DEPARTMENT OF TRANSPORTATION

RECORDS RETENTION AND DESTRUCTION SCHEDULE

State of South Dakota

Bureau of Administration

Records Management Program

(605) 773-3589

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DEPARTMENT OF
EXECUTIVE MANAGEMENT

**BUREAU OF
ADMINISTRATION**

RECORDS MANAGEMENT PROGRAM
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MEMORANDUM

TO: State Agencies

FROM: Dana Hoffer
State Records Manager

SUBJECT: **Records Retention and Destruction Schedule Manual**

DATE:

In 1967, the South Dakota Legislature established the Records Management Program and the Records Destruction Board. In the same act, the Legislature required every State agency to develop a records retention and destruction schedule and declared that "No record shall be destroyed or otherwise disposed of by any agency of the State unless it is determined by majority vote of such board (Records Destruction Board) that the record has no further administrative, legal, fiscal, research or historical value."

According to Administrative Rule 24:52:11:01, <u>any State government agency planning to destroy agency records shall notify the State Archivist 30 days before the date of the proposed destruction.</u> The request shall include the name or title of the records, inclusive dates, information content of the records, and quantity. <u>This rule applies to all records, including those granted exclusive or continuous disposal authorization by the Records Destruction Board, with the following exceptions:</u> vouchers and supporting documents; warrants; personnel and payroll records; client/case files; capital asset inventories; cash receipts; duplicate copies of state publications; and original copies of records that have been legally reproduced under the provisions of SDCL 1-27-4.

The State Archivist has 30 days to certify that the records have no permanent value and may be destroyed, or to make arrangements to transfer the records to the archives. If the Archivist fails to make a recommendation within this time, the records may be destroyed, provided that the agency has received authorization from the Records Destruction Board.

Finally, if you have any questions about implementing this manual or about your records in general, please contact Records Management at 773-3589. We will welcome an opportunity to discuss the proper implementation of sound records management practices.

PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Darin Bergquist (name), acting in my position as the Secretary of the Department of Transportation (title), request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Department of Transportation (department) consists of 125 pages and contains record series number(s) DOT-001 (consecutively re-numbered) through DOT-240.

The authority requested is to destroy each record described in the attached Schedule at the expiration of the time provided for the retention of each record.

Authority is also requested to delete "Records Retention and Destruction Schedule" Authorization of the Department of Transportation (department) record series numbers(s) DOT-97, DOT-98, DOT-102, DOT-105, DOT-112, DOT-114, DOT-121, DOT-147, DOT-200, and DOT-202.

The undersigned certifies that the retention for each and every record petitioned to be destroyed does not violate any minimum retention time required by state statute; will allow for required state and federal audits to be performed or the time within which to make said audits to pass; and will allow for all applicable statutes of limitations to pass for all state contracts and Surety Bonds.

D Bergquist — 11/5/10

Darin Bergquist, Secretary of the Department of Transportation — Date

The above and foregoing Petition is hereby recommended for approval by the State Records Destruction Board.

Dana Hoffer — 12-14-2010

Dana Hoffer, State Records Manager — Date

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DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the _15th___ day of _December____, 2010, and authorized the destruction of the records described in the foregoing Petition at the expiration time provided for their storage.

Signature, Chairman of the Board — 12/15/10

Date

PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Darin Bergquist (name), acting in my position as the Secretary of the Department of Transportation (title), request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Department of Transportation (department) consists of 3 pages and contains record series number(s) DOT-015.1, DOT-016.1, and DOT-046.

The authority requested is to destroy each record described in the attached Schedule at the expiration of the time provided for the retention of each record.

Authority is also requested to delete "Records Retention and Destruction Schedule" Authorization of the Department of Transportation (department) record series numbers(s) N/A.

The undersigned certifies that the retention for each and every record petitioned to be destroyed does not violate any minimum retention time required by state statute; will allow for required state and federal audits to be performed or the time within which to make said audits to pass; and will allow for all applicable statutes of limitations to pass for all state contracts and Surety Bonds.

Darin Bergquist, Secretary of the Department of Transportation — Date: 11/21/11

The above and foregoing Petition is hereby recommended for approval by the State Records Destruction Board.

Dana Hoffer, State Records Manager — Date: 12-7-2011

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DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 15th day of December, 2011, and authorized the destruction of the records described in the foregoing Petition at the expiration time provided for their storage.

Signature, Chairman of the Board — Date: 12-15-11

PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Darin Bergquist (name), acting in my position as the Secretary of the Department of Transportation (title), request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Department of Transportation (department) consists of 8 pages and contains record series number(s) DOT-016.2, DOT-035, DOT-050, DOT-109.1, DOT-128.1, DOT-135.1, DOT-066, DOT-067, and DOT-175.

The authority requested is to destroy each record described in the attached Schedule at the expiration of the time provided for the retention of each record.

Authority is also requested to delete "Records Retention and Destruction Schedule" Authorization of the Department of Transportation (department) record series numbers(s) N/A.

The undersigned certifies that the retention for each and every record petitioned to be destroyed does not violate any minimum retention time required by state statute; will allow for required state and federal audits to be performed or the time within which to make said audits to pass; and will allow for all applicable statutes of limitations to pass for all state contracts and Surety Bonds.

Darin Bergquist, Secretary of the Department of Transportation — Date: 11/28/12

The above and foregoing Petition is hereby recommended for approval by the State Records Destruction Board.

Dana Hoffer, State Records Manager — Date: 12/11/2012

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DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 13th day of December, 2012, and authorized the destruction of the records described in the foregoing Petition at the expiration time provided for their storage.

Signature, Chairman of the Board — Date: 12-13-12

PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Darin Bergquist (name), acting in my position as the Secretary of the Department of Transportation (title), request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Department of Transportation (department) consists of 5 pages and contains record series number(s) DOT-004, DOT-109.2, DOT-068.1, DOT-174, and DOT-209.1.

The authority requested is to destroy each record described in the attached Schedule at the expiration of the time provided for the retention of each record.

Authority is also requested to delete "Records Retention and Destruction Schedule" Authorization of the Department of Transportation (department) record series numbers(s) N/A.

The undersigned certifies that the retention for each and every record petitioned to be destroyed does not violate any minimum retention time required by state statute; will allow for required state and federal audits to be performed or the time within which to make said audits to pass; and will allow for all applicable statutes of limitations to pass for all state contracts and Surety Bonds.

Darin Bergquist, Secretary of the Department of Transportation — Date: 11/19/13

The above and foregoing Petition is hereby recommended for approval by the State Records Destruction Board.

Dana Hoffer, State Records Manager — Date: 12/5/13

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DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 12th day of December, 2013, and authorized the destruction of the records described in the foregoing Petition at the expiration time provided for their storage.

Signature, Chairman of the Board — Date: 12-12-13

PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Darin Bergquist (name), acting in my position as the Secretary of the Department of Transportation (title), request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Department of Transportation (department) consists of 9 pages and contains record series number(s) DOT-011, DOT-014.1, DOT-022, DOT-045, DOT-046, DOT-060, DOT-076, DOT-133.1, and DOT-134.

The authority requested is to destroy each record described in the attached Schedule at the expiration of the time provided for the retention of each record.

Authority is also requested to delete "Records Retention and Destruction Schedule" Authorization of the Department of Transportation (department) consists of 1 page and contains record series number(s) DOT-034.

The undersigned certifies that the retention for each and every record petitioned to be destroyed does not violate any minimum retention time required by state statute; will allow for required state and federal audits to be performed or the time within which to make said audits to pass; and will allow for all applicable statutes of limitations to pass for all state contracts and Surety Bonds.

Darin Bergquist, Secretary of the Department of Transportation — Date: 11/19/14

The above and foregoing Petition is hereby recommended for approval by the State Records Destruction Board.

Dana Hoffer, State Records Manager — Date: 12/1/2014

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DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 10th day of December, 2014, and authorized the destruction of the records described in the foregoing Petition at the expiration time provided for their storage.

Signature, Chairman of the Board — Date: 12-10-2014

PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Darin Bergquist (name), acting in my position as the Secretary of the Department of Transportation (title), requests that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Department of Transportation (department) consists of 1 page and contains record series number(s) DOT-101.

The authority requested is to destroy each record described in the attached Schedule at the expiration of the time provided for the retention of each record.

The undersigned certifies that the retention for each and every record petitioned to be destroyed does not violate any minimum retention time required by state statute; will allow for required state and federal audits to be performed or the time within which to make said audits to pass; and will allow for all applicable statutes of limitations to pass for all state contracts and Surety Bonds.

Darin Bergquist, Secretary of the Department of Transportation — Date: 11/10/15

The above and foregoing Petition is hereby recommended for approval by the State Records Destruction Board.

Dana Hoffer, State Records Manager — Date: 11-24-2015

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DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the ___16th___ day of _December____, 2015, and authorized the destruction of the records described in the foregoing Petition at the expiration time provided for their storage.

Signature, Chairman of the Board — Date: 12-16-15

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STATE OF SOUTH DAKOTA	**DEPARTMENT:**	**Transportation**
RECORDS RETENTION &	**DIVISION:**	**Administrative**
DESTRUCTION SCHEDULE	**OFFICE:**	
AUTHORIZATION FORM	**PROGRAM:**	
(Std Form RM-1 Rev 1/03)	**RECORDS OFFICER:**	**Mary Hoyt**
	RM CUSTOMER #:	**0145**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-001.	**ADMINISTRATIVE REFERENCE FILES:**	**10-015**

This series may be arranged by subject matter and contains information used in the daily administration of the agency. Information may include, but is not limited to: budget, equipment, inventory, legislation, organization/association, property management information; monthly reports; other accounting reference documents; research materials; policies and procedures; reference manuals; logs; rules and regulations; mailing lists; and any other related information. This record series is maintained for reference purposes.

RETENTION: ORIGINAL POLICIES AND PROCEDURES: Retain 4 years in electronic document management system (EDMS), then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

ALL OTHER INFORMATION: Retain current in office. Destroy superseded or obsolete.

(Note: Bridge Design's Climatological Reports are subject to archival screening by State Archives prior to disposal.)

(Note: Materials & Surfacing's Topographic and Geology Maps are subject to archival screening by State Archives prior to disposal.)

(Note: Review files on a yearly basis to avoid build-up of superseded or obsolete materials.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-002.	**AUDIT REPORTS:**	**10-015**

This series contains both Department of Legislative Audit and private audit reports concerning the expenditure and administration of state funds. This record series is maintained for identifying problem areas and discrepancies so that corrective measures can be taken. The auditing agency also maintains a copy of the report.

RETENTION: ACCOUNTING OFFICE: Retain 4 years in office, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

ALL OTHER PROGRAMS: Retain 1 year in office, then destroy.

(Note: Legislative Audit maintains original audit reports.)

DOT-003.	**BUDGET FILES:**	**10-015**

This series is arranged chronologically and contains the yearly budget summaries for the agency. Information may include: mission statement, revenues, program performance indicators, amounts budgeted by sub-object, and narrative justifications. This record series is used throughout the year in monitoring program activities and for preparing future budget requests. The budget (Appropriations Bill) approved by the Legislature and signed by the Governor becomes law and is filed permanently with the Secretary of State.

RETENTION: Retain 3 years in office, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-004.	**CORRESPONDENCE, FEDERAL HIGHWAY ADMINISTRATION:**	**13-009**

This series is arranged chronologically and contains copies of letters, memorandums and attachments received from the Federal Highway Administration (FHWA). Information may include: federal highway subjects, bulletins, notices, memorandums, technical advisories, and orders. This record series is used for occasional reference by the Secretary's Office, then copies are sent to the appropriate offices, and one copy is sent to the Internal Services central file. This record series is also used by Planning and Engineering-Project Development Office to retain FHWA funding notices, memorandums, and orders.

RETENTION: Retain in EDMS for 10 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

DOT-005.	**CORRESPONDENCE, GENERAL:**	**10-015**

This series is arranged chronologically and contains both copies of letters and memorandums sent and the originals of letters and memorandums received. This record series is maintained for occasional reference and documentation.

RETENTION: Retain 2 years in office, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-006.	**GRANT FILES:**	
	This series is arranged alphabetically by grant name and contains information concerning the administration of funded grants. Information may include: grant applications, working papers, grant documentation, and monitoring and accounting records. This record series is used for administering current grants, for reference when requesting new grants, and for audit purposes. **RETENTION:** ACCOUNTING OFFICE: Retain 4 years in EDMS, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken. ALL OTHER PROGRAMS: Retain current in office. Destroy superseded or obsolete.	**10-015**
DOT-007.	**EQUIPMENT FILE:**	
	This series is arranged alphabetically and provides a history of all equipment owned or operated by the program. Information may include: copy of the voucher, correspondence from vendor, service notes from vendor, company invoice of purchase, service, parts lists, and the program's notes on the equipment operations. This record series is maintained for equipment maintenance purposes. **RETENTION:** Retain in office for the life of the equipment. Destroy when equipment is declared surplus.	**10-015**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-008.	**ORGANIZATIONAL CHARTS:**	**10-015**

This series contains the organizational chart of the department. Information may include: title name, hierarchy of the department, and name of person in each position. This record series is used for reference concerning the current titles and people occupying those positions.

RETENTION: Retain current in office. Destroy superseded or obsolete.

(Note: Subject to archival screening by State Archives prior to disposal.)

DOT-009.	**RECORDS MANAGEMENT FILES:**	**10-015**

This series contains the completed forms used to track inactive records that have been sent to Records Management (RM) Storage; the department's "Records Retention and Destruction Schedule" (RRDS); and the "Records Management Reference Manual." Information may include: standard records transfer receipt forms, microfilm project registration forms, and microfilm and box destruction authorization forms. This record series is maintained for tracking records sent to Records Management storage, to document the time each record series must be legally maintained, and to document authorization granted to RM for destruction of obsolete records.

RETENTION: DESTRUCTION AUTHORIZATION FORMS:
Retain 3 years in office, then destroy.

ALL OTHER FORMS: Retain current in office. Destroy superseded or obsolete.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-010.	**STRATEGIC PLAN:**	**10-015**

This series contains the five-year strategic plan for the entire department and is reviewed and revised annually by each program within the department. Information may include: mission statement, position statements for each division, goals and objectives, key strategies, and effective action plans for each division. This record series is maintained for sending final plans to the Governor and is used as a guide to budgeting, procurement, and application of new technology in State government.

RETENTION: Retain 5 years in office, then transfer to the State Archives for final disposition.

(Note: File 13 copies of the publication with the State Library pursuant to SDCL 14-1A-3 and file one copy with the State Archives.)

DOT-011. SURPLUS PROPERTY FILES: **14-010**

This series contains the form submitted to the director of South Dakota Property Management for approval to dispose of State-owned personal property and the written notification received from Property Management designating the manner of disposal. Information may include: agency name; date; address or location of property; phone number; name of individual requesting; Property Management Officer's name; description of item(s); quantity; serial number; equipment number; desired method of disposal as authorized; reason for declaring property as surplus; estimate of current value; suggested selling price; minimum acceptable price; statement of content; fixed asset number, if applicable; and any other information deemed necessary. This record series is maintained pursuant to SDCL 5-24A.

RETENTION: Retain 4 years in EDMS, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-012.	**SURVEYS AND QUESTIONNAIRES:**	**10-015**

This series is arranged alphabetically by title and contains copies of surveys and questionnaires completed by department personnel. This record series is maintained for reference to information provided by the agency to inquiring parties. Substantive surveys and questionnaires are required to be sent to the Governor's office for review and approval.

RETENTION: Retain current in office. Destroy superseded or obsolete.

