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 April 6, 2022.

Signature on File	*Signature on File*	*Signature on File*	*Signature on File*
For the State Auditor:	**For the Attorney General:**	**For the Office of Financial Management:**	**Acting State Archivist:**
Al Rose	**Suzanne Becker**	**Cheri Keller**	**Terry Badger**

REVISION HISTORY

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.

1.10	December 2, 2020	Minor revisions to functions, titles, descriptions, and retentions, as well one new DAN added throughout Human Resources, Materials Laboratory, Research Office/Library, and Statewide Travel and Collision Data Office.
1.11	February 3, 2021	Minor changes to functions, titles, descriptions, and retentions, as well as new DANs added throughout Materials Laboratory and Traffic Operations.
1.12	April 7, 2021	Minor revisions to descriptions, retentions, and one new DAN added throughout Design Office and Ferries Division – Operations Department.
1.13	June 2, 2021	Minor revisions to functions, titles, descriptions, and retentions, as well as new DANs added throughout Commercial Vehicle Services, Material's Laboratory, and Real Estate Services.
1.14	August 4, 2021	Minor revision to one Environmental Services DAN.
1.15	October 6, 2021	Major revisions to the Bridge Section including a new function statement, added a new DAN, edited titles and descriptions, moved 2 Bridge DANs to the legacy section, and updated retention on one Traffic Operations DAN.
1.16	February 2, 2022	Minor fix to language missed in v.1.15, and description and title changes.
1.17	April 6, 2022	Change to description and retention of one Office of Equal Opportunity DAN.

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

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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. 4	***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; • Access Hearing Waiver.	**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

2. 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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
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

3. 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** for 3 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** for 7 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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
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

4. 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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
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

5. BRIDGES AND STRUCTURES

The functions of designing, constructing, and maintaining bridges and structures throughout the state.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
80-11-26408 Rev. 2	***Bridge Engineering Final Records*** Final records relating to calculations and figures for all phases of original bridge construction, and all subsequent substantial repairs or modifications (including design). Includes, but is not limited to: • Structural, mechanical, and electrical Plans and Specs; • Structural, mechanical, and electrical As-Builts; • Shop plans for permanent structural elements; • Inventory; • Inspection reports; • Bridge painting projects; • Bridge Load Ratings. *Note: Retention based on the American Association of State Highway and Transportation Officials (AASHTO) "Manual for Bridge Evaluation" Ch. 2; included in 23 CFR 650.317.*	**Retain** for 6 years after life of structure *then* **Transfer** to Washington State Archives for permanent retention.	**ARCHIVAL** **(Permanent Retention)** NON-ESSENTIAL OFM

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
80-11-26436 Rev. 1	***Bridge Project Temporary Records*** Temporary records relating to the planning, design, and construction of bridges, including temporary support structures for concrete bridges and highway-related projects. Includes, but is not limited to: • Falsework; • Survey information; • Conceptual and geometric plans; • Contract development; • Conceptual and geometric design data. Excludes: • Permits involving the U.S. Coast Guard covered by *U.S. Coast Guard Bridge Permit Records (DAN 88-04-41991)*; • Structural, mechanical, and electrical plans, specs, and As-Builts covered by *Bridge Engineering Final Records (DAN 80-11-26408)*.	**Retain** for 6 years after completion/abandonment of project *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
21-10-69645 Rev. 0	***Complex Structures*** Records relating to the planning, construction phases, mechanical, electrical, and other complex systems essential for the functioning of the complex structures, such as floating and movable bridges as defined in 23CFR Section C 650.305. Includes, but is not limited to: • Mechanical and electrical information for correcting movable bridge operational problems; • Design and working plans for movable bridge projects. Excludes: • As-builts, plans, and specs covered by *Bridge Engineering Final Records (DAN 80-11-26408)*.	**Retain** for 6 years after life of structure *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** **(for Disaster Recovery)** OFM
88-04-41991 Rev. 2	***U.S. Coast Guard Bridge Permit Records*** Records relating to the agency application for permits with the U.S. Coast Guard. Excludes: • Non-U.S. Coast Guard permits covered by *Bridge Project Temporary Records (DAN 80-11-26436).* *Note: Retention based on permits not expiring during life of structure, in accordance with U.S. Coast Guard Bridge Administration Manual (COMDTINST M16590.5C).*	**Retain** for 6 years after permit expires/superseded *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

