-08-32746 9

83-08-32747 9

83-08-32786 47

83-08-32856 53

83-10-32942 107

83-10-32943 107

83-10-32944 108

83-10-32945 108

83-10-32947 111

83-12-33263 72

83-12-33264 96

84-01-33335 38

84-02-33471 13

84-04-33653 9

84-05-33811 36

84-05-33905 30

84-05-33906 31

84-07-34524 36

84-08-34393 111

84-08-34445 37

85-03-35109 36

85-03-35145 40

86-01-35914 32

86-01-36014 30

86-01-36015 31

86-01-36016 30

86-01-36017 31

86-01-36018 30

86-01-36020 31

86-08-37396 109

86-12-39087 23

87-01-39231 13

87-02-39338 92

87-10-41026 63

88-01-41500 62

88-01-41501 27

88-01-41517 112

88-01-41521 46

88-01-41522 49

88-01-41524 45

88-01-41531 93

88-03-41821 54

88-03-41822 52

88-03-41828 54

88-03-41829 53

88-03-41834 55

88-03-41853 37

88-03-41856 35

88-03-41859 82

88-03-41861 82

88-03-41862 84

88-03-41866 82

88-03-41870 85

88-03-41874 84

88-03-41876 84

88-03-41897 28

88-03-41900 39

88-04-41989 22

88-04-41991 16

88-07-42564 20

88-07-42565 19

88-07-42566 19

88-10-43074 66

88-10-43083 78

88-12-43378 92

89-01-43588 78

89-01-43590 79

89-01-43592 80

89-04-44068 100

89-04-44069 94

89-04-44073 98

89-04-44078 57

89-04-44079 53

89-04-44082 101

89-04-44084 99

89-04-44085 99

90-01-45318 63

90-03-45973 62

90-07-46435 77

90-08-46616 95

90-11-46802 18

91-02-47416 25

91-10-49257 68

91-10-49258 68

91-10-49259 69

92-06-50685 83

92-09-51302 83

92-09-51332 41

93-09-52925 83

93-09-52926 107

93-12-53395 89

94-01-53487 90

94-01-53488 90

95-10-56138 69

95-10-56140 70

95-10-56142 68

96-08-56961 73

96-08-56962 73

96-08-56963 75

96-08-56964 75

96-08-56965 76

96-11-57178 29

96-11-57214 8

97-05-57751 86

97-05-57753 86

97-10-58162 81

99-09-59285 9

Subject INDEX

*Note: The use in this index of SGGRRS refers to the State Government General Records Retention Schedule.*

1

1/2 cent gas tax program 78

A

acceptance documentation

bridges (steel) 67

bridges/cantilever sign structures 64

prestress concrete girders 65

accidents (ferries) 50

acquisition parcel files 87

ADA (Americans with Disabilities Act) 68

advertising signs 109

aerial photos 52, 53, 54

air quality 32

airport aid grants 11

airspace leases 62, 88

alternative technical concepts

approved 26

not approved 38

Americans with Disabilities Act (ADA) 68

annexations (cities) 56

annual reports (ferries) 45

as-builts 26

asphalt (costs) 33

asset management *see SGGRRS*

audit tapes (ferries) 45

audits *see SGGRRS*

auto traffic recorder data 95

axle spacing/equipment weight (reports) 24

B

back flow devices (tests) 42

ball bank indicator logs 107

barrier free design 33

bid tabulation 33

billing 86

Blair Waterway Bridge (opening logs) 13

bridges

acceptance documentation 64

condition reports 23

deck surveys 23

design calculations 13, 18, 33

design data

current jobs 15

current projects 14

erosion tendencies 21

field data 13

heat repairs 19

highway related construction projects 14

inspections 18

inventories 18

inventory 21

load capacities/ratings 18

maintenance 14

movable 20

movable-span (maintenance) 23

movable-span (operations) 14

opening logs 13, 15, 16

opening logs/summaries 14, 23

opening schedules 13

paint projects 18

permits (US Coast Guard) 16

photographs 14

plans 14

preliminary 21

repairs (project plan drawings) 21

sounding drawings 21

temporary support structures 14

utility attachments 22

bridges (steel)