DOT-013.	**VEHICLE AND EQUIPMENT MILEAGE REPORTS:**	**10-015**

This series is maintained to record field vehicle usage and location. Information may include: location, vehicle or equipment number, organization reference, ending mileage, reporting period, date, driver's name, end-of-day mileage, and total daily mileage. This record series is used to reconcile with the Time Sheets to insure accuracy.

RETENTION: Retain 4 years after vehicle or equipment has been exchanged or deemed surplus, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-014.	**CORRESPONDENCE, SECRETARY:**	**10-015**

This series is arranged chronologically and contains both copies of letters and memorandums sent and the originals of letters and memorandums received from South Dakota Senators, South Dakota Representatives, Governor, state agencies, public, and within the Department of Transportation. This record series is used for documentation and reference purposes by the Secretary.

RETENTION: Retain 4 years in EDMS, then microfilm and maintain 6 years. Destroy film and images after 10 years.

(Note: Microfilm subject to archival screening by State Archives prior to disposal.)

DOT-014.1.	**DOT DEPARTMENT WIDE POLICIES:**	**14-010**

This series is arranged by subject matter, office of origin, date, and whether or not the policy is in effect or has been superseded; and contains current and former DOT department wide polices. Information may include: policy number, title, topic, office, purpose, policy description, procedures, effective date, superseded by policy number, supporting documents, and signatures. This record series is used by employees seeking to understand evolution of agency policies and researchers who want to understand South Dakota transportation history by examining the evolution of management decisions.

RETENTION: Retain current in office. Scan superseded and maintain in an EDMS for 25 years. At the discretion of the Secretary of the Department of Transportation, destroy 25 years after superseded.

(Note: These records are subject to archival screening by State Archives prior to disposal.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-015.	**DOT MONTHLY REPORTS:**	**10-015**

This series is arranged chronologically and contains the monthly report sent by the Department Secretary to the Governor. The report contains a historical narrative about DOT activities that is not available in any other single document. This record series is maintained for reference and to respond to public requests for information on South Dakota transportation history.

RETENTION: Retain current in office. Destroy superseded or obsolete.

DOT-015.1.	**LOCAL TRANSPORTATION FUNDING DISTRIBUTION:**	**11-008**

This series contain word, pdf, and excel computer files that contain the complicated political history and calculations of both state funding and federal-aid funding distributions. Computer files may include: Local Federal-aid Distribution Methods, Local Funding Splits in SDCL-32-11-35, Post 1992 Memos and Data, County STP Allocations 1986 thru 2010, Local Funding Distribution Calculation for SDCL 32-11-35, Local Federal Aid Allocation Method 1992, Copy of Local Federal Aid Allocation 2010 Comparison with Locked Urban Percent of Total, Local Federal Aid Allocation Method 1996, Copy of County Highway System Mileage 1989 thru 1997, Copy of Sub-allocation Computation, Copy of 1962-2010 History of Federal-Aid Received, and the spreadsheets that calculate the funding distribution of both state and federal funds to the 66 counties and the first class cities in South Dakota. This record series is used to describe the local funding distribution process and the reasons for changes that have occurred over time. Some of these files are done to comply with SDCL 32-11-35 and others are done to comply with the policy of the Transportation Commission.

RETENTION: Retain 10 years in EDMS, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-016.	**MEETING MINUTES AND RESOLUTIONS, TRANSPORTATION COMMISSION:**	**10-015**

This series is arranged chronologically and contains the original finalized minutes and resolutions of the Transportation Commission. This record series is maintained for reference and documentation purposes.

RETENTION: Retain 3 years in EDMS, then microfilm and maintain film and images permanently.

Transfer original minutes and resolutions to State Archives for final disposition.

DOT-016.1.	**MEETING MINUTES AND RESOLUTIONS, TRANSPORTATION COMMISSION INDEX:**	**11-008**

This series is arranged chronologically, then by county and contains the index to the minutes and resolutions of the Transportation Commission. Information may include: county, date, page number, project information, and meeting discussion. This record series is used to find historical information in the meeting minutes and resolutions.

RETENTION: Retain 3 years in EDMS, then microfilm and maintain film and images permanently.

Transfer original indexes to State Archives for final disposition.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-016.2.	**PUBLIC RELATIONS AND HISTORICAL FILE:**	**12-012**

This series is arranged by subject matter and contains various photographs taken by DOT. Information may include: photograph, date, description of photo, PCN, geographic location, highway number, and names. This record series is used for public relations and for historical purposes.

RETENTION: Retain 10 years in EDMS, then transfer to State Archives for final disposition.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-051.	**AIRCRAFT DEALER LICENSE RECORDS:**	**10-015**

This database series is arranged alphabetically by dealer business name and contains the license documentation for aircraft sold by in-state aircraft dealers. Information may include: dealer license application, use stamp, and dealer certificate. This record series is maintained for licensing purposes.

RETENTION: Retain dealer license in office for 5 years, then destroy provided license has expired.

DOT-052.	**AIRCRAFT REGISTRATION APPLICATION RECORDS:**	**10-015**

This database series is arranged numerically by state number and contains registration data of all South Dakota-based aircraft. Information may include: owner's name, address, and telephone number; county; aircraft make, model and year; serial number; description of aircraft; list of equipment on the aircraft; and initial registration information. This record series is used to document the registration process.

RETENTION: Retain 1 year in office after the audit is completed, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-053.	**AIRPORT DIRECTORY/CHARTS:**	**10-015**

This series contains airport directories and airport charts. Information may include: airport index, navigational aides, commercial broadcast stations, Morse code, control tower frequencies, unicom radio stations, flight plan sequence, emergency signals, and legend. The pamphlets are issued every two years and are used by airmen for reference purposes.

RETENTION: Retain current in office. Destroy superseded or obsolete.

DOT-054. AIRPORT FACILITIES INSPECTION REPORTS: **10-015**

This series is arranged alphabetically by name of airport and contains original annual inspection reports conducted by the program. Information may include: location, runway length, width, surface, strength, condition, remarks, apron, access road and automobile parking, fencing, lighting, marking, wind indicator, fuel, general remarks, correspondence, and inspector's signature. This record series is used by the Office for safety, re-inspection, and convenience purposes.

RETENTION: Retain 5 years in office, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-055.	**AIRPORT HISTORY FILES:**	**10-015**

This series is arranged alphabetically by city and contains the airport history. Information may include: general correspondence, financial contract environmental impact studies, and newspaper clippings. This record series is maintained for reference and documentation purposes.

RETENTION: Retain 5 years in EDMS, then microfilm and maintain film and images for the life of the airport.

(Note: Records Management will encode the original film into the vault with a 50 year retention. The film will be reviewed every 50 years for final disposition.)

(Note: This series is called the "White File.")

(Note: Microfilm is subject to archival screening by State Archives prior to disposal.)

DOT-056.	**AIRPORT LAYOUT PLANS:**	**10-015**

This series is arranged alphabetically by location of airport and contains oversized plans concerning airport layout, structure type, and structure location. Information may include: location of airport, name of airport, name of structure, description, and category. This record series is maintained for reference purposes.

RETENTION: Retain current in office. Destroy superseded or obsolete.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-057.	**AIRPORT LICENSE FILES:**	**10-015**

This series is arranged alphabetically by location of airport and contains documentation regarding the licensure of airports in South Dakota. Information may include: owner's name and address, location, description, and category. This record series is maintained for licensing, recertification, and reference purposes.

RETENTION: Retain 1 year in office, then destroy provided recertification process has been completed.

DOT-058.	**AIRPORT SPECIFICATIONS:**	**10-015**

This series is arranged alphabetically by name of airport and contains copies of contract document specifications and construction project specifications. Information may include: invitation for bids, invitation to bidders, bid proposal, executive contracts, attachment to proposals, contract performance bond, payment bond, special conditions, technical specifications, and site selection study. This record series is maintained for reference purposes.

RETENTION: Retain 5 years in EDMS, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-059.	**AVIATION SYSTEM PLANS:**	**10-015**

This ring binder series is arranged alphabetically by airport location and contains the state's twenty-year plan for each airport. Information may include: definition of study area, review of socioeconomic base, inventory of airport facilities, airspace analysis, aeronautical activity, and South Dakota Air Service Analysis. The manual is updated on an irregular basis and is maintained for planning purposes.

RETENTION: Retain current manuals in office. Destroy superseded or obsolete.

DOT-060.	**MINUTES, RESOLUTIONS, & AGENDA PACKET, AERONAUTICS COMMISSION:**	**14-010**

This series contains the original finalized minutes and resolutions; and agenda packets of the Aeronautics Commission. This record series is maintained for supporting documents for agenda and meetings; and for reference and documentation purposes.

RETENTION: Retain 2 years in EDMS, then microfilm and maintain film and images permanently.

(Note: Transfer microfilmed books to State Archives for final disposition.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-061.	**PROJECT FILES, AIRPORT:**	**10-015**

This series is arranged alphabetically by city name and by project number and provides information concerning each project. Information may include: project payment file, federal engineering agreement, project grant information, copy of the state Financial aid Agreement, Disadvantaged Business Enterprise (D.B.E.) plan, a copy of the consultant report, a copy of the soils report, bid letting information, and reapplication for project funds. This record series is maintained for reference and documentation.

RETENTION: Retain 2 years in EDMS after FAA final payment has been received, then microfilm and maintain for 48 years. Destroy film and images after 50 years.

DOT-062.	**PROJECT PLANS, AIRPORTS**	**10-015**

This series contains copies of project plans of various airport maintenance and construction projects around the State. Information may include: construction details such as depth of base, surfacing, electrical details, lighting details, design details, and material types. This record series is used for occasional reference and documentation.

RETENTION: Retain current in office. Destroy superseded or obsolete.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-063.	**STRUCTURE CHANGE FILES:**	**10-015**

This series lists each time an airport builds, expands, moves or demolishes a structure. Information may include: notice of construction or alteration, plans and maps of change, letters of transmittal, and any related correspondence. This record series is kept for reference purposes.

RETENTION: Retain in EDMS, then microfilm and maintain for 50 years. Destroy film and images after 50 years.

DOT-064. TOWER RESTRICTION FILES: **10-015**

This series documents the State Aeronautics Commission's function of approving towers which exceed a specified number of feet above the ground. Information may include: copy of the tower approval permit, application for location of aeronautical hazard (State), and Federal Aviation Administration (FAA) notice of proposed construction or alteration. The permits are for life of the tower.

RETENTION: Retain 1 year EDMS after Commission approval, then microfilm and maintain for 49 years. Destroy film and images after 50 years.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-065.	**TRIP BILLINGS, AIRCRAFT:**	**10-015**

This series is arranged numerically by agency budget code and consists of the financial documentation used to bill other departments for use of State aircraft. Information may include: copy of the non-cash voucher, trip report and billing information, destination, miles traveled, number of passengers, cost of trip, cost of passengers, agency, and special instructions (if any). This record series is maintained for billing and audit purposes.

RETENTION: Retain 4 years in EDMS, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-072.	**ABSTRACTS OF TITLES:**	**10-015**

This series is arranged numerically by parcel number and contains the department's copy of Abstracts of Title for each parcel of land the Milwaukee Road sold to South Dakota. Information may include: parcel number, legal description, and limited title searches. This record series constitute a summary of the individual deeds.

RETENTION: Retain in office for life of Railroad or for as long as the State owns the property, then destroy.

(Note: Consider microfilming when volume warrants.)

(Note: Subject to archival screening by State Archives prior to disposal.)

DOT-073.	**AGREEMENTS FILES, RIGHT OF WAY:**	**10-015**

This series contains agreements for use of the state's railroad right of way property. The licenses are primarily for overhead lines or buried cables and are permanent in nature. This record series is used to document authority granted to parties to infringe on these rights of way.

RETENTION: Retain current in office. Destroy 5 years after terminated.

(Note: Consider microfilming when volume warrants.)

(Note: Records Management will encode the original microfilm into the vault with a 10 year retention. The film will be reviewed every 10 years for final disposition.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-074.	**FENCING MATERIALS PROGRAM FILES:**	**10-015**

This series is arranged chronologically and documents the state's service of placing a fence on railroad right of way when the adjacent property owner's land has fencing on the remaining three sides. Information may include: copy of the direct voucher, materials estimate, application for payment, region field inspector's remarks and subsequent approval, and related correspondence. This record series is maintained for audit purposes.

RETENTION: Retain 4 years in office, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

DOT-075. **MAPS:** **10-015**

This series is arranged alphabetically by operating status and contains maps for right of way. Information may include: valuation, station, and structure. This record series is used for reference to land and to facilities owned by the Department.

RETENTION: Retain current maps in office. Transfer superseded or obsolete maps to Archives for screening and final disposition.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-076.	**MEETING MINUTES, RESOLUTIONS, & AGENDA PACKET, RAILROAD BOARD AND RAILROAD AUTHORITY:**	**14-010**

This series is arranged chronologically and contains the original finalized minutes and resolutions; and agenda packets of the Railroad Board and the Railroad Authority. This series is maintained for supporting documents for agenda and meetings; and for reference and documentation purposes.

RETENTION: Retain 3 years in EDMS, then microfilm and maintain film and images permanently.

(Note: Transfer original minutes and resolutions to State Archives for final disposition.)

DOT-077.	**PRELIMINARY PLANS, STATE-OWNED RAILROADS:**	**10-015**

This series contains copies of standard plans received from the respective design engineers. Information may include: title sheet, estimates, plan and profile sheets, detail sheets, haul diagram sheets, location description, and maps. This record series is used for quick reference when dealing with railroads involved in the construction process.

RETENTION: Retain current plans in office, then destroy when project is completed.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-078.	**PROJECT FILES, RAILROADS AND GRANTS:**	**10-015**

This series is arranged chronologically by year and contains railroads and grants project files. Information may include: description of work, work authorization, payments, invoices, inspection reports, correspondence, and bonding information. This record series is maintained for bonding and audit purposes.

RETENTION: Retain in EDMS until work has been completed, then microfilm and maintain film until the bonds have been retired. Destroy film and images after bonds have been retired.

(Note: Records Management will encode the original film into the vault for a 10 year retention. The film will be reviewed every 10 years for final disposition.)

DOT-079.	**PROPERTY RECORDS, MILWAUKEE RAILROAD TRANSFER:**	**10-015**

This series contains original deeds and assignments to property purchased by the state. Information may include: parcel number, area in acres, right of way acquired, purchase price, and value at the time (early 1900's). This records series is kept to document state property interests.

RETENTION: Retain in office until the respective line has been disposed of, then destroy.

(Note: Subject to archival screening by State Archives prior to disposal.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-080.	**PURCHASE AND SALE OF RAIL LINES IN SOUTH DAKOTA:**	**10-015**

This series contains the documentation on the purchase and sale of rail lines in South Dakota. Information may include: abstract of title, utility permit, lease agreement, crossing agreement, maps, construction history, original deeds and assignments to property, value and purchase price, rail plan, financial records, quitclaim deeds, analysis report, operating plan, and closing book. This records series is maintained for reference to document the purchase and sale of State owned rail lines.

RETENTION: Retain 5 years in EDMS, then microfilm and maintain film and images permanently. Transfer paper to State Archives for final disposition.

DOT-081.	**RAILROAD ABANDONMENTS, SURFACE TRANSPORTATION BOARD:**	**10-015**

This series contains copies of Surface Transportation Board documentation concerning the challenge of abandonment proceedings. This record series is used to monitor all abandonment proceedings that occur throughout the state.

RETENTION: Retain in office 1 year until final proceedings are complete, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-082.	**RAILROAD BOARD FILES:**	**10-015**

This series is arranged alphabetically and contains requests from regional railroads to secure funds to rehabilitate railroad tracks. Information may include: correspondence, estimate of rehabilitation, loan agreement between the state and the respective region involved, appraisal of land and purchase value, copy of the Regional Railroad Authority Resolution to issue bonds, minutes of authorization meetings, Secretary of State's Certification of Incorporation, and related incidental agreements. This record series records the actions of the South Dakota Railroad Board in its practice of loaning funds for rehabilitation of regional rail lines of economic interest to the area. The financial material of this State Board is maintained in the Department's Finance program.