6. COMMERCIAL VEHICLE SERVICES

The functions of moving and monitoring commercial vehicle freight traffic, maintaining Commercial Vehicle Information Systems and Networks (CVISN) weigh stations, and issuing special motor vehicle permits.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
13-03-68439 Rev. 1	***Automatic License Plate Recognition*** Provides images of the front license plate of commercial vehicles approaching a Commercial Vehicle Information Systems and Networks (CVISN) equipped weigh station.	**Retain** for 1 year after date of data collection *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. 1	***Electronic Screening History Data*** Provides the history of data that occurs at a Commercial Vehicle Information Systems and Networks (CVISN) weigh station during the process of electronically screening the commercial vehicle.	**Retain** for 3 years after date of data collection *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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
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
21-06-69635 Rev. 0	***Pilot Escort Vehicle Operator Certificates*** Records related to pilot escort vehicle operator certificates issued by Commercial Vehicle Services. Includes, but is not limited to: • Records relating to violations/corrections; • Reports; • Related correspondence/communications.	**Retain** for 6 years after certification expired or superseded *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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
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

7. 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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
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
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
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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
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

8. 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

9. 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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
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

10. 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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
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
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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
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. 1	***Standard Plans File*** Records that provide supporting evidence for approved and published Standard Plans. Includes, but is not limited to: • Revision package publication; • Final supporting reports and drawings; • Federal Highway Administration (FHWA) approval; • Standard Plan Revision Assessment Form. Excludes: • Preliminary drafts and edits of Standard Plans covered by *Standard Plans Temporary File (DAN 21-04-69629*); • Published Standard Plans manuals covered by *State Publications (DAN GS 15008)*.	**Retain** for 75 years after completion of publication *then* **Transfer** to Washington State Archives for permanent retention.	**ARCHIVAL** **(Permanent Retention)** **ESSENTIAL** **(for Disaster Recovery)** OFM

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
21-04-69629 Rev. 0	***Standard Plans Temporary File*** Records relating to the development of Standard Plans. Includes, but is not limited to: • Preliminary drafts; • Comments and edits; • Rejected plans; • Related correspondence; • Markups; • Sketches; • Notes. Excludes: • Final Standard Plans supporting records covered by *Standard Plans Files (DAN 88-03-41853);* • Published Standard Plans manuals covered by *State Publications (DAN GS 15008)*.	**Retain** for 5 years after completion of publication *then* **Destroy**.	NON-ARCHIVAL 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

11. 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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
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. 2	***State, Local, Federal, and Tribal Permits/Approvals*** Records relating to various environmental permits/approvals obtained by the agency. Includes, but is not limited to: • Applications; • Negotiation records; • Permits, approvals, agreements, and modifications; • Annual compliance reports; • Warnings, non-compliance notifications, citations or violations, and agency corrective actions.	**Retain** for 10 years after termination of permit *then* **Transfer** to Washington State Archives for permanent retention.	**ARCHIVAL** **(Permanent Retention)** NON-ESSENTIAL OFM

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
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

12. 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

13. 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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
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

14. 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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
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

15. 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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
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
88-01-41522 Rev. 3	***Log Books*** Records related to the daily activities of each state ferry. Includes, but is not limited to: • Deck department logs; • Daily operations logs; • Engine department logs; • Radio logs; • Vessel position reports.	**Retain** until sale of vessel *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
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

16. 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

17. 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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
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

18. 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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
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