acceptance documentation 67

bus stop logs 83

C

calculations (bridges design) 13, 18

cantilever sign structures (acceptance documentation) 64

cement (costs) 33

certificate acceptance 59

certificate of inspection (US Coast Guard) 48

city annexations 56

City Waterway Bridge (opening logs) 13

civil rights (consultations/compliance) 69, 70

cofferdam (plans) 19

collision data 95

Columbia Basin Irrigation Project 34

Commercial Vehicle Information Systems and Networks (CVISN) 24

commute trip reduction (plans/programs) 81

complaints *see also SGGRRS*

compliance review reports 64

comprehensive transit plans 81

condition reports (bridges) 23

consolidated grant program files 81

construction contract check-in sheets 34

construction contracts 26

Construction Contracts Information System 26

construction costs (other states) 34

construction materials 27

construction progress profiles 27

contract award record sheets 35

contract bid results 30

contract electrical catalog cuts/change orders 107

contractor performance reports 30

contractors (prequalification questionnaires) 28, 31

contracts *see SGGRRS*

correspondence *see also SGGRRS*

county road index 56

current jobs (bridges/structures) 15

current projects (bridges/structures) 14

customer statement of procurement of plans 30

D

deaths (ferries) 50

deck department log books 49

deck surveys (bridges) 23

declaration of security 51

Dept of Natural Resources (land plats/monument removal permits) 98

design calculations (bridges) 13, 18

design calculations (bridges/waterways/drains) 33

design documentation packages 35

design plans (structures) 16

microfilm 15

design reports 17

design specifications (vessels) 45

digital media library 96

Disadvantaged Business Enterprise (DBE) 68, 69

Disadvantaged, Minority, and Women’s Business Enterprise (DMWBE) 68, 69

diversity awareness programs 69

drains (design calculations) 33

drug/alcohol testing program (employees) 60

drydock repairs (vessels) 46

E

electrical designs (special studies) 110

eligibility override (billing) 86

employment registers 61

energy saving projects/programs 72

environmental reports 39

environmental reviews (outside agencies) 39

equipment weight/axle spacing (reports) 24

erosion projects 63

erosion tendencies (bridges) 21

Evergreen Point Bridge (construction data) 14, 19

executive level records *see SGGRRS*

exhibit maps 98

F

facilities, general *see SGGRRS*

false work (plans) 19

feasibility studies

public transport 83

West Coast Corridor Study 84

feasibility studies (high speed transportation) 73

overheads 75

federal aid 43, 59, 72, 78

I-90 project 78

safety programs 108

federal functional classification maps 56

federal reports 70

Federal Transit Administration financial assistance 82

fellowships 92

ferries

accidents/injuries/deaths 50

design specifications 45

repairs/sales 46, 47

field survey crew reports 27

financial *see SGGRRS*

flyer stop programs 82

franchises (right of ways) 89

freight/goods maps 57

fuel coast adjustments 33

functional classification 96

G

gas tax program 78

general highway maps 57

general office operations *see SGGRRS*

general project files 87

geotechnical files (projects) 65

glass diapositives 52

grants *see also SGGRRS*

airport aid grants 11

gravel pits 28

grievances *see SGGRRS*

ground profiles 53

H

hazardous waste (manifests) 62

heat repairs (bridges) 19

high occupancy vehicle lanes 82

high speed transportation (feasibility studies) 73

overheads 75

highway access control 6

Highway Advertising Control Act 109

highway construction contracts 30

highway construction program 78, 79

Highway Construction Program 43

highway construction project files 35

highway construction projects 31

highway safety improvement projects (reports) 32

highway system (photos) 55

highway system plans 73

overheads 75

highways

design reports 17

Hood Canal Bridge (construction data) 15, 19

Hood Canal Replacement Bridge 14, 15, 19

plan sheets 15, 20

human resources management *see SGGRRS*

hydraulic related projects 36

Hylebos Waterway Bridge (opening logs) 13

I

I-90 project (federal aid) 78

illumination 108

information systems *see SGGRRS*

injuries (ferries) 50

injury claims *see also SGGRRS*

maritime 60, 61

inspections (bridges) 18

Intermodal Surface Transportation Efficiency Act (ISTEA) 76

interstate cost estimates 35, 36

inventories (bridges) 18

inventory (bridges) 21

K

key maps 87

L

Lacey Murrow Bridge (wrecker logs) 112

land corner records 99

land use plans/reports 90

landscape architectural projects 36

landscape projects 63

landscaped areas 42

leases (airspace) 62

leave *see SGGRRS*

legal files *see SGGRRS*

license plate recognition (commercial vehicles) 24

licensing (radios) 109

load capacities/ratings (bridges) 18

local public agency certifications 88

location survey (bridge design) 13

luminaries 108

M

mail services *see SGGRRS*

maintenance

bridges 14

maintenance crews (reports) 62

maritime injury claims 60, 61

master file update control 86

material certification 67

material projection reports 34

materials test reports 64

meetings *see also SGGRRS*

Metropolitan Planning Organizations 73, 74, 75

microfilm

design plans (structures) 15

mile post road logs 36

monuments/monumentation 99, 100

removal permits 98

motor vehicle reports 75

motor vehicles *see SGGRRS*

movable bridges 20

movable-span bridges (maintenance) 23

