

Agency / Office	Description of Records	Disposition Authority Number (DAN)	Cut-off	In Office Retention	Records Center Retention	Total minimum Retention	Designation
County Road Administration Board - Office# 100	Back-Up Material for County Road Admin Board Meetings Maintains information provided to Board members at each meeting.	95-10-56126 Rev.0	Fiscal Year	12 Months	0 Months	1 Years	Archival OFM
County Road Administration Board - Office# 100	County Arterial Preservation Program Allocations and Allotments Files Includes source documents, calculations, revenue projections.	95-10-56131 Rev.0	Calendar Year	24 Months	48 Months	6 Years	Non-Archival OPR
County Road Administration Board - Office# 100	County Arterial Preservation Program County Programs and Reports Files Includes annual programs and accomplishment reports from counties plus PMS (Payment Management System) compliance reports.	95-10-56132 Rev.0	Calendar Year	24 Months	48 Months	6 Years	Non-Archival OFM
County Road Administration Board - Office# 100	County Road Administration Board Meeting Tapes Provides a backup of the County Road Admin. Bd. meetings.	95-MM-56125 Rev.0	Fiscal Year	36 Months	0 Months	3 Years	Archival OFM
County Road Administration Board - Office# 100	County Road Administration Board Minutes and Resolutions Provides a record of the deliberations and decisions of the County Road Amin. Bd.	95-10-56124 Rev.0	Fiscal Year	36 Months	36 Months	6 Years	Archival OPR
County Road Administration Board - Office# 100	County Road Log Data Summary Files Includes detailed breakout by county of data elements necessary to calculate MVFT allocations, CAPA allocations and RATA regional apportionments. Note: agency Information Services Division; source data from counties kept on electronic tape medium.	95-10-56134 Rev.0	Calendar Year	72 Months	0 Months	6 Years	Non-Archival OPR
County Road Administration Board - Office# 100	MVFT (Motor Vehicle Fuel Tax) to Counties Files Includes source documents, county road log data summaries, calculations required to biennially calculate individual county allocations of MVFT (Motor Vehicle Fuel Tax).	95-10-56133 Rev.0	Calendar Year	36 Months	48 Months	7 Years	Non-Archival OPR

<p>County Road Administration Board - Office# 100</p>	<p>Rural Arterial Program Allocations, Priorities and Adjustment Files</p> <p>Provides action history of regional allocations, priority arrays, regional/county limit calculations.</p> <p>Note: End of Program Period; currently 4 years from beginning of each biennium.</p>	<p>95-10-56130 Rev.0</p>	<p>End of Program Period</p>	<p>24 Months</p>	<p>48 Months</p>	<p>6 Years</p>	<p>Non-Archival OFM</p>
<p>County Road Administration Board - Office# 100</p>	<p>Rural Arterial Program Project Files</p> <p>Provides action history file of all projects funded by the Rural Arterial Trust Account. Includes prospectuses, project agreements, reimbursement invoices, project closure notices, withdrawal requests, cost adjustments.</p>	<p>95-10-56129 Rev.0</p>	<p>Final Payment on Contract</p>	<p>24 Months</p>	<p>48 Months</p>	<p>6 Years</p>	<p>Non-Archival OPR</p>
<p>County Road Administration Board - Office# 225</p>	<p>Project Environmental Documentation - National and State Environmental Policy Act Environmental</p> <p>Series Title cont: ...Documentation and All Related Documents. Cut-Off cont: ...Project Shelved for 3 Years.</p> <p>Provides a record of the effects that a project has on the environment. This includes, but 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 Disciplinary Study (which includes Air Study/Air Quality Technical Report).</p> <p>REV 1: Change title from "Environmental Impact Statements," update description, change cutoff from "Completion of Project," change retention from 72/0/6 to 6/114/10. - Approved 8-3-2011</p>	<p>85-03-35145 Rev.1</p>	<p>Construction Completed, Project Closeout or...</p>	<p>0 Months</p>	<p>120 Months</p>	<p>10 Years</p>	<p>Archival OFM</p>