19. 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

20. 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. 1	***Drug and Alcohol Program Administrative Files*** These files document compliance of WSDOT with state and federal regulations affecting WSDOT employees licensed as Commercial Drivers (CDL). Includes, but is not limited to: • Custody and control forms; • Drug testing results; • Drug and alcohol consent forms. *Note: Retention based on 49 CFR § 382.*	**Retain** for 6 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
20-12-69603 Rev. 0	***Drug and Alcohol Records – Collection Process*** Records related to the alcohol and controlled substance collection process. Excludes calibration of breath testing devices. *Note: Retention based on 49 CFR § 382.401(b)(2) and 49 CFR § 40.333(4).*	**Retain** for 2 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
00-08-59857 Rev. 2	***Drug and Alcohol Records – Negative Test Results*** Documents negative test results in drug and alcohol testing. Includes, but not limited to: • Negative test results; • Cancelled test results. *Note: Retention based on 49 CFR § 382.401(b)(3) and 49 CFR § 40.333(4).*	**Retain** for 1 year after end of calendar year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
00-08-59856 Rev. 2	***Drug and Alcohol Records – Positive Test Results*** Documents positive test results in drug and alcohol testing. Includes, but is not limited to: • SAP reports; • Tests resulting in 0.02 levels or greater; • Positive test results; • Documentation of refusals; • Driver evaluations and referrals; • Calibration documents; • Records related to the administration of tests; • Annual calendar year summary. *Note: Retention based on 49 CFR § 382.401(b), 49 CFR § 382.403, and 49 CFR § 40.333(1).*	**Retain** for 5 years after end of calendar year *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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
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

21. 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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
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

22. 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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
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
21-06-69636 Rev. 0	***Geotechnical Project Files*** The Geotechnical Office project files contain the supporting documentation used for design, construction, and maintenance of highway, ferry, local agency, and developer projects constructed on, adjacent to, or accessed State property. Includes, but is not limited to: • Soil profiles; • Pile records.	**Retain** 10 years after completion of project *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
82-02-29664 Rev. 5	***Geotechnical Reports and Final Records*** The Geotechnical Office final records contain the geotechnical recommendations and supporting documentation used for design, construction, and maintenance of highway, ferry, local agency, and developer projects constructed on, adjacent to, or accessed State property. Includes, but is not limited to: • Geotechnical reports; • Calculation packages; • Geotechnical final records.	**Retain** for life of asset *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** **(for Disaster Recovery)** 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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
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
06-09-61274 Rev. 1	***Project Pavement Design File*** Records relating to project pavement and roadway surfacing design. Includes, but is not limited to: • Pavement Design reports; • Resurfacing reports; • Pavement type determinations; • Supporting documentation.	**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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
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

23. 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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
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	***Disadvantaged 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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
08-02-61717 Rev. 1	***External Civil Rights Compliance Reviews*** Records relating to reviews and investigations conducted by WSDOT of its contractors, subcontractors, suppliers, their employees and local agencies for compliance with civil rights related programs (such as Disadvantage Business Enterprise; Minority, Small, Veteran, and Women's Business Enterprises; Equal Employment Opportunity; etc.). Includes, but is not limited to: • Records received documenting compliance (such as invoices, subcontracts, new hire lists, certified payrolls, monthly utilization reports, etc.); • Inspector daily reports; • Rescincion letters; • Review letter notifications; • Investigation findings/determinations; • Related correspondence/communications.	**Retain** for 6 years after acceptance date *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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
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

24. 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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
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

25. 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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
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

26. 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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
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

27. 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

28. 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. 3	***Acquisition Parcel Files*** Provides a record of all activities pertaining to Rights of Way appraisal, title, and acquisition. Includes, but is not limited to: • Valuations; • Title documents; • Acquisition conveyance documents; • Information regarding remainders; • Correspondence.	**Retain** for 75 years after final acquisition and/or condemnation *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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
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
21-06-69637 Rev. 0	***Relocation Parcel Files*** Provides a record of all activities pertaining to Relocation services. Includes, but is not limited to: • Relocation claims, • Computations; • Forms; • Letters; • Notices; • Correspondence.	**Retain** for 6 years after date of payment of final claim, expiration of the final claim period, or after resolution of case (including appeals) *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
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
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

29. 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
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

30. 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

31. 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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
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

32. 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. 5	***Auto Traffic Recorder Data – Base Data*** Records relating to daily and sub-daily travel data captured by permanent traffic recorders.	**Retain** for 10 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
14-09-68529 Rev. 2	***Auto Traffic Recorder Data – Summary Statistics*** Records related to monthly and annual travel statistics derived from base data captured by permanent traffic recorders.	**Retain** for 20 years after end of calendar year *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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
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
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

33. 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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
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

34. 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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
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