RETENTION: Retain in EDMS until the loan is paid in full. Maintain in EDMS 3 additional years. Destroy 3 years after the loan is paid in full.

DOT-083.	**RAILROAD CROSSING HAZARD INDEX REPORTS**	**10-015**

This series provides a statistical analysis, pursuant to 23 U.S.C. 130, of the Railroad Crossing Reference File. Information may include, but is not limited to: crossing number, hazard index, vehicle and train traffic, vehicle and train speeds, crossing rating factor, location, protective devices, and rail line owners. This report is generated for planning and programming rail crossing improvements.

RETENTION: Retain current in office. Destroy superseded or obsolete.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-084.	**RAILROAD CROSSING REFERENCE FILES:**	**10-015**

This series consists of the source documents to the Railroad Crossing Hazard Index Reports. Information may include, but is not limited to: United States Department of Transportation A.A.R. crossing inventory form, rail line, county, location, crossing inventory date, crossing number, maps, pictures and updates. This record series is used for assisting the planning and programming of rail crossing improvements and is required for federal funding purposes.

RETENTION: Retain in office for life of railroad, then destroy.

DOT-085.	**RAILROAD DEPOT REFERENCE FILES:**	**10-015**

This series documents the state's rebuilding and/or remodeling of rail depots. Information may include: estimate sheets, proposal for contract, building plans, underground pipe and line record, pipeline specifications, and depot inspection reports. Since the construction does not go through normal procedures within the department, this is the only copy of the files.

RETENTION: Retain in office for the life of the structure. Destroy after property has been sold.

(Note: Consider microfilming when volume warrants.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-086.	**RAILROAD INVENTORY:**	**10-015**

This series contains an inventory of all railroad properties owned by the State of South Dakota. Information may include: county, section, township, and range. This record series is maintained for reference purposes.

RETENTION: Retain current in office. Purge and destroy when property has been sold.

DOT-087.	**RAILROAD PROPERTY USE AGREEMENTS:**	**10-015**

This series contains information regarding leased property subject to leases, licenses, permits, or other use agreements. Information may include: lease number, lessee, permittee, licensee, location, purpose, contract date, rental and expiration, square footage/acreage, and term. This record series is maintained for billing purposes.

RETENTION: Retain current in office. Destroy 1 year after agreement has been terminated provided all litigation, claims, and audit finding involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-088.	**REBUILD AND REHABILITATION TRACK FILES:**	**10-015**

This series is arranged alphabetically by location and contains the office record of railroad trackage which has been rebuilt or rehabilitated since the state purchase. Information may include: inspection reports, construction details, number of ties, plates, rail sections, and crossing details. This record series is used for reference by the Division.

RETENTION: Retain 4 years in office, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

DOT-089.	**STATION PLATS AND STRIP MAPS, RAILROADS:**	**10-015**

This series contains the original plans of railroad right of ways which the state purchased. Information may include: the railroad right of way limits, ties to section corners, 1/4 corners and town sites. This record series is maintained for reference to document state owned land.

RETENTION: Retain in office until a new survey has been completed, then destroy.

DOT-090.	**TRACK INSPECTOR'S REPORTS:**	**10-015**

This series contains field personnel inspection reports used to document force account work performed for the state. Information on the reports includes crew name and work report. This record series is used to verify work billed and for audit purposes.

RETENTION: Retain 4 years in office, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-091.	**PROJECT FILES, CAPITAL OUTLAYS:**	**!@#$**

This series contains the financial record of Sections of the Federal Transit Act (FTA), Title IIIB of Older American Act and State funds used for capital. Information may include: application for grant, requested grants, bid and purchase prices, public notice to bidders, agreement to purchase vehicle or equipment, purchase contract, and inspection reports. The program allows the use of federal funds to purchase vehicles, communication equipment, facility equipment, wheelchairs, lifts, etc. This record series is maintained for project documentation purposes.

RETENTION: Retain 4 years in EDMS, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

DOT-092. PROJECT FILES, OPERATING ASSISTANCE: **!@#$**

This series contains the financial record of Sections of the Federal Transit Act (FTA), Title IIIB of the Older American Act, State funds, used for operating and planning, and the Rural Technical Assistance Program (RTAP) funds. Information may include: review certification and agreement record, project budget, federal authorization, application for grant, requested grants, and copies of direct vouchers. The program allows for the use of federal funds to assist in public planning projects. This record series is maintained for planning purposes.

RETENTION: Retain 4 years in EDMS after project is closed, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-093.	**PROJECT FILES, TRANSIT:**	**!@#$**

This series documents the state's involvement of general transit related information. Information may include: review certification, reviews, audits, studies, history, correspondence, reports, authorizations, and copies. This record series is maintained for project documentation purposes.

RETENTION: Retain 4 years in EDMS after project is closed, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-017.	**ADMINISTRATIVE RULES PROMULGATION FILES:**	**10-015**

This series is most often arranged by subject matter and contains administrative rules promulgation files. Information may include: notices of public hearings, affidavits of publication of notices, written comment from the public, transcripts of hearings, and final decisions. Files have little reference activity once the hearing has been held unless someone requests a copy of the transcript. This record series is maintained for documenting the proper promulgation of administrative rules pursuant to SDCL 1-26.

RETENTION: FINAL DECISIONS: Retain permanently in office.

ALL OTHER DOCUMENTATION: Retain in office for as long as rules are in effect, then destroy.

(Note: SDCL 1-26-7 states in part that "each agency shall keep the original records, documents, and instruments required by the chapter." There is no time frame included for these records. Since SDCL 1-26-6.8 provides that "No rule is enforceable in the Courts unless properly adopted," the records must be maintained at least until a curative statute has been adopted by the Legislature similar to SDCL 1-26a-2, which cures all defects in the adoption of rules appearing in the 1974 printed ARSD.)

(Note: Consider maintaining on microfilm instead of paper and destroying paper after microfilm has been inspected and verified to meet quality standards.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-018.	**ANNUAL REPORT, TITLE VII:**	**10-015**

This series contains copies of annual reports required by the United States Department of Transportation. The reports document contract compliance, departmental employment accomplishments, statistics, and hiring goals for the next year. This record series is used to reconstruct employment history in the department.

RETENTION: Retain 4 years in office, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken..

DOT-019. CASE FILES, LEGAL: **10-015**

This series provides reference and documentation concerning cases in which the department has been involved. Information may include: summons, complaints, defendants' replies, copies of search material, memoranda at law, copies of court orders, briefs and transcripts, and decisions. Case types may include: condemnation, contracts, collection Aeronautics, Railroads, torts, accident cases, and intellectual property matter. This record series is maintained to document the department's involvement in various cases. The pleading case file is maintained permanently in each respective Clerk of Court's Office or administrative agency.

RETENTION: Retain active in EDMS until closed, then microfilm and maintain for 100 years. Destroy film and images 100 years after closed.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-020.	**CORRESPONDENCE, ATTORNEYS:**	**10-015**

This series contains both copies of letters and memorandums sent and the originals of letters and memorandums received. This record series is used for occasional reference and documentation.

RETENTION: Retain 6 years in office, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

DOT-021.	**E.E.O. COMPLIANCE REVIEWS:**	**10-015**

This series is arranged alphabetically and is maintained to document field audits which this program conducts of various contractors across the state. Information may include: prime contractor name, correspondence, central provisions, pre-construction minutes, sub-contract approvals, United States Department of Transportation concurrence and recommendations, and audit report (if applicable). The audits are designed to identify and correct any problems which deal with the Equal Employment Opportunity Act.

RETENTION: NON-AUDITED: Retain contractor files until project is finalized, then destroy.

AUDITED: Retain current contractor files 5 years in office, then destroy, provided all litigation, claims and review findings involving records have been resolved and final action taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-022.	**INDIAN EMPLOYMENT AND CONTRACTING REQUIREMENT AGREEMENTS (TERO/TECRO AGREEMENT):**	**14-010**

This series is arranged alphabetically by name of Tribal Government and contains the agreement between the State of South Dakota Department of Transportation and the Tribal entity. Information may include: the original copy of the signed agreement, special provision attachment, compliance plan attachment, other mutual agreed to attachments, and/or addendums to the agreement. This record series is used to enforce the mutually agreed upon provisions of the agreement, its attachments, and addendums in order to maintain predictability and stability in project work within the exterior and historic boundaries of the Indian Reservations in South Dakota. The original agreement is needed to provide verification to Tribal staff who may not have been in their positions when the agreement was originally signed.

RETENTION: Retain in EDMS. Destroy 6 years after terminated provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: These scanned agreements are being maintained with DOT-43 Contracts, Leases, and Agreements.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-023.	**LABOR COMPLIANCE CERTIFIED PAYROLL FORMS:**	**10-015**

This series is arranged numerically by PCN and consists of the weekly completed certified payroll forms from all prime and subcontractors. Information may include: contractor, subcontractor, PCN, project number and location, date, names of employees, work classification, hours worked, total hours, gross pay, gross rate of pay, gross amount of hours, deductions, net wages for the week, and check number. This record series is maintained for audit purposes.

RETENTION: Retain 4 years in EDMS after project has been finalized or payrolls have ceased. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

DOT-024.	**LABOR COMPLIANCE DELINQUENT REPORTS:**	**10-015**

This weekly generated computer printout series is arranged chronologically and provides a complete listing of delinquent certified payroll reports by prime contractor. Information may include: contract number, project number, PCN, name(s) of delinquent prime and/or subcontractors under each contract, and week-ending date of delinquent payrolls indicating if pay estimates need to be suspended. This report is used to list bi-weekly suspensions of pay estimates and delinquent letters mailed to prime contractors and to identify weekly releases of pay estimates. This record series is maintained for audit purposes.

RETENTION: Retain 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-025.	**LABOR COMPLIANCE ENFORCEMENT SEMI-ANNUAL REPORT:**	**10-015**

This series is arranged chronologically and contains copies of semi-annual reports required by the United States Department of Labor. Information may include: number of prime contracts awarded, total dollar value of prime contracts awarded, number of complaints received against contractors/subcontractors, number of investigations, number of contractors/subcontractors found in violation, amount of wages found due, amount of back wages paid, and number of employees due wage restitution under the DBRA and CWHSSA. This record series is maintained to document labor compliance enforcement accomplishments. The originals are forwarded to USDOL-Wage and Hour Division.

RETENTION: Retain 3 years in office, then destroy.

DOT-026.	**LABOR COMPLIANCE INVESTIGATION SUMMARIES:**	**10-015**

This series is arranged chronologically by year then alphabetically by contractor and contains payroll investigation summaries Information may include: correspondence, interviewer notes, complaint form(s), contractor payroll information, final resolutions and copy(ies) of checks issued. This record series is used to document compliance enforcement of wage rate complaints under the Davis-Bacon and Related Acts (DBRA) and used as reference material for similar cases.

RETENTION: Retain 10 years in EDMS. Destroy 10 years after investigation has been settled.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-027.	**LABOR COMPLIANCE REVIEWS:**	**10-015**

This series is arranged alphabetically by prime contractor and contains on-site project reviews which are conducted on various contractors across the state. Information may include: contractor's name, project number and location, PCN, list of bulletin board posters displayed, contractor employee wage and hour interview notes, and correspondence to contractor if violations are found. This record series is maintained to monitor the conduction of reviews and enforce compliance of the Davis-Bacon and Related Acts (DBRA).

RETENTION: NON-VIOLATION REVIEWS: Retain 1 year in office, then destroy.

VIOLATION REVIEWS: Retain 4 years in office, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

DOT-028. LABOR COMPLIANCE WAGE-RATE SURVEY DATA: **10-015**

This series is arranged alphabetically by contractor's name and contains wage-rate survey forms. Information may include: contractor's name and address, project number and location, PCN, approximate value of project, starting date, completion date, job classifications of employees, week ending date for peak number employed for each job class, peak number of employees for each class, basic hourly rate and hourly fringes, correspondence, spreadsheets to determine prevailing wage rates from survey forms, meeting notes from interested parties, Labor Bulletins, and Transportation commission Minutes to approve recommended wage rates. This record series is maintained for audit purposes.

RETENTION: Retain 4 years in office, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-029.	**LABOR STANDARDS HANDOUTS:**	**10-015**

This series is arranged alphabetically by DOT Area Offices and contains a distribution schedule. The information may include: instructions to DOT Project and Area Engineers to distribute "handouts" to construction employees informing them of their rights and wage rates that they are entitled to for work performed on Davis-Bacon covered projects, confirmations from each Area Office to verify date of distribution, and a list of projects involved. Handout distributions are conducted twice each construction season as a means of ensuring that contractors comply with applicable labor regulations. This record series is maintained for audit purposes.

RETENTION: Retain 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

DOT-030.	**NEGOTIATIONS FILES:**	**10-015**

This series is arranged alphabetically and contains case files, which are expected to be settled out of court. Information may include: condemnations, contracts, collections, torts, and accident cases. Should the case subsequently end up in court, the file is transferred to the Case Files, Legal of this program.

RETENTION: Retain active in EDMS until closed, then microfilm and maintain for 20 years. Destroy film and images 20 years after closed.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-031.	**ON THE JOB TRAINING (OJT) FILES:**	**10-015**

This database and paper series is arranged chronologically by year then alphabetically by trainee and contractor and contains on the job training files. Information may include: trainee name, address, social security number, training classification, hours in classification, contractor name and address, and payments made. This record series is maintained for purposes of reporting accomplishments to the Federal Highway Administration (FHWA).

RETENTION: YEARLY REPORTS: Retain 1 year in office, then destroy.

DATABASE AND INDIVIDUAL TRAINEE FILE: Retain information 20 years, then delete/destroy.

DOT-032.	**TITLE VI AND/OR EEO COMPLAINT INVESTIGATION FILES:**	**10-015**

This series is arranged chronologically by year, then alphabetically by last name of complainant or contractor and contains investigation summaries of complaints filed with the Department of Transportation regarding discrimination or discriminatory practices. Information may include: correspondence, interview notes, complaint form(s), contractor compliance review reports, complainant responses, contractor investigation notes, final resolution, appeal hearing records, federal agency review correspondence, litigation files or other notes, records pertaining to the investigation conducted, and findings issued. This record series is used to document compliance enforcement of EEO/Title VI complaints under the Title VI and Federal Statutes regarding EEO compliance.

RETENTION: Retain 3 years in office after final settlement, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-033.	**TITLE VI PROGRAMS FILES:**	**10-015**

This series consists of a narrative description of the department's actions to comply with the Title VI Program of the Civil rights Act. Information may include: planning, research, right of way, construction, and project development. The program is updated as necessary and is submitted to the United States Department of Transportation in Washington, D.C.

RETENTION: Retain 5 years in EDMS, then destroy provided all litigation, claims, and review findings involving the records have been resolved and final action taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-196.	**MINUTES, RESEARCH REVIEW BOARD:**	**10-015**

This microfilm and electronic series is arranged chronologically and contains the original minutes from the meetings of the Research Review Board. The Board determines the Department's research requirements. This record series is used to document the findings of the Board.

RETENTION: Retain 3 years in EDMS, then microfilm and maintain film and images permanently.

DOT-197.	**RESEARCH PROJECT FILES - ADMINISTRATIVE:**	**10-015**

This series is arranged by project number and contains agreements, financial data, proposals, problem statements, authorizations, correspondence, project evaluations, and implementation recommendations for research project files. This record series is maintained to resolve contract questions during and after project execution.