movable-span bridges (opening logs) 15, 16

movable-span bridges (operations) 14

Mt St Helens (emergency response) 63

multimodal plan surveys 75

N

National Cooperative Highway Research Program (NCHRP) 90

non-tank vessel response plan 46

nuclear records 28

numbering (state routes) 76

O

opening logs (bridges) 13, 15, 16

opening logs/summaries (bridges) 14, 23

opening schedules (bridges) 13

Original Record of Materials Notice of Availability 64

outdoor advertising signs 109

outside agency reports 79

P

paint projects (bridges) 18

Palouse Empire (regional rail study) 93

park and ride lot programs 82

parking restrictions (state highways) 107, 110

pavement management 66

pavement surface friction information 64

payroll *see SGGRRS*

peak hour traffic report 96

permit applications 24

permit refunds 25

permit violations 25

permits

bridges (US Coast Guard) 16

permits/approvals 40

phone calls (recorded) 50

photogrammetric projects 53

pilotage (annual reports) 45

pit/quarry (reports/files) 65

planning reports 28, 72

planning reports (500 series) 75

plans 26

plat files (county subdivisions) 62

plat maps (railroads) 94

plats

Dept of Natural Resources 98

policies/procedures *see SGGRRS*

preliminary plans (bridges) 21

prestress concrete girders (acceptance documentation) 65

procurement plan log books 31

project environmental documentation 40

project plan drawings (bridge repairs) 21

project prospectuses 79

project summary files 80

property disposal 88

property leases 88

public disclosure *see SGGRRS*

public involvement (planning) 76

public records requests *see SGGRRS*

public transport feasibility studies 83

publications see SGGRRS

Puget Sound (tanker movements) 46

Puget Sound Telecommuting Demonstration Program 83

Q

quadrangle maps 54

qualified products list 66

quarries (reports/files) 65

questionnaires (contractors) 28, 31

R

radiation exposure 28

radio licenses 109

radiographic film 66

railroads 93, 94

ramp metering 82

real estate maps 88

reclamation plans 36

records management *see SGGRRS*

records phone calls 50

refunds (permits) 25

request for approval of material 66

requests for proposals (RFPs) 29

research projects 37, 90, 91

rest area system 37

rest areas 42

ridesharing (workshops) 85

ridesharing grant programs 84

right of way

fanchises 89

hardshell 101

plans 89

tracings 89

violations 88

risk management *see SGGRRS*

road kill (reports) 41

route certification 72

routes (transfer) 37

S

safety reports 32

sales (vessels) 47

Scenic Vistas Act (advertising signs) 109

scholarships 92

security *see also SGGRRS*

shop plans 19

short duration counts 97

signs (advertising) 109

signs (installation) 63

sounding drawings (bridges) 21

special motor vehicle permit 24

special projects 37

special transportation planning projects 76

specifications 26

speed limits (state highways) 107, 108, 110

speed report 97

standard plans 37

state aid 80

state highway log 97

state highway maps 57

State Material Laboratory Fabrication Inspection 67

State of Washington Inventory of Bridges and Structures (SWIBS) 21

state route numbering 76

static global position system control project 101

stockpiles 28

structures

design data

current jobs 15

current projects 14

design plans 16

microfilm) 15

studies (electrical designs) 110

superload permits 25

survey data (conversion) 101

survey field books 101

survey marks 100

survey project files 102

surveying (quality control) 52

surveys (bridge design) 13

surveys/field notes 100

Swinomish Slough Bridge (opening logs) 16

T

tanker movements (Puget Sound) 46

taxi programs 82

telecommunications *see SGGRRS*

telecommuting 83

temporary final construction records 27

terrain configurations (maps) 53

test equipment (nuclear) 28

test reports 63

tests (water quality/system back flow) 42

timesheets *see SGGRRS*

Title VI compliance/implementation 70, 71

tolls 103, 104, 105

tracings (right of ways) 89

traffic (cities/towns) 107

traffic control reports 28

traffic management center 111

traffic projections 80

traffic regulations (state highways) 111

Traffic Safety Commission 112

traffic services 112

traffic signals 108

permits 112

traffic signs 109

traffic volume statistics (ferries) 46

training *see also SGGRRS*

transit development plans 83

transitory records *see SGGRRS*

transportation demand management 84

transportation improvement program 80

transportation permits 25

transportation planning 76

transportation policy plan 77

Transportation Research Board Correlation Service 91

Transportation System Management (TSM) 84

travel *see SGGRRS*

tuition reimbursement 92

two-way radios (licenses) 109

U

urban area maps 58

US Coast Guard

certificate of inspection 48

US Coast Guard (bridge permits) 16

utility attachments (bridges) 22

V

vanpooling 84

vehicle management *see SGGRRS*

vessels

accidents/injuries/deaths 50

design specifications 45

repairs/sales 46, 47

video log 96

videos (tolls) 103, 105

violations (permits) 25

W

WA Bulley Scholarship Fund 92

Washington Incident Tracking System (WITS) 112

Washington State Rail Plan 94

Washington State Transportation Plan 77

water systems (quality/back flow tests) 42

waterways (design calculations) 33

weekly calendar 38

weigh stations 24

welding design data 22

West Coast Corridor Study 84

wildlife (road kill reports) 41

work order authorizations 44

wrecker logs 112