35. TRANSPORTATION OPERATIONS

This section covers the functions of enhancing safety and maximizing efficiency for all modes of transportation on the State Highway System.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
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
21-02-69620 Rev. 0	***Region Traffic Studies, Policies, and Calendar Actions*** Records relating to the creation of enforceable operating restrictions for the use of public roadways and region decision making for traffic operation actions. Includes, but is not limited to: • Regional traffic studies; • Traffic policies; • Calendar actions; • Truck restrictions.	**Retain** until superseded *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
21-02-69622 Rev. 0	***Safety Analysis*** Records relating to safety analysis and safety data collection. Includes, but is not limited to: • Intersection Analysis Locations; • Crash Analysis Records; • Field Assessment studies.	**Retain** for 10 years after completion of study *then* **Transfer** to Washington State Archives for permanent retention.	**ARCHIVAL** **(Permanent Retention)** NON-ESSENTIAL OPR
21-02-69621 Rev. 0	***Speed-Related Records*** Records relating to setting, monitoring, and changing speed limits on state highways. Includes, but is not limited to: • Speed studies; • Listing of speed limits; • Speed reduction approvals; • Speed changes.	**Retain** until superseded *then* **Transfer** to Washington State Archives for permanent retention.	**ARCHIVAL** **(Permanent Retention)** NON-ESSENTIAL OPR
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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
81-08-28722 Rev. 2	***Traffic Operations Assets*** Provides a record of luminaries and traffic signals within the district. Includes, but is not limited to: • Traffic signal file and permits; • ITS and illumination devices; • Traffic Control Signs; • Signal installation.	**Retain** for 3 years after life of asset *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
88-01-41517 Rev. 2	***Traffic Services Files (TRACTS Files)*** Records relating to customer traffic services inquiries. Includes, but is not limited to: • Complaints; • Constituent correspondence; • Agency responses; • Resolutions resulting in projects. *Note: In some instances, these records might overlap with customer inquiries received by HQ customer service. Many of these inquiries are received at Region Traffic Offices; outside of HQ Customer Service.*	**Retain** for 10 years after date completed *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

36. 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
81-06-28055 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
80-11-26449 Rev. 1	***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
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

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
81-12-29357 Rev. 1	***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
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
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

GLOSSARY

Appraisal

The process of determining the value and disposition of records based on their administrative, legal, and fiscal use; their evidential and informational or research value; and their relationship to other records.

Archival (Appraisal Required)

Designation for public records that may possess enduring legal and/or historical value and must be appraised by the Archives. Such records are to be evaluated, sampled, and weeded according to archival principles by Archives staff. Records appraised as non-archival may be destroyed after their retention has been met.

Archival (Permanent Retention)

Designation for public records that possess enduring legal and/or historical value and must not be destroyed. State government agencies must transfer these records to the Archives at the end of their minimum retention period. Local government agencies must either transfer these records to the Archives or retain and preserve them according to archival best practice until transferred to the Archives. Other than removing and disposing of duplicates, the Archives will not sample, weed, or otherwise dispose of records with this designation.

Disposition

Actions taken with records when they are no longer required to be retained by an agency. Possible disposition actions include transfer to the Archives and destruction.

Disposition Authority Number (DAN)

Control number for a specific records series in a retention schedule that authorizes a retention period and disposition action for records belonging to that series.

Essential Records

Public records that agencies must have in order to maintain or resume business continuity or to document the legal standing and rights of individuals and organizations. 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 the Archives in accordance with chapter 40.10 RCW. Copies of master indexes, lists, registers, tracking systems, databases, and other finding aids should also be transferred with the records.

Local Records Committee

Committee established by RCW 40.14.070 to review and approve disposition of local government records through records retention schedules. The Committee's three members include the State Archivist and one representative each from the Office of the Attorney General and the State Auditor.

Non-Archival

Designation given to public records that do not possess sufficient historical 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 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 not defined and classified as official public records in RCW 40.14.010 and other documents or records as determined by the records committee to be office files and memoranda.

OPR (Official Public Records)

Public records necessary to document transactions relating to public property, public finances, and other agency business, or records determined by the records committee to be official public records.

Public Records

Records that have been created or received by any government agency in Washington State in connection with the transaction of public business regardless of physical form or characteristics.

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 or a number of different types of documents that are filed together to document a specific function.

State Records Committee

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.

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