RETENTION: Retain 4 years in office, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-198.	**RESEARCH PROJECT FILES - TECHNICAL:**	**10-015**

This series is arranged by project number and contains technical notes, observations, measurements, and analysis. This record series is prepared by the researcher and is used for project development and future reference in re-evaluating projects.

RETENTION: PAPER: Retain 5 years after project completion, then microfilm and maintain film 45 years. Destroy film after 50 years.

DATA: Retain information current.

DOT-199.	**RESEARCH REPORTS:**	**10-015**

This series is arranged by project number and contains published interim, final, executive and technical reports pertaining to a particular research project. Information may include: research results, findings, and recommendations for implementation. Reports may be generated internally as well as received from outside agencies. This record series is maintained to document report conclusions.

RETENTION: Retain permanently in office.

(Note: Transfer 13 copies of executive summary and final report to the State Library and one copy to State Archives. Transfer 10 copies of executive summary and final report to National Technical Information Services in Washington, D. C. Transfer 2 copies of each report to four U.S. Repositories and 7 copies of each report to the Federal Highway Administration. Transfer 2 copies of each report to DOT Technical Research Library.)

(Note: Consider microfilming when volume warrants.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-200.	**SDLTAP ADVISORY BOARD MINUTES:**	**10-015**

This series contains minutes and attachments of the advisory board of the South Dakota Local Transportation Assistance Program. The board typically meets twice a year to review program accomplishments, establish priorities, and provide direction top SDLTAP, which is jointly operated by the SD DOT, South Dakota State University, and South Dakota School of Mines & Technology. This record series is maintained for reference and documentation purposes.

RETENTION: Retain 3 years in EDMS, then microfilm and maintain film and images permanently.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-035.	**ACCOUNTING RECORDS AND RECONCILIATIONS:**	**12-012**

This series contains accounting records and reconciliations needed to support financial reporting account balances. Information may include: 1099's; accounts receivable listings and reconciliations; inventory reconciliations; stockpile reports; physical inventory audits; MSA and Project Activity Transactions (PAT) reconciliations and supporting documentation; accounting edit printouts and corrections; and damaged property billing files. This record series is maintained for audit purposes.

RETENTION: Retain 4 years in EDMS, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

DOT-036.	**AIRPORT OWNER REPORTS, MOTOR FUEL PURCHASES:**	**10-015**

This series contains reports submitted by airport owners listing the amount of motor fuel purchased for use in aircrafts. Information may include: name of owner, date of purchases, invoice numbers, name and address of vendor selling the fuel, name and address of individuals purchasing fuel, and a copy of the owner's Motor Fuel Tax Return. This record series is used for statistical and reporting purposes.

RETENTION: Retain 4 years in EDMS, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-037.	**ANNUAL STATISTICS, SOUTH DAKOTA:**	**10-015**

This annually generated series is arranged chronologically and contains both the working papers and final Excel spreadsheet report of statistical analyses conducted by the State. Forms may include FHWA 531, 532, 551, 556, 561, 562, and 566. Information may include: income, expenditures, gallonage, motor vehicle counts and revenue, and driver license statistics. This record series is maintained to meet FHWA requirements.

RETENTION: WORKING PAPERS: Retain 4 years in office, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

FINAL EXCEL SPREADSHEET REPORTS: Retain information for 6 years, then delete.

DOT-038. AVERAGE UNIT BID PRICE: **10-015**

This series is prepared semi-annually and contains the average unit bid price information. Information is compiled by bid item number and includes quantities and prices of awarded projects. This record series is used by DOT officials for future cost estimating and budgeting.

RETENTION: Retain current in office. Destroy superseded or obsolete.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-039.	**BUILDING, REAL ESTATE AND STORAGE TANK DATA SHEETS:**	**10-015**

This series is arranged numerically by region and contains the Building, Real Estate, and Storage Tank data sheets. Information may include: date purchased, legal description, location, size, costs, and seller's name. This record series is maintained for reference purposes.

RETENTION: Retain in office for 4 years after the property is sold, exchanged, or deemed surplus, then destroy.

DOT-040.	**CASH RECEIPT DOCUMENTATIONS:**	**10-015**

This series is arranged chronologically by batch number and contains the state's receipts for money received. Information may include the amount of money received and the person from whom the money received. This record series is maintained for reference and audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-041.	**CONSTRUCTION BILLING FILES:**	**10-015**

This series is arranged chronologically by customer and is used to record and document the construction billings sent to federal, state, county, city, and private customers. Information may include: bill, associated worksheets, and supporting documents. This record series is maintained for reference and audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

DOT-042.	**CONSTRUCTION COST INDEX (CCI):**	**10-015**

This series of reports is arranged chronologically and is prepared semi-annually and contains the construction cost index. Information may include: description of work item, number and size of highway projects, average contract prices, and South Dakota Construction Cost Index. This record series is used for trend analysis.

RETENTION: WORKING PAPERS: Retain 2 years in office, then destroy.

DATABASE: Retain data 20 years on computer database, then delete.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-043.	**CONTRACTS, LEASES, AND AGREEMENTS:**	**10-015**

This series contains contracts, leases, and agreements between the agency and other parties. Information may include: terms and conditions of the contracts and agreements, effective dates, costs, and funding sources. This record series is maintained for reference and audit purposes.

RETENTION: Retain in EDMS. Destroy 6 years after terminated provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

Retain reference copies current in office.

(Note: SDCL 1-24A-1 requires that a copy of all consultant contracts be filed with the State Auditor within five days after such contract is entered into and finally approved by the contracting parties. All consultant contracts should be filed with the Office of State Auditor prior to the work being performed.)

(Note: Civil Rights maintains working papers until audited by Internal Audits.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-044.	**FIXED ASSET INVENTORY DATA SHEETS:**	**10-015**

This series consists of the encoded source documents to the Fixed Asset Report. Information may include: Central Annual Inventory number, location number, object code, description, make, model, serial number, date acquired, cost, asset description, vendor name, and subsequent disposition information. This record series provides more detail than the Fixed Assets Report to support financial reporting accounts, audits, and to determine the gain or loss on disposition of the asset.

RETENTION: Retain for the life of the property in EDMS. Destroy 3 years after the property is sold, exchanged or declared surplus provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

DOT-045.	**PREQUALIFICATION FILES, CONTRACTORS:**	**14-010**

This series is arranged alphabetically by name of contractor and contains documentation of the pre-qualification process for bidding of projects. Information may include: experience questionnaire, contractor's balance sheet, supporting schedules, affidavit for individual, affidavit for corporation, and accounting instructions. This record series is used to verify that the only bids from qualified contractors are accepted and for yearly re-certification purposes.

RETENTION: Retain 1 year in office, then scan into EDMS and maintain electronic images for 4 years. Destroy electronic images after 5 years.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-046.	**PROJECTS FILES, ACCOUNTING:**	**14-010**

This series is arranged by PCN and provides a financial summary for each department project. Information may include: Federal Aid Agreement, copy of vouchers, copy of contracts involved, project activity report, correspondence, copies of federal vouchers, billing information, project summaries, and original and revised estimates. The data is summarized in the department Internal Services Project Files and is used for both reference and audit purposes.

RETENTION: Retain working file 1 year in office after the close date, then scan into EDMS and maintain electronic images for 3 years. Destroy electronic images after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Federal Aid Agreements and final vouchers will be microfilmed as part of the "Project Files, Central".)

DOT-047.	**SIGNATURE AUTHORIZATION:**	**10-015**

This series contains signature cards allowing authority to sign vouchers, out-of-state travel, excess lodging, payroll authorizations, consultant contracts, receive payroll warrants, and receiving bonds. This record series is used for documentation and reference purposes.

RETENTION: Retain current in EDMS. Destroy superseded or obsolete.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-048.	**STALE DATED WARRANT RECORDS:**	**10-015**

This series is arranged numerically and contains the stale dated warrant records for the Department. Information may include: warrant date, payee, fund, warrant number, warrant amount, center number, and replacement warrant number. This record series is used for reference and audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Must comply with State Unclaimed Property retention if reported as unclaimed property.)

DOT-049.	**VOUCHERS:**	**10-015**

This series contains copies of direct vouchers, receiving vouchers, non-cash vouchers and journal vouchers, along with copies of any supporting invoices or receipts. Vouchers are used to enter transactions on the central accounting system.

RETENTION: ACCOUNTING OFFICE: Retain 3 years in EDMS following the close of the fiscal year in which the voucher was issued, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-049.1.	**VOUCHERS-RIGHT OF WAY:**	**!@#$**

This series contains copies of vouchers that are filed by calendar year and arranged by vendor number and invoice number. Information may include but is not limited to: DOT-904 form, W9, land legal descriptions, and landowner split payee forms. The information is kept for tax reporting purposes and auditing purposes at both the state and private level.

RETENTION: Retain 1 year in office, then scan into EDMS and maintain electronic images for 5 years. Destroy electronic images after 6 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

DOT-050.	**W-9:**	**12-012**

This series contains the W-9 forms for Taxpayer Identification Number (TIN) Verification. These forms are needed to support vendor payment information and detail. Information may include: emails, letters, and other written communication to support changes and/or additions to current vendor files. The official copy of the W-9 and supporting information is maintained by BF&M. DOT maintains a reference copy only.

RETENTION: Retain paper or electronic images 2 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-094.	**ACCIDENT SUMMARY REPORTS:**	**10-015**

This database and paper series is arranged chronologically by month and contains original accident reports involving department employees. Information may include: reporting period dates, number of man hours worked, injuries reported, disabling injuries, days lost due to injury, injury frequency rate, injury severity rate, motor vehicle miles, motor vehicle accidents, accident frequency rate, and a brief description of any reported accidents for the month. This record series is reviewed by management to spot possible trends in accident related statistics for the department.

RETENTION: PAPER: Retain 1 year in office, then destroy.

DATABASE: Retain information in the HS50 database for 15 years, then delete.

DOT-095. APPLICATIONS, LOGO SIGNS (FORM DOTRW-235): **!@#$**

This series is arranged alphabetically by name and consists of original applications for logo signing in the state. Information may include: name of business, address, telephone, business location data, service details, hours, operation, type and number of signs requested, sign information, fee amount, and applicant's certification. A copy is sent to the respective region prior to issuance of the permit.

RETENTION: Retain current in EDMS. Destroy superseded or obsolete data 4 years after logo signs no longer exist provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-096.	**APPLICATIONS, TOURIST ORIENTED DIRECTIONAL SIGNS (FORM DOT-255):**	**!@#$**

This series is arranged alphabetically by name and consists of original applications for tourist oriented directional signs. Information may include: name of business, address, telephone, business location, date, service details, hours, operation, type and number of signs requested, sign information, fee amount and applicant's certification. This record series is kept for administrative purposes.

RETENTION: Retain current in EDMS. Destroy superseded or obsolete data 4 years after tourist oriented directional signs no longer exist provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

DOT-097.	**BILLBOARD PERMIT ADMINISTRATION FILES:**	**!@#$**

This series contains billboard permit applications, including agency approval or denial notation. Information may include, but is not limited to: name of business, address, telephone, proposed sign location and size, zoning information, applicants certification, remittance stubs, correspondence, renewal dates, location of billboards by milepost markers, and notices of violation (if any). This record series is used for general administrative purposes.

RETENTION: Retain current in EDMS. Destroy superseded or obsolete data 4 years after billboards no longer exist provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-100.	**DISADVANTAGED BUSINESS ENTERPRISE (DBE) ANNUAL GOAL METHODOLOGY:**	**10-015**

This series is arranged chronologically by federal fiscal year and contains a bidders list of all contractors and suppliers who have either submitted a bid or a quote on a federal-aid construction contract. Information may include: contractor's name, supplier's name, amount of bid or quote, and calculations used. This record series is used to document how the goal was developed and from where the data was gathered.

RETENTION: Retain 4 years in office after plan has expired, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: This is a 3 year plan.)

DOT-101.	**DISADVANTAGED BUSINESS ENTERPRISE (DBE) APPLICATION FILES:**	**15-014**

This series is arranged alphabetically by contractor's name and provides a reference to all current Disadvantaged Business Enterprise (DBE.) contractors. Information may include: the complete application package for each firm, the affidavits of no-change submitted by those firms, the notice of change submitted by those firms, and onsite reviews. This record series is maintained pursuant to 49 CFR 26.11.

RETENTION: Retain current active files in EDMS, then microfilm and maintain film and images permanently.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-102.	**DISADVANTAGED BUSINESS ENTERPRISE (DBE) CONSTRUCTION PROJECTS:**	**10-015**

This series is arranged alphabetically by the prime contractor and contains DBE construction projects. Information may include: prime contractor's name, contract awards, DBE commitments, subcontract awards, and related contract correspondence. This record series is used to monitor active contracts.

RETENTION: OPERATIONS SUPPORT: Retain in office until project has been finalized, then transfer to "Project Files, Operations."

REFERENCE COPIES: Retain in office until project has been finalized, then destroy.

DOT-103.	**EQUIPMENT LETTING FILES:**	**10-015**

This series is arranged chronologically by letting date and contains equipment letting files. Information may include: list of vendors, payment date, list of first three bidders, correspondence, copy of specifications, requisitions, and complete list of vendors' bids. This record series is maintained for reference by the Equipment Management Specialist.

RETENTION: Retain 5 years in office, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-104.	**EQUIPMENT MANAGEMENT SYSTEM (EMS) REPORTS:**	**10-015**

This computer report series is arranged chronologically by transaction period and contains EMS reports. Information may include: equipment listing by class report, period cost report by class, rent earned report, cost and rate by class report, and replacement report. This record series is maintained to help manage equipment owned by the Department of Transportation.

RETENTION: Retain each transaction period report current in office. Destroy supersede or obsolete.

Retain year-end reports 5 years, then destroy.

DOT-105.	**EQUIPMENT SALE FILES:**	**10-015**

This series is filed chronologically by year and contains the equipment sale files. Information may include: correspondence, sale items by region, notification of surplus property, and vehicle disposal list. This record series is maintained to keep track of equipment sales.

RETENTION: Retain 5 years in office, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-106.	**FABRICATIONS INSPECTION:**	**10-015**

This series is arranged chronologically and contains fabrication inspection of structural component of both steel and concrete. Information includes letters and agreements with other states. South Dakota Department of Transportation does the inspections for those fabricated in South Dakota. This record series is maintained for administrative and legal purposes.

RETENTION: Retain 5 years in office, then destroy.

DOT-107. FILM BADGE REPORTS: **10-015**

This series contains the nuclear film badge results used to measure the amount of radiation exposure over a specified period of time. Information may include: participant identification number, name, social security number, exposure data, cumulative totals, and personal information. This record series is used to monitor radiation levels to which employees are exposed.

RETENTION: Retain current in EDMS. Microfilm inactive and maintain for 70 years. Destroy film and images after 70 years.

DOT-108. FLAGGER CARDS: **10-015**

This series is arranged by card number and contains flagger certifications for DOT construction projects. Information may include: date certified, certified instructor's name, and flagger's name. This record series serves as a history for flaggers on DOT construction projects.

RETENTION: Retain in EMDS for 4 years, then delete.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-109.	**HISTORY REPORTS (HM41JS03):**	**10-015**

This computer printout series is part of the Roadway Environment System (RES) and verifies that fiscal year data accumulated on the maintenance cost inventory master file is copied to the maintenance cost history file. The output report merely shows that the job was run.

RETENTION: Retain until review is complete, then destroy.

DOT-109.1.	**INFORMAL MAINTENANCE CONTRACTS, OPERATIONS:**	**12-012**

This series is arranged by PCN and provides a working file to all maintenance projects undertaken by this program. Information may include: construction change orders (C.C.O.), C.C.O. backup sheets, award letter, computations, summaries of inspections, final acceptance report, proposals, copy of direct vouchers, and other maintenance project correspondence.

RETENTION: Retain in office until project has be finalized. Scan into EDMS and maintain 2 years after project has been finalized, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-109.2.	**INTERSTATE HIGHWAY RIGHT-OF-WAY MOWING PERMIT (DOT-801):**	**13-009**

This series contains the application and approved permit for harvesting hay from within the interstate highway right-of-way. Information may include: permittee's name, address, phone number, and area the permit is requested for; whether the applicant is the owner or the tenant of the land abutting the area described on the application; terms and conditions the permittee is subject to; signature of permittee and DOT representative approving permit; and permit expiration date. This record series is maintained for identification and verification purposes.

RETENTION: Retain 3 years in office, then destroy.

DOT-110.	**INTERSTATE REST AREAS, MONTHLY REPORTS:**	**10-015**

This report series is arranged chronologically and contains copies of reports sent to the Director of Operation, Construction/Maintenance Engineers, and Region Engineers. Information may include: rest area and region operator; operating level; a below average, average, or above average rating; owner name; and supervisor's name. This record series is used to highlight performance levels of South Dakota rest areas.

RETENTION: Retain 3 years in office, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-111.	**JUNKYARD INVENTORIES (FORM DOT-258):**	**10-015**

This series is arranged alphabetically by county and identifies all junkyards bordering South Dakota highways. Information may include: photographs of the junkyard, highway number, region number, beginning and ending mileposts, distance from right of way, zone, owner's name and address, number of vehicles, and a drawing of the location. This record series is used to initiate the clean up of these yards as the Federal Highway Beautification Act allows for removal funds to be spent for all junkyards listed.

RETENTION: Retain current in EDMS. Destroy superseded or obsolete.

DOT-112.	**MAINTENANCE PERFORMANCE BUDGET REPORTS:**	**10-015**

This computer printout series is arranged chronologically and contains maintenance performance and budget reports. Reports may include but are not limited to: maintenance cost summaries, budget analyses, and performance reports. The reports provide a summary of maintenance costs, by project, a comparison of actual costs to budgeted costs, and a comparison of maintenance units productivity against established standards.

RETENTION: Retain 10 years in EOS, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-113.	**NATIONAL REGULATORY COMMISSION (NRC) FILES:**	**10-015**

This report series is filed by type, then chronologically and contains the National Regulatory Commission (NRC) files. File types may include: Radiation Safety Meetings file, Nuclear Gauge Review file, and Nuclear Gauge Leak Test file. Information may include: annual safety meeting minutes, bill of ladings, gauge certificates, certificates of competent authority. This record series is maintained because of NRC requirements.

RETENTION: Retain 5 years in office, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

DOT-114.	**NUCLEAR GAUGE TRAINING AND ASSIGNMENT FILES:**	**10-015**

This report series is filed by type, then chronologically and contains training and assignment files for nuclear gauges. Information may include: certificates of completion of nuclear gauge safety training and the name's of individuals who are in possession of nuclear gauges. This record series is maintained because of NRC requirements.

RETENTION: Retain current in office. Destroy superseded or obsolete.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-115.	**NUCLEAR METER FILES:**	
	This report series is arranged by meter number as required by National Regulatory (NRC) and contains the nuclear meter files which are specific to the equipment number. Information may include: equipment number, serial number, and radiation levels. This records series is maintained because of NRC requirements. **RETENTION:** Retain 5 years in EDMS, then microfilm and maintain film and images permanently.	**10-015**
DOT-116.	**PROJECT FILES, OPERATIONS:**	
	This series is arranged by project number and provides a working file to all projects undertaken by this program. Information may include: correspondence, Construction Change Orders (C.C.O.), C.C.O. backup sheets, award letter, duplication of contract, computations, summaries of inspections, final acceptance report, biweekly progress reports, proposals, area engineer consent to final payment, copy of direct vouchers, material reporting to accounting section, material pit release, cross sections, and final estimate comparison. This record series is used to document project completion. **RETENTION:** Retain in office until project has be finalized. Scan into EDMS and microfilm as part of the "Project Files, Central". (Note: Proposals are not part of Project Files, Operations.)	**10-015**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-117.	**ROADSIDE PARK INVENTORY FILES:**	**10-015**

This series is arranged numerically by region and contains an inventory and brief history of each state maintained roadside park in the individual regions. Information includes copies of: easements for park, transfer easement from the Department of Game, Fish, and Parks to the Department of Transportation, correspondence, and diagram of the park. This record series is used for quick reference to determine park information and is duplicated in the respective region where the park is located.

RETENTION: Retain in office until property disposed of, then destroy.

DOT-118.	**SAFETY MEETING MINUTES:**	**10-015**

This series contains copies of safety meeting minutes held in the various regions around the state. Information may include: members present, members absent, review of personal injuries, findings of fact, review of accidents and findings, signature of traffic coordinator, and date of next meeting The originals are maintained in the respective regional offices and are reviewed by this program to keep informed of accident data in the department.

RETENTION: Retain 1 year in office, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-119.	**SEMI-ANNUAL GOAL ACCOMPLISHMENT REPORTS, DBE PROGRAM:**	**10-015**

This database and paper series is generated semi-annually and contains a standard report form required by the United States Department of Transportation. Information may include: Awards to DBE Prime Contractors, commitments to DBE subs, and type of work performed. The originals are forwarded to the Federal Highway Administration (FHWA) to report accomplishments.

RETENTION: DATABASE: Retain information for 5 years after the end of the program, then delete.

(Note: This is a 3 year program.)

SEMI-ANNUAL REPORTS: Retain until year-end report is received, then destroy.

YEAR-END REPORTS: Retain 1 year, then destroy.

DOT-120.	**VEHICLE AND EQUIPMENT TITLES:**	**10-015**

This series contains the owner's copy of the vehicle and equipment titles issued by the State Division of Motor Vehicles. Information may include: owner's name and address, description of the vehicle or equipment, and lien holder information. This record series is used as documentation of vehicle and equipment ownership.

RETENTION: Retain current in office. Transfer when respective vehicle has been sold or declared surplus.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-121.	**AUDITS, THIRD PARTY:**	**10-015**

This series consists of contracts, payments, and related information. Final audits consist of formal and informal reviews of departmental written agreements. Information may include: scope, opinion of audit, correspondence, copy of final audit report, initial draft of the report, work papers, computations, copy of the contract, and final results. The review is done to ensure that claimed costs were complied with applicable criteria as outlined in 49 CFR 18 and Title 23.

RETENTION: Retain 3 years in EDMS. Destroy 3 years after closed and/or audited provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

DOT-122.	**DEPARTMENTAL SPECIAL REVIEWS:**	**10-015**

This series is arranged alphabetically by work area and contains original biennial audit reports compiled by this program. Information may include: introduction, scope and opinion of audit or review, financial and compliance findings, recommendations, system improvement suggestions, attachments, exhibits, and working papers. This record series is used to inform management of compliance of federal and state rules and regulations.

RETENTION: Retain in office. Destroy 3 years after completed provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-123.	**PERMANENT AUDIT FILES, DEPARTMENTAL AND THIRD PARTY:**	**10-015**

This series is arranged alphabetically by name of program and documents the various accounting procedures used by third party entities. Information may include: previous audit report and review letters; company policies and procedures; and other historical information of an ongoing nature. This record series is used for reference and documentation throughout the auditing process.

RETENTION: RETAINER COMPANIES: Retain 1 year in EDMS, then microfilm and maintain film and images until DOT no longer has a contract with the Retainer Company, then destroy.

ALL OTHER CONTRACTS: Retain current in office. If no contracts have been issued within 1 year, transfer to storage for 4 years. Destroy after 5 years provided no new contracts have been issued.

(Note: Records Management Records Management will encode the original film into the vault for a 10 year retention. The film will be reviewed every 10 years for final disposition.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-124.	**BUILDINGS AND IMPROVEMENTS:**	
	This series contains project files for buildings and improvements for the DOT statewide. Information may include: copies of contracts, change orders, modifications, expenditure report, and correspondence related to the project. This record series is used for reference and for project tracking. **RETENTION:** Retain 5 years in EDMS, then destroy.	**10-015**
DOT-125.	**PROJECT FILES, CENTRAL:**	
	This series is arranged numerically by file number and contains all the central project files undertaken by the department. Information may include: work authorization, agreements, State's Copy and Low Bid Contract, construction change orders, estimates, correspondence, federal authorization, and retention of state and federal projects. This record series constitutes the department's data source for DOT construction projects in the State. **RETENTION:** Retain in EDMS. After the project has been finalized, then microfilm and maintain for 50 years. Destroy film and images 50 years after finalized.	**10-015**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-126.	**STOCKPILE ACTIVITY REPORTS:**	**10-015**

This series is arranged by transaction period and fiscal year and contains stockpile activity reports and is used to balance and keep track of the stockpile system. Information may include: stockpile number within region, pricing and quantity. This record series is maintained to keep track of stockpiles.

RETENTION: Retain 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: These records are stored on BIT's Electronic Output System (EOS)).

DOT-127.	**WAREHOUSE DAILY ACTIVITY REPORT:**	**10-015**

This daily generated series is arranged by warehouse item code and contains the warehouse daily activity report. Information may include: warehouse item transactions, item number descriptions, usage error report, and inventory accounting records. This record series is used to track warehouses activity.

RETENTION: Retain 4 years, then destroy provided all litigation, claims, and audit findings involving the record have been resolved and final action has been taken.

(Note: These records are stored on BIT's Electronic Output System (EOS)).

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-128.	**WAREHOUSE INVENTORY FORMS:**	**10-015**

This series consists of source documents for all inventory transactions within the department. Information may include: warehouse issues, receipts, transfers, adjustments, and account receivable issues. This record series is maintained for audit purposes.

RETENTION: Retain 4 years in EDMS, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-128.1.	**ACCESS APPROACH PERMITS:**	**12-012**

This series contains the applications and application review sheets to construct or modify an access approach. Information may include: property owner and/or applicant's name, address, phone number and signature; section, range, and township; county or subdivision location; highway number, land use of property to be served; type of permit requested; local government reviews; estimated date of construction; required supporting materials; date received by SDDOT; decision; terms and conditions of approval or reason for denial; constructed by date; highway access classification; highway alignment; design and impact consideration; and SDDOT area engineer's signature. This record series is maintained for identification and verification purposes.

RETENTION: TEMPORARY PERMITS: Retain in office until signed, then scan and maintain in EDMS for 5 years, then destroy.

PERMANENT PERMITS: Retain in office until signed, then scan and maintain in EDMS until superseded and/or vacated, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-129.	**ACCOUNTS RECEIVABLE INFORMATION REPORT (DOT-113):**	**10-015**

This series is arranged chronologically by transaction period and contains a Xerox copy of standard forms used to bill state agencies for services performed by Region personnel. Information may include: date, accounts receivable number, employee's name and number, meals and lodging amount, project number, equipment or vehicle number, number of hours, and description of duties of work performed. The billing is done by the State Office and they maintain the original for audit purposes.

RETENTION: Retain 1 year in office, then destroy.

(Note: These records may be maintained in paper or electronic format.)

DOT-130.	**CORRESPONDENCE, STATE AGENCIES:**	**10-015**

This series contains both copies of letters and memorandums sent and the originals of letters and memorandums received. The file is used for occasional reference and documentation.

RETENTION: Retain 2 years in office, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-131.	**EQUIPMENT DATA SHEETS (DOT-126):**	**10-015**

This series contains copies of standard forms used to keep current on the status of all equipment owned by the Region. Information may include: equipment number, equipment specifications, costs, and any additions or options. This record series is used for reference purposes. The information is summarized in the Central Office.

RETENTION: Retain current in office. Destroy when respective equipment has been sold or declared surplus.

DOT-132.	**HAUL ROAD AGREEMENTS:**	**10-015**

This standard form (DOT-45) series is arranged alphabetically by county and documents the department's agreement to restore county, township, or private roads and land used to haul materials from gravel pits. Information may include: agreement number, file number, project number, agreement terms, and authorized signatures. The owner signs the release portion of the agreement when satisfied that the state has remedied any damage.

RETENTION: Retain in office until project is finalized and/or option has expired, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-133.	**MAINTENANCE STOCKPILE REFERENCE FILES:**	**10-015**

This series is arranged numerically by sub-district number and contains maintenance stockpile reference files. Information may include: site number, system changes, quantities, area requests, notes, future needs analysis, measurement information, computations, copies of hot plant reports, and copies of lease and purchase agreements. This record series is maintained for convenience of reference concerning the status of Region stockpiles.

RETENTION: Retain current in office. Destroy superseded or obsolete.

(Note: Review files at least once a year to avoid build-up of superseded or obsolete material.)

DOT-133.1.	**PORTABLE FUEL TANK REPORTS:**	**14-010**

This series is arranged by month and contains portable fuel tank reports. Information may include: DOT Form 824, tank number, date, equipment number, meter reading, job site, fuel gallons, and signatures. This record series in maintained to keep track of fuel and to maintain accurate records.

RETENTION: Retain 3 years in EDMS, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-134.	**PROJECT FILES, REGION:**	**14-010**

This series is arranged alphabetically by county and contains the common "41 file" for all construction projects within the Region. They are maintained three years after final payment of the project, then purged of duplicate material and sent to the Central Office for microfilming. Information may include: grading, structures, surfacing, rest areas and buildings, erosion control, signing, and delineation.

RETENTION: Retain in EDMS 3 years after FHWA closes the contract, then microfilm and maintain for 22 years. Destroy film and images 25 years after final payment.

DOT-135.	**REST AREA CARETAKER REPORTS (DOT-840):**	**10-015**

This series contains copies of standard forms completed by the caretaker which are submitted to the Region Office. Information may include: rest area location contractor, date, signature, day, duty hours, duties performed, and performance appraisal. Reports should be kept for the period of the caretaker contract and contracts are let annually. This record series is used by management to track what has been or is being done concerning the maintenance of rest areas in the Region.

RETENTION: Retain 1 year in office, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-135.1.	**RIGHT OF WAY PERMITS:**	**12-012**

This series contains the applications for the right to temporarily or permanently occupy the State of South Dakota right of way. Information may include: encroachments, mileage reference marker (MRM's), highway number, county, location, description of work being done and/or reason for encroachment in the state right of way, and applicants' name, address and signature. This record series is maintained for identification and verification of temporary and permanent work being done in the state right of way.

RETENTION: TEMPORARY PERMITS: Retain in office until signed, then scan and maintain in EDMS for 5 years, then destroy.

PERMANENT PERMITS: Retain in office until signed, then scan and maintain in EDMS until superseded and/or vacated, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-066.	**BRIDGE INSPECTION FILES, ADMINISTRATION:**	**12-012**

This series is arranged numerically by structure number and contains the central file of all bridges on the County, City and Town Highway Systems in South Dakota. Information may include: printout of the inspections of each bridge, field inspection reports, photographs, analysis of bridge capacities, and reduced size copies of original and/or repair plans. This record series provides a history of each structure.

RETENTION: Retain all original plan sheets in office for life of structure. Retain all other documents for two inspection cycles, then scan old inspection information to EDMS and microfilm. Maintain EDMS images and film for life of structure. Destroy EDMS images and film when structure is dismantled. Destroy all information when structure is dismantled.

DOT-067. BRIDGE INSPECTION, ADMINISTRATION: **12-012**

This series is arranged chronologically and documents the State's administration of this information through the Local Government Assistance Program. Information may include: consultant, payments, copy of contracts, work orders, number of bridges inspected each calendar year, amount paid and balance. This record series is maintained for reporting, monitoring, and audit purposes.

RETENTION: Retain 4 years in EDMS, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-068.	**COMMUNITY ACCESS, INDUSTRIAL PARK AND AGRI-BUSINESS GRANT PROJECT FILES:**	**10-015**

This series contains the project files for grant programs. Information may include: plans and specifications, agreements, correspondence, and vouchers for reimbursement of eligible costs to the project sponsors.

RETENTION: Retain 5 years in EDMS, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

DOT-068.1.	**EMERGENCY RELIEF PROJECTS:**	**13-009**

This series contains project files for Federal Emergency Relief (ER) projects that include repairs during and immediately following a disaster to restore essential traffic, to minimize the extent of damage, to restore the transportation facility to its original condition, or to protect the remaining facilities. Information may include: county, PCN number, project number and location, agreement number, flood event year, correspondence, vouchers, detailed damage inspection report, FHWA 292 form, commission minutes, work orders, task orders, project plans, photos, highway department job cost report, and any other documents needed to verify this project. This record series is maintained to document the project and for audit purposes.

RETENTION: Retain in EDMS. Destroy 4 years after the date of final payment has been made provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Electronic images are subject to archival screening by State Archives prior to disposal.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-069.	**ENHANCEMENT PROJECT FILES:**	
	This series is arranged numerically by PCN and contains enhancement project files. Information may include: pre-construction correspondence, construction correspondence, field documentation, payments, and Construction Change Orders (CCO). This record series is maintained for audit purposes. The originals are maintained by the owner. **RETENTION:** Retain in EDMS. Destroy 4 years after project has been finalized provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.	**10-015**
DOT-136.	**JURISDICTIONAL AGREEMENTS:**	
	This series contains agreements with other governmental agencies which transfers jurisdictional authority of highway routes. Information may include: terms and conditions of the agreements, effective dates, costs, and funding sources. This record series is maintained for reference and audit purposes. **RETENTION:** Retain in EDMS, then transfer to microfilm 5 years after all terms have been met and maintain for 45 years. Destroy film and images after 50 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.	**10-015**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-070.	**PREQUALIFICATION FILES, CONSULTING FIRMS:**	**10-015**

This series is arranged numerically by prequalification year, then alphabetically by name of consultant firm and contains the consultant's prequalification retainer process and execution of the agreement process. The prequalification process may include: legal advertisement process, courtesy mailing lists, Form 330, ranking process, copies of commission meeting minutes and correspondence, and the Secretary of DOT concurrence letter. The execution of agreement process may include: check list, signed agreement, Corporate acknowledgement, State acknowledgement, certification of consultant, certification of the State Department of Transportation, accounting certification, schedule of indirect cost, internal control questionnaire, other mutual agreed to attachments, and/or addendums to the agreement. This record series is used to pre-qualify companies to work on DOT projects.

RETENTION: Retain 10 years in EDMS, then destroy.

DOT-137.	**PROJECT FILES, COUNTY/CITY:**	**10-015**

This series is arranged alphabetically by county/city and contains project files for counties and cities. Information may include: correspondence, copies of agreements, and recommendation. This record series is maintained for reference purposes. The audit information is being maintained by the Finance Office.

RETENTION: Retain 3 year in office, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-183.	**PROJECT FILES, ENVIRONMENTAL:**	**10-015**

This series is arranged numerically by PCN and includes correspondence and other documentation used to document environmental studies conducted for proposed construction. Information may include: Environmental Impact Statement, environmental assessments, Wetlands Findings Report, meeting and hearing transcripts, calculations and graphs, plan sheets, aerial photographs, classification documents, and FEMA maps.

RETENTION: Retain in EDMS until project has been finalized, then microfilm as part of the "Project Files, Central".

DOT-071. PROJECT FILES, SECONDARY ROADS AND URBAN SYSTEMS: **10-015**

This series contains project files arranged by PCN for secondary roads and urban systems. Information may include: correspondence, project plans, project proposals, county secondary program requests, and authorizations from the federal government, resolutions, work orders, and addenda to work orders. This record series is maintained to document the project.

RETENTION: Retain in EDMS until project has been finalized, then microfilm as part of the "Project Files, Central".

(Note: Proposals and work orders will be destroyed upon project finalization.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-138.	**PROJECT FILES: STATE, FEDERAL, AND INTERSTATE:**	**10-015**

This series is arranged numerically by highway number and contains project files for state, federal, and interstate highways. Information may include: correspondence, copies of agreements, and recommendations. This record series is maintained for reference purposes. The audit information is being maintained by the Finance Office.

RETENTION: Retain 3 years in office, then destroy.

DOT-139.	**STATE PLANNING AND RESEARCH ANNUAL CONTINUING WORK PROGRAM:**	**10-015**

This series is arranged chronologically by year and contains reports submitted to the Federal Highway Administration (FHWA) for the procurement of funds for planning and research. Information may include: project code logs, narrative requirements, total estimated costs, available funds for work, proposed project financing, breakdown of planning and research costs, actual expenditures incurred during the fiscal year, state vouchers, and Department structure information. This record series is maintained for reporting and audit purposes.

RETENTION: Retain in EDMS until project has been finalized and the voucher is approved by FHWA. Destroy 4 years after the fiscal year the project was completed provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-140.	**AERIAL PHOTOGRAPHS, SOUTH DAKOTA:**	**10-015**

This photographic series is arranged alphabetically by county and constitutes the department's central file of aerial photos of South Dakota. They each cover approximately four square miles and are used throughout the department for reference purposes.

RETENTION: Retain current in office. Destroy superseded or obsolete.

(Note: Subject to archival screening by State Archives prior to disposal.)

DOT-141. BRIDGE DESIGN: **10-015**

This series is arranged by highway class, county, and file number, and provides a history of the design portion of a particular structure within South Dakota. Information may include: bridge design calculations, correspondence, consultant data, computations, quantity studies, geology studies, and consultant firm design calculations.

RETENTION: Microfilm and scan into EDMS. Maintain film and images for life of the structure, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-142.	**BRIDGE MAINTENANCE FILES:**	**10-015**

This series is arranged by highway class and structure identification number and contains the central file of all bridges on the State Trunk Highway System in South Dakota. Information may include: printout of the inspections of each bridge, field inspection reports, photographs, analysis of bridge capacities, and reduced size copies of original or repair plans. This record series provides a history of each structure and includes information developed or maintained for purposes relating to 23 U.S.C. Section 144.

RETENTION: Retain permanently in EDMS and on microfilm.

DOT-143.	**BRIDGE PLANS:**	**10-015**

This series contains plans and proposals for bridges currently under construction or repair. This record series includes plans developed pursuant to 23 U.S.C. Section 144.

RETENTION: Transfer plan sheets that have revisions/notes recorded on them to the "Bridge Maintenance Files".

ALL OTHER INFORMATION: Retain in office until structure is completed, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-144.	**CHECK AND REVIEW PRINTS:**	**10-015**

This series is arranged numerically by county number and contains full-size copies of design plans for bridges. Information may include: original design plans, and both red and yellow changes. This record series is maintained for convenience of reference while the project is being built. Once the structure has been built, the files have no further value.

RETENTION: Retain in office until project has been finalized, then destroy.

DOT-145.	**DESIGN GUIDELINES:**	**10-015**

This series is arranged alphabetically by design type and constitutes the program's central file of all design standards relating to bridges. Information may include: bridge design manuals, drainage manuals, and design codes. This record series is maintained for reference to determine design specifications when designing, or planning modifications to bridges.

RETENTION: Retain current in office. Destroy superseded or obsolete.

(Note: Bridge Office maintains one historic copy of all standards.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-146.	**FALSEWORK REVIEWS:**	**10-015**

This series documents the State's review of concrete falsework used by contractors of the department. Information may include: correspondence documenting review of the falsework plans, recommendations to plans, falsework number, and computations documenting review. After the concrete has been poured, the files have no reference value.

RETENTION: Retain routine falsework reviews until project is completed, then destroy.

Retain reviews of unique falsework current in office. Destroy obsolete or superseded.

DOT-147.	**LUMINAIRE/TRAFFIC SIGNAL FILES:**	**10-015**

This series is arranged alphabetically by county, then by PCN and provides a reference to each traffic signal in the State. Information may include: footing plans, computations, wind load results, correspondence, plan view of poles, and foundations reports. This record series is used for reference to determine construction and pole capabilities in the event further additions are required.

RETENTION: Retain in office until project has been finalized, then scan into EDMS and microfilm after the project has been completed. Maintain film and images for life of structure, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-148.	**PLAN STANDARDS:**	**10-015**

This series is arranged alphabetically by description and consists of plans and specifications for standard structures used for structure design. Information may include: box culverts, structure components, standard slabs, standard girders, standard abutments, barriers, and retaining walls. This record series is used for reference when drawing plans and specifications for construction.

RETENTION: Scan into EDMS and retain current. Destroy superseded or obsolete.

(Note: Bridge Office maintains one historic copy of all standards.)

DOT-149.	**PLANNING REPORTS, BRIDGE PROGRAMS:**	**10-015**

This series is arranged chronologically by year and provides highlights of the Bridge program's future construction and repair plans and determination factors. Information may include: bridge replacement, reconstruction, interstate 4R (reconstruction, repair, rehabilitation, and restoration), sufficiency ratios, regional input, working papers and documentation, and preliminary plans. This information is developed and maintained for purposes relating to 23 U.S.C. Section 144.

RETENTION: Retain 5 years in office, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-150.	**PROJECT DESIGNS, INACTIVE:**	**10-015**

This series is arranged numerically by county and file number and consists of completed or partially completed designs and plans for proposed projects which have not been built. This records series is maintained in the event the project is resurrected.

RETENTION: Retain in office until project has been completed or plans become obsolete, then destroy.

DOT-151.	**PROJECT FILES, BRIDGE CONSTRUCTION:**	**10-015**

This series is arranged alphabetically by county and constitutes the program's bridge construction files. Information may include: correspondence, construction change orders (C.C.O.), test pile reports, temporary works, weekly bridge progress reports, and any related material.

RETENTION: Retain in office until project has been finalized, then scan into EDMS and microfilm. Maintain film and images for life of structure, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-152.	**PROJECT FILES, HYDRAULICS:**	**10-015**

This series is arranged alphabetically by county and constitutes the working file to all projects involving the Hydraulics program. Information may include: Clean Water Act permits (404), survey information, drainage, computations, hydraulic data sheet, photographs, field inspection reports, working papers, and computations, preliminary studies, correspondence, and final hydraulics data report.

RETENTION: Retain in office until the project is finalized, then scan into EDMS and microfilm. Maintain film and images permanently.

DOT-153.	**STRUCTURE PROPOSALS, MISSOURI RIVER BRIDGES:**	**10-015**

This series contains the original proposals from the 1950s to build structures across Missouri River. Information may include: structure over main pool, structure over Grand River pool, alternatives, railroad viaducts, structures across secondary pools, summaries, and recommendations. This record series is maintained for reference concerning existing structures.

RETENTION: Retain in office and in EDMS for life of the structure, then transfer paper to State Archives for screening and final disposition after structure no longer exists.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-154.	**STRUCTURE SHOP PLANS:**	**10-015**

This series is arranged alphabetically by county and contains the state's shop plans. Information may include: plans, calculations, and drawings. This record series is used to facilitate future rehabilitation work on structures.

RETENTION: Retain in office until the project is finalized, then scan into EDMS and microfilm. Maintain film and images for life of structure, then destroy.

DOT-155.	**WELDER CERTIFICATION FILES:**	**10-015**

This series is arranged alphabetically by welder's name and contains documentation of welder qualifications. Information may include: copy of "green card", welder's prequalification letter, and associated welding test records. This record series is maintained for documentation and reference purposes.

RETENTION: Retain current welder qualification files in EDMS. Microfilm inactive and maintain for 75 years. Destroy film and images 75 years after inactive.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-156.	**ACCREDITATION EXAMINATIONS:**	**10-015**

This series contains course examinations for certification. Information may include: names and addresses of course participants, test questions, and participants' answers concerning testing and inspection requirements. This record series is maintained for reference purposes.

RETENTION: Retain current in office. Destroy superseded or obsolete.

DOT-157.	**AGREEMENTS FILES, GRAVEL AND BORROW PITS:**	**10-015**

This series consists of original agreements made between the source owner and the department for material excavated. Information may include: gravel payment schedule, price, legal description of pit, location of pit, special provisions (if any), inclusive dates, list of payees, Notary Public Seal and signature, and gravel pit number assignments. This record series is maintained for reference and to determine terms and conditions of the agreements. The audit copies are maintained with the "Project files." (Materials)

RETENTION: Retain in office until project is finalized and/or option has expired, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-158.	**APPROVED PRODUCTS/SUPPLIERS LIST:**	**10-015**

This series contains a list of approved products and suppliers. Information may include: vendor names, product names, specification reference, and design mixes. This record series is maintained to keep track of approved products and suppliers. (Certification)

RETENTION: Retain current in office. Destroy superseded or obsolete.

DOT-159.	**CERTIFICATIONS OF TEST, WELDING ELECTRODES:**	**10-015**

This series is arranged chronologically and contains the semi-annual certifications from vendors which document their welding electrodes are certified by the American Welding Society (AWS). Information may include: vendor name, order number, chemical and mechanical properties of the deposited materials results, and Notary Public Seal and signature. This record series serves as the source document to the Welding Electrode Certification Report and is used to insure only properly certified vendors received contracts. (Certification)

RETENTION: Retain until certification has expired, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-160.	**CONCRETE MIX FILES:**	**10-015**

This series is arranged numerically by mix number and contains a file for each type of concrete mix used by the state. Information may include: mix number, aggregate source, aggregate properties, Portland Cement used, quantities per yard, and water-cement ratio by weight. This record series is used for both reference and documentation purposes to determine specifications for each concrete mix type. (Concrete)

RETENTION: Retain current in office. Destroy superseded or obsolete.

DOT-161.	**CONCRETE PIPE RELEASE DATE REPORTS:**	**10-015**

This series documents by plant name, dates manufactured concrete pipes have been inspected and consequently approved for use in South Dakota. Information may include: description, class, size (inches), and date release expires. The reports are generated for field personnel use. This record series is used for reference to ensure that only approved pipe is used in construction. (Concrete)

RETENTION: Retain current in office. Destroy superseded or obsolete.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-162.	**CONSTRUCTION PLANS:**	
	This series is arranged alphabetically by county, then by year and contains sets or partial sets of plans pertaining to projects. Information may include: title sheet, plan notes, typical sections, rates of materials, special provisions, pit data, and standard plates. This record series is used for reference to insure proper specification. **RETENTION:** Retain current in office. Destroy superseded or obsolete.	**10-015**
DOT-163.	**INSPECTION REPORTS, REGION LABORATORIES:**	
	This series is arranged chronologically by test date and documents the state's inspections of region laboratories. The annual inspections are performed to insure the testing accuracy of regional laboratories. (Materials Lab) **RETENTION:** Retain 5 years in office, then destroy.	**10-015**
DOT-164.	**INSPECTION REPORTS, STATE LABORATORIES:**	
	This series is arranged chronologically by year and documents annual federal inspection results of the department testing laboratories. Information may include: the inspection report, whether the test has any deviations or not, and any recommendations. The inspections are conducted by the National Institute of Standards and Technology and cover both equipment and procedures used and accuracy obtained. (Materials Lab) **RETENTION:** Retain 5 years in office, then destroy.	**10-015**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-165.	**LAB WORK LOGS:**	
	This series contains lab work logs for Materials and Surfacing Laboratories. Information may include: cylinders, soils, gravel, oil, cement, lime, mill test reports, certificates of compliance, construction materials, test numbers, and certification documents. This record series is maintained to help keep track of tests done in the labs. (Certification) **RETENTION:** Retain 5 years in office, then destroy.	**10-015**
DOT-166.	**NUCLEAR DENSITY GAUGE MAINTENANCE RECORDS:**	
	This series is arranged numerically by gauge number and documents the annual calibration and any repairs made to density gauges. Information may include: gauge number, gauge condition, source rod condition, date of calibration or repair, date of wipe test, equipment data sheet, and use history data. This record series is used to document the maintenance of gauges which determine water content and density of the roadway materials. (Materials Lab) **RETENTION:** Retain in office for life of instrument. Destroy when respective instrument has been disposed of.	**10-015**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-167.	**PROJECT FILES, ASPHALT CONCRETE MIX DESIGNS:**	**10-015**

This series is arranged numerically by year, county, and project number and documents asphalt concrete mix designs for projects in the state. Information may include: sample data sheet, pit locations, stockpile test results, mix design or verification results, Contractor furnished test results, and project correspondence. The records series is maintained for documentation and reference purposes.

RETENTION: Retain current in office. Destroy superseded or obsolete.

DOT-168.	**PROJECT FILES, TESTING & DESIGN:**	**10-015**

This series is arranged numerically by PCN and contains test results and design recommendations on particular projects in the state. Information may include: acceptance samples by Central Office Lab, acceptance tests, certification documents, inspection report, proposals, plans, correspondence, geotechnical reports, surfacing design, materials recommendations, author, report recipient, contractor, manufacturer, sample size, test number, date, source, quantity, identity, and independent assurance sample tests. Information is summarized in the Internal Services program's "Project Files, Central". (Certification)

RETENTION: Retain 3 years in EDMS after the project has been finalized, then microfilm and maintain film for 47 years. Destroy film and images after 50 years.

(Note: Remove plans and proposals prior to microfilming.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-169.	**SAMPLE TEST RESULTS, STATE LABORATORY:**	**10-015**

This series is generated quarterly by the American Association of State Highway and Transportation Officials (AASHTO) to document the accuracy of laboratory samples tested by the state. Information may include: test number, title, unit, data, averages, ratings, summary of results, and a graph of result comparisons with other laboratories. This record series also shows results over a period of time and is used for accuracy comparisons with other state laboratories.

RETENTION: Retain 5 years in office, then destroy provided no inadequacies are noted.

DOT-170.	**WELDING ELECTRODES CERTIFICATION REPORT:**	**10-015**

This annual report is arranged alphabetically by name of manufacturer and provides field personnel a listing of welding electrodes which are approved for use on department projects. Information may include: brand name, American Welding Association classification, and expiration date of test certification. This record series is used for reference to insure only properly test electrodes are used for welding on state structures. (Certification)

RETENTION: Retain current report in office. Destroy superseded or obsolete.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-171.	**ANNUAL REPORTS, SAFETY PROGRAM:**	**10-015**

This series contains copies of yearly reports sent to the Federal Highway Administration (FHWA) summarizing the department's safety programs pursuant to 23 U.S.C. Section 130, 144 and 148. Information may include, but is not limited to: projects for rail/highway crossings and other highway areas. This record series is maintained for comparison and reporting purposes.

RETENTION: Retain 5 years in office, then destroy.

DOT-172. **BID LETTING ABSTRACTS:** **10-015**

This series is arranged by Project Control Number (PCN) and contains copies of bid abstracts produced and retained by Project Development. Information may include: notice to contractors, bids received, list of apparent low bidders, and standard prices. This record series is kept for reference purposes.

RETENTION: Retain in EDMS until project has been finalized, then microfilm as part of the "Project Files, Central".

DOT-173. **BIKE TRAIL FILES:** **10-015**

This series is arranged alphabetically by topic and contains bike trail files. Information may include: maps, design manuals, correspondence, and funding options. This record series is used for assisting local governments to develop bicycle/pedestrian facilities and is maintained to answer public inquiries.

RETENTION: Retain current in office. Destroy superseded or obsolete.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER

DOT-174. **COUNTY HIGHWAY SYSTEM RECORDS:**

13-009

This series contains the original resolutions, executive orders, and related papers concerning the designation of the legal primary county highway system. The Secretary of the Department of Transportation must approve each resolution which then allows for the expenditure of county maintenance and construction funds. This record series is used for legal documentation purposes.

RETENTION: RESOLUTIONS: Microfilm and maintain film permanently.

MAPS & WORKING PAPERS: Retain current in EDMS. Destroy superseded or obsolete.

DOT-175. **FEDERAL AID AGREEMENTS (292) PRELIMINARY/FINAL DETAIL ESTIMATES:**

12-012

This series is arranged chronologically and provides federal funding and project information for all federal aid projects. Information may include: all federal aid agreements signed by DOT and FHWA, which detail project funding and project information; the final detail estimates, which document project costs as well as the federal work types and proposed funding splits; and backup documentation consisting of emails, and/or spreadsheets, and a copy of the final voucher. This record series is used for reference and audit purposes.

RETENTION: Retain in EDMS until the finalized, then microfilm as part of the "Project Files, Central".

(Note: As of 2012, the Federal Aid Agreements (292) will be retained by FHWA.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER

DOT-176. FEDERAL CLASSIFICATION RECORDS: **10-015**

This series contains the original resolutions and related papers establishing the functional and federal-aid systems. This approval then qualifies selected state, county, and city roads for construction with federal-aid funds. This record series was established with the system in 1976 and is used for documentation purposes.

RETENTION: Retain 5 years in EDMS, then destroy provided new authorization has been received.

DOT-177. FHWA FUNDING RECONCILIATION: **10-015**

This series contains the fund balance records and reconciliations needed to support federal fund balances. The Federal Highway Administration (FHWA) provided reports may include: FMISW75B, FMISM60A, FMISW10A, FMISW97A, FMIST02A, and FMISM38A-1. Information on the reports may include, but is not limited to: run date and time; cost center number; report number; transaction date; transaction number; State; project ID; action; program code; amount of federal funds change; advanced construction transaction amount; user name; apportionment/fund; funds available; obligations; un-obligated balance; pending obligations; pending un-obligated balance; amount of apportionment; amount available; and possible lapse amounts. This record series is maintained for review purposes.

RETENTION: Retain in office for 3 years, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-178.	**GENERAL RAILROAD-HIGHWAY PROJECT FILES:**	**10-015**

This series applies to highway projects that involve railroad property, excluding projects under 23 U.S.C. Section 130. Information may include, but is not limited to: scoping site visits, meeting summaries, estimates, agreements, correspondence, trackage, railroad structure, railroad drainage, plans and information about property interests of a railroad. This record series is used to document the preconstruction activities associated with railroad/highway crossing improvement projects.

RETENTION: Retain in EDMS until the project has been finalized, then microfilm as part of the "Project Files, Central".

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-179.	**HIGHWAY NEEDS ANALYSIS REPORT:**	**10-015**

This Com-bound series is generated yearly by highway and MRM (Mileage Reference Marker) order, and it provides a summary of highway segment data and projects for the state highway system. Information may include: highway number, MRM, construction and maintenance information, proposed improvements, roadbed layer summaries, geometric information, roadway condition data, maintenance costs, and accident data. This record series is used within the department and by the public for quick reference of current highway conditions and proposed improvements.

RETENTION: Retain one copy of each year's report 10 years in office, then destroy.

Retain working papers 1 year in office, then destroy.

(Note: File 13 copies of the final report with the State Library pursuant to SDCL 14-1A-3 and file one copy with the State Archives.)

(Note: File one copy of each year's report with the DOT Research/Technical Library.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER

DOT-180. LIABILITY INSURANCE FILES, CONTRACTORS: **10-015**

This series is arranged alphabetically and contains copies of liability insurance certificates for individual contractors conducting business with the department. The certificates are reviewed by this program to insure sufficient liability coverage is being maintained by contractors hired by the department.

RETENTION: Retain current certificates in office. Destroy 4 years after superseded or obsolete provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Review files at least once each year to avoid a build-up of superseded or obsolete certificates.)

DOT-181. PERIMETER ROAD SYSTEM REFERENCE FILES: **10-015**

This series is arranged numerically by highway number and documents the State Legislature's designation of certain roadways as scenic in nature. This record series is maintained for reference and documentation purposes when considering modifications to the roads. This information is also maintained by the Legislative Research Council.

RETENTION: Retain current in office. Transfer obsolete or superseded to State Archives for screening and final disposition.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-182.	**PLANNING STUDIES:**	**10-015**

This series is arranged alphabetically and contains final reports and working copies of special projects this program was requested to conduct. Information may include: rail/highway impact studies, motor fuel statistics, highway speed studies, structure information, water transportation studies, rail impact studies, statewide transportation studies, coal hauling impact studies, aeronautic studies, and others. This record series is maintained for reference when conducting similar future studies.

RETENTION: Retain current in office. Destroy superseded or obsolete.

DOT-184.	**PROJECT FILES, BID LETTING:**	**10-015**

This series is arranged by PCN and contains bid letting project files. Information may include: correspondence; State's copy of low bid which includes notice to contractors, special provisions, bid schedule, contract specifications, and contract signatures; and PS&E documentation. This record series is maintained as a comprehensive source of project documentation and for reference.

RETENTION: Retain in EDMS until project has been finalized, then microfilm as part of the "Project Files, Central".

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-185.	**PROJECT FILES, HIGHWAY PROGRAM UNDER 23 U.S.C. SECTION 148:**	**10-015**

This series documents the program's identification of potential projects that may be undertaken pursuant to 23 U.S.C. Section 148. Information may include: before and after comparisons, correspondence, studies, diagrams, reports, reviews, and analysis. This record series is maintained for documentation purposes.

RETENTION: Retain 3 years in office after project has been completed, then destroy provided the before and after study has been completed.

DOT-186.	**PROJECT FILES, RAILWAY-HIGHWAY CROSSINGS UNDER 23 U.S.C.130:**	**10-015**

This series contains railroad highway crossing project files undertaken pursuant to 23 U.S.C. Section 130. Information may include: diagnostics, inspections, agreements, correspondence, and plans. This record series is maintained to document the projects.

RETENTION: Retain in EDMS until the project has been completed, then microfilm and maintain film and images for the life of railroad.

(Note: Records Management will encode the original film into the vault for a 50 year retention. The film will be reviewed every 50 years for final disposition.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER

DOT-187. PROJECT FILES, TRANSPORTATION PROJECTS: **10-015**

This series documents the State's involvement in the transportation planning process for cities which desire and qualify for Metropolitan Planning funding. Information may include: annual work program, construction studies, and traffic counts. This record series is maintained for reference and planning purposes.

RETENTION: Retain 4 years in EMDS, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Review files at least once each year to avoid a build-up of superseded or obsolete material.)

DOT-188. PUBLIC HEARING/MEETING TRANSCRIPTS: **10-015**

These transcripts contain the information from the hearing handouts, list of attendees, and written testimonies received for highway and bridge construction projects. This record series is kept in the project file for reference.

RETENTION: Retain transcripts in office for 5 years or until project is complete, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-189.	**SCENIC BY-WAY PROGRAM FILES:**	**10-015**

This series is arranged alphabetically by scenic by-way name and contains program files. Information may include: agreements, grant proposals, applications, local government applications for route designation, location maps, and public information. This record series is used for developing scenic by-way routes and for public information of developed routes.

RETENTION: WORKING PAPERS: Retain 1 year in office or until finalized, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

AGREEMENTS: Retain current in office. Destroy 7 years after terminated.

DOT-190. **SIGNING PROJECTS UNDER 23 U.S.C. SECTION 148:** **10-015**

This series is arranged by project type (county, city, and county-township), then alphabetically by location site and contains signing project files. Information may include: agreements, payment records, project development, studies, and project plans and specifications. This record series is maintained for reference purposes.

RETENTION: Retain 1 year in EDMS after final payment has been received, then microfilm and maintain film for 9 years. Destroy film and images after 10 years provided the signing project has become superseded or obsolete.

(Note: A sign's useful life has been established to be 10 years.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-191.	**SPOT STUDIES & SIGNING PROJECTS FOR COUNTIES, TOWNSHIPS, AND CITIES:**	**10-015**

This series is arranged alphabetically by county and contains copies of studies and recommended changes for traffic areas in counties, townships, and cities. Information may include: name of county, township, or city, copies of studies (pre and post), description of pre-construction conditions, map of area, and recommended changes. This record series is used to administer grant money under 23 U.S.C. Section 402.

RETENTION: Retain current in EDMS until final payment has been received, then transfer to storage for 4 years. Destroy after 4 years provided studies have been completed and provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

DOT-192.	**STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM REPORTS (STIP):**	**10-015**

This series is generated yearly and provides a summary of all planned highway construction for the next five years. Information is divided into four categories of Highways, Railroads, Aeronautics, and Public Transportation. This record series is maintained for planning and public information purposes.

RETENTION: Retain one copy of each year's report 10 years in office, then destroy.

Retain working papers 5 years in office, then destroy.

(Note: File 13 copies of the final report with the State Library pursuant to SDCL 14-1A-3 and file one copy with the State Archives. File one copy of each year's report with the DOT Research/Technical Library.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-193.	**STRATEGIC HIGHWAY SAFETY PLAN:**	
	This series contains the Strategic Highway Safety Plan. Information may include priority areas for enhancement of highway safety. This record is used for reference and statistical purposes. **RETENTION:** Retain current year in office, then destroy.	**10-015**
DOT-194.	**STUDIES: STATE, COUNTY, CITY LOCATIONS, AND RSI LOCATIONS:**	
	This series is arranged alphabetically and identifies high traffic accident areas on the State, County, and City highway system. Information may include: accident plot maps, accident summaries identifying location, number and nature of accidents, number of injury accidents, and types of accidents. This record series is used to inform the department of possible trouble areas on the State, County, and City highway system, which require design modification. **RETENTION:** Retain 1 year in office, then destroy.	**10-015**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-195.	**UNITED WORK PROGRAMS, METROPOLITAN PLANNING:**	**10-015**

This series consists of the annual programs submitted by the Sioux Falls, Rapid City, and North Sioux City metropolitan areas for federal planning funds. Information may include: agency profile, strategy, overall program design, and funding data. The requests must be approved by the Secretary as well as the Transportation Commission before being submitted to the Federal Highway Administration (FHWA). This record series is maintained for audit purposes.

RETENTION: Retain in office until project has been finalized. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-201.	**ACQUISITION FILES:**	**10-015**

This series documents the State's legal acquisition of right of way land. Information may include: land service structure requests, agent's record of calls, receipt of warrant form, copy of direct voucher for payment, billboard buy-out record, plat of land acquired, right of way agreement, relocation assistance, offer form, correspondence, cattle pass computations, temporary easement agreements, condemnation resolutions, right-of-entry agreements, and judgments. After this acquisition process is complete, the record series documents the state's ownership of the land.

RETENTION: Retain 3 years in EDMS after property acquisition final payment, then microfilm and maintain film and images permanently.

DOT-202.	**APERTURE CARDS, PLATS:**	**10-015**

This microfilm aperture card series is arranged numerically by project number and contains copies of plats which originate in the Roadway Design program. This record series is maintained here for easy access to plats of all projects in the state.

RETENTION: Retain for duration of State's ownership of right of way, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-203.	**APPRAISAL AND REVIEW FILES:**	**10-015**

This series is arranged alphabetically by county and constitutes the program's central file of all active right-of-way projects. Information may include: parcel number, owner and spouse name, address, legal description of appraised property, title history, purpose of appraisal, record of calls by appraiser, signature of appraiser, appraiser value calculations, market data approach, limiting conditions and assumptions, certificate of appraisal, copy of agreement of covenant, copy of easement, sketch of right of way, township, section, plat, and photographs (if any) of land. All legal or essential documents are transferred to the Acquisition Files after the property acquisition final payment.

RETENTION: Retain in EDMS until finalized, then microfilm as part of "Acquisition Files."

(Note: Review files for any nonessential or duplicated material before scanning.)

DOT-204.	**CERTIFICATE OF TITLE:**	**10-015**

This series is arranged by parcel number and documents the legal ownership of property. Information may include: landowner's name and legal description of property. This record series is maintained for reference and documentation purposes.

RETENTION: Retain 3 years in EDMS after property acquisition final payment, then microfilm as part of "Acquisition Files."

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-205.	**PROJECT FILES, MISCELLANEOUS:**	**10-015**

This series is arranged alphabetically by county, then numerically by PCN and contains miscellaneous project files. Information may include: correspondence, resolutions, computations, crop damage report, and easement reports. This record series is maintained to document Right of Way.

RETENTION: Retain 3 years in EDMS after property acquisition final payment, then microfilm and maintain film and images permanently.

DOT-207.	**REAL PROPERTY FILES:**	**10-015**

This series is arranged alphabetically by county and documents the acquisition, use, and final disposition of property held in fee. Information may include: sale notice records, possession date, legal description, purchase price, sale price, correspondence, notice of agents' calls, copy of the quitclaim deed, copy of the warrant for payment, lease information (if any), appraisal record, copy of direct voucher, original agreement of sale, copies of cash receipts, plat of property, original purchase date, and abstract of title. This material originates from the Right of Way Office acquisition of property.

RETENTION: Retain current in EDMS. Microfilm sold property files and maintain permanently.

(Note: Review files before scanning.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-208.	**REAL PROPERTY MANAGEMENT PROCEDURES MANUALS:**	**10-015**

This series is arranged alphabetically by topic and contains real property management rules, guides, policies and procedures. Information may include: requirements for purchase, clearing, property management, preservation, rental property, disposal, public sale, conveyances, federal participation, collection and disposition of income, special easements, and property records. This record series is used for reference to determine proper procedures by employees throughout the department.

RETENTION: Retain current manuals in office. Destroy superseded or obsolete.

DOT-209.	**RELOCATION ASSISTANCE FILES – PERSONAL PROPERTY:**	**10-015**

This series is arranged alphabetically by county, then numerically by PCN, and it documents the State's handling of personal property. Information may include: project number, parcel number, claim number, appeals, names of the displaced, agreements, bids, and claims forms. This record series is used for Relocation Assistance.

RETENTION: Retain 3 years in EMDS after property acquisition final payment, then microfilm as part of the "Acquisition Files."

(Note: Review files for any nonessential or duplicated material before scanning.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-209.1.	**RIGHT OF WAY RESOLUTIONS:**	**13-009**

This series documents the resolution to change the State's acquired land and right of way through Transportation Commission action. Information may include: resolutions of the Transportation Commission, resolution number, type of resolution (abandonment, sale, or transfer), county, date, project or route information, and legal description. This record series is used to find historical information in the resolutions for the sale, transfer, or abandonment of State held land and right of way.

RETENTION: Retain 3 years in EMDS, then microfilm and maintain film and images permanently.

DOT-210.	**TITLE VI (EEO) SHEETS:**	**10-015**

This series is arranged chronologically by date of contact and lists minority contacts made by state appraisers. Information may include: project number, parcel number, name, address, minority, reason for contact, number of men and/or women, remarks, author, title, and date. This record series is maintained as documentation to the federal and state government concerning equality in treatment of minority contacts.

RETENTION: Transfer completed records to Legal Office. Legal Office files them in the Title VI Program Files.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-211.	**UTILITY PERMITS:**	**10-015**

This series contains the applications for constructing a new utility or changing existing utilities. Information may include: utility permit number, highway number, county, location, description of utilities, supporting documentation exhibits, and maps. This record series is maintained for identification and verification of utilities location in the State right of way.

RETENTION: Retain in office until permit is signed, then scan into EDMS and maintain for 1 year, then microfilm and maintain film until utility is abandoned or removed, then destroy film and images.

(Note: Records Management will encode the original microfilm into the vault with a 10 year retention. The film will be reviewed every 10 years for final disposition.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-212.	**AERIAL PHOTOGRAPHS, PROJECTS:**	**10-015**

This series is arranged numerically by project number and contains copies of aerial photographs requested by department programs. This record series is occasionally used in lieu of ground survey and for Right-of-Way plans.

RETENTION: Retain current in office. Destroy superseded or obsolete.

(Note: Subject to archival screening by State Archives prior to disposal.)

DOT-213.	**AERIAL PHOTOGRAPHS, RIGHT OF WAY PLANS:**	**10-015**

This series contains photographs used by Road Design Program personnel for Right-of-Way acquisitions. Information may include: highway alignment, owner name and address, acreage needed, and a legal description of the right of way. This record series is maintained in Road Design for future project reference.

RETENTION: Retain current in office. Destroy superseded or obsolete.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-214.	**COMPUTATIONS, RIGHT OF WAY:**	**10-015**

This series contains both standard files and computer printouts which constitute the program's computations and working papers used to calculate distances and bearings of right-of-way plats. Information is divided into interstate or primary and may include: from, to, distance, bearing, coordinate, initial agreement, radius, length, tangent, total acreage computed, and working papers accumulated in arriving at the final results. This record series is maintained for historical purposes.

RETENTION: Retain 5 years in office after project has been completed, then destroy.

DOT-215.	**CONSTRUCTION PLANS:**	**10-015**

This series contains the original plans and addendums that are drawn by Design personnel and/or consultants for state projects. The plans provide a detailed account of the construction of roadways. Portions of the plans are also duplicated in the Internal Service's "Project Files, Central".

RETENTION: WORKING PLANS: Retain active in office until respective project has been finalized, then destroy.

PLANS: Retain in EDMS until the project has been finalized, then microfilm as part of the "Project Files, Central".

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-216.	**CONSTRUCTION PLANS, INACTIVE:**	**10-015**

This series contains the original plans for projects which have become inactive. The plans are on hold until the Transportation Commission decides to reactivate the project. Once the files become active, they become part of the construction plans.

RETENTION: Retain current in office. Destroy superseded or obsolete.

DOT-217.	**FIELD DATA, AERIAL SURVEYS:**	**10-015**

This database and paper series is arranged alphabetically by county and is used to define field surveys. Information may include: target locations, bench level and check level of target, and alignments by coordinates of targets. This record series is used for reference purposes.

RETENTION: Retain current in office. Destroy superseded or obsolete.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-218.	**PLATS, RIGHT OF WAY:**	**10-015**

This series contains the original right-of-way plats that are drawn by Road Design personnel and/or consultants for state projects. The plats may include information with the legal description data for the property to be purchased for highway purposes. The plats constitute a legal document of the department's right-of-way for a particular road in South Dakota. The information is also filed with the respective county Register of Deed's office.

RETENTION: Retain current in office. Destroy superseded or obsolete.

(Note: Plats are microfilmed by the Office of Right-of-Way.)

DOT-219.	**PROJECT EARTHWORK COMPUTATIONS REPORTS:**	**10-015**

This series is arranged by county, then by PCN number and contains the computations for quantities of earthwork to be moved on a project. This record series is used to determine quantities of materials required and is duplicated in the respective project plans.

RETENTION: Retain until project has been finalized, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-220.	**PROJECT COMPUTATIONS, SURVEY:**	**10-015**

This series is arranged alphabetically by county, then by project and contains computations of survey coordinates on preliminary highway projects. Information may include: all information pertinent to a project which may include but is not limited to land ties, benchmarks control, etc. This record series is used for project control.

RETENTION: Retain current in office. Destroy superseded or obsolete.

DOT-221.	**PROJECT DRAINAGE COMPUTATION FILES:**	**10-015**

This series is arranged by PCN and contains computer printouts and other related information regarding the sizing of drainage structures. Information may include: channel and mainline cross-section worksheets, overtopping pipe form, hydraulic analysis of culverts form, and storm sewer computation sheets. This record series is maintained for administrative and possible litigation purposes.

RETENTION: Retain in EDMS until project has been finalized, then microfilm as part of the "Project Files, Central".

DOT-206.	**PROJECT FILES, UTILITIES:**	**10-015**

This series is arranged by PCN and county and contains copies of contract and working papers concerning projects involving utilities. Information may include: review certification, relocation agreements, contracts, correspondence, and utility adjustment status. This record series is used to document projects.

RETENTION: Retain in EDMS until the project has been finalized, then microfilm as part of the "Project Files, Central".

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-222.	**SIGNAL AND LIGHTING CORRESPONDENCE FILES:**	**10-015**

This series is arranged by county, then by PCN and documents the department's justification of traffic signal placement. Information may include: correspondence, worksheets, supportive data, proposed plans, blueprints, material specifications, shop drawings, and equipment specifications. This record series is used to determine proper placement of traffic signals.

RETENTION: Retain one set of current shop drawings in office for the life or the State's jurisdiction of highway, then destroy.

(Note: Consider microfilming when volume warrants.)

DOT-223.	**STANDARD PLATE DRAWINGS:**	**10-015**

This series contains standardized plates for specifications which the department uses on a regular basis. Information may include: curb and gutter, fence, pipe, cattle passes, shoulder drain, guardrails, culverts, medians, etc. This record series is maintained to eliminate re-drawing every time the specifications are needed.

RETENTION: Retain current in office. Destroy superseded or obsolete.

(Note: Review files at least once each year to avoid build-up of superseded or obsolete drawings.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-224.	**SURVEY NOTES FILES:**	**10-015**

This 5" X 7" notebook series is arranged numerically by survey file number and consists of actual field notes from project surveys. Information may include: date, transit, land ties, topography, and bench levels. This record series is used for occasional reference once the respective project has been finalized.

RETENTION: DATE, TRANSIT, AND LAND TIES: Retain permanently in office.

(Note: Consider microfilming when volume warrants.)

ALL OTHER INFORMATION: Retain 5 years in office after project has been finalized, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-225.	**HIGHWAY LOGS:**	
	This series is generated yearly and lists State highway system mileage by system and surface type. Information may include: route number, highway number, project number, type, code, width, year built, length, and Right of Way width. This record series is used for statistical purposes. **RETENTION:** Retain 1 year in office, then destroy.	**10-015**
DOT-226.	**HIGHWAY PERFORMANCE MONITORING SYSTEM (HPMS):**	
	This series contains sample segments of our highway system. Information may include: Average Daily Traffic (ADT), International Roughness Index (IRI), and Velocity/Service flow (V/SF). This record series is required by the Federal Highway Work Administration (FHWA). **RETENTION:** Retain database current.	**10-015**
DOT-227.	**INTERSECTION INVENTORY:**	
	This series contains intersection characteristics information. Information may include, but is not limited to: intersection type, location, reference number, access characteristics. This record series is used for routing network development. **RETENTION:** Retain database current.	**10-015**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-228.	**MAP FILES:**	**10-015**

This series consists of electronic CADD base maps pertaining to: towns, counties, and statewide areas. The maps are updated as necessary and are used by personnel both in and out of the Department for reference and as a source document to special applications maps.

RETENTION: Retain current in office. Destroy superseded or obsolete.

DOT-229.	**MILEAGE REFERENCE MARKER INVENTORY REPORTS:**	**10-015**

This series is generated as needed and provides a reference to mileage markers and road mileage. Information may include: data class, highway number, Mileage Reference Marker (MRM) number, region number, county, MRM type, installation date, and a description of the location. The reports also list bridge, intersection, city, and county limits by MRM number and are all part of the Roadway Environment System (RES). This record series is used for location purposes.

RETENTION: Retain database current.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-230.	**PROFILE, RUTDEPTH AND STRENGTH (PRS):**	**10-015**

This series is generated to record and measure the pavement strength, rutdepth, and profile of the State highway system. Information may include: surface type, average deflection, maximum deflection, international roughness index, and rut depth. This record series is used to help prioritize both maintenance and construction projects.

RETENTION: Retain database current.

DOT-231.	**RAW TRAFFIC DATA:**	**10-015**

This series contains traffic information before it has been processed for use. Information may include: scheduled field traffic sheets, special field request sheets, and automatic traffic recorders reports. This record series is used for reference purposes.

RETENTION: Retain 8 years, then destroy.

(Note: These records may be maintained in paper or electronic format.)

DOT-232.	**ROAD MILEAGE REPORTS:**	**10-015**

This series is generated yearly and includes a summary report, mileage certification, and other reports pertaining to mileage. Information may include: county, state highway mileage, county mileage, township mileage, county secondary mileage, other state and federal roads, city streets, and county and state totals. This record series is required by FHWA.

RETENTION: Retain 50 years in office, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-233.	**ROADWAY ENVIRONMENTAL SYSTEM (RES) TRAFFIC FILE:**	**10-015**

This series contains 10 years of average daily traffic and 20 years projected average daily traffic by highway. Information may include: highway number, date, MRM's, percentage of heavy trucks, load class, and description of section. This record series is used for reference purposes.

RETENTION: Retain database current.

Retain annual reports for life of the highway.

(Note: Consider microfilming annual reports when volume warrants.)

DOT-234.	**ROADWAY FEATURES FILE:**	**10-015**

This series contains roadway feature characteristics information. Information may include, but is not limited to: surface type, roadway width, shoulder types and width, vertical and horizontal curves, functional class and funding categories, number of lanes, highway systems coding, and locations. This record series is used for reference purposes and to help prioritize both maintenance and construction projects.

RETENTION: Retain database current.

Retain generated reports 5 years, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-235.	**SPEED STUDIES REPORTS:**	**10-015**

This series is arranged chronologically and contains both source documents and final reports concerning speed studies. Information may include: station description, maps of station location, highway category, station number, date, vehicles measured, average speed, standard deviation, median speed, eighty-fifth percentile speed, percent of vehicles exceeding legal limit, location, and a statistical summary. This record series is generated to measure and assess vehicle speed in South Dakota.

RETENTION: Retain current in office. Destroy superseded or obsolete.

DOT-236.	**SURFACING LOGS:**	**10-015**

This series is generated annually to provide a quick reference to the type of road surface on South Dakota state highway system. Information may include: county, project number, route number, project length, asphalt surface class, width, thickness, year of last resurfacing, base course thickness, and seal course year. A copy of this report is used in the field for maintenance purposes and the office copy is used for reference purposes.

RETENTION: Retain 1 year in office, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-237.	**TRAFFIC CENSUS DATA:**	**10-015**

This series contains traffic data. Information may include: current traffic volume, future traffic volume, design hour volume, truck volume, and directional split. This record series is used for reference to aid in the designing of highways.

RETENTION: Retain for 5 years, then destroy.

DOT-238.	**TRUCK WEIGHT STUDY REPORTS:**	**10-015**

This series provides information concerning vehicle weights, axle spacings, dimensions, and travel extent at weigh in motion sites. This record series is used to prepare statistical reports and for reference purposes. This information is required by the Federal Highway Work Administration (FHWA).

RETENTION: Retain for life of site, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DOT-239.	**VEHICLE MILES OF TRAVEL BY COUNTY REPORTS:**	**10-015**

This series is arranged alphabetically by county and lists the average miles of travel and how many vehicles are on a particular roadway. Information may include: the final report, the respective working papers and computations. This record series is used for statistical and reporting purposes.

RETENTION: Retain reports 10 years in office, then destroy.

Retain computations and working papers 1 year in office, then destroy.

DOT-240.	**VIDEO LOG IMAGES:**	**10-015**

This series contains the state highway system video log images. The images include a 120 degree composite of the roadway and right-of-way; and a 12 foot wide continuous view of the pavement. This video log is used for reference by department personnel.

RETENTION: Retain for 2 years, then delete superseded images.