



**WASHINGTON**  
Secretary of State  
Washington State Archives

**Department of Transportation Records Retention Schedule**  
**Version 1.24 (February 2025)**

## This schedule applies to: Department of Transportation

### Scope of records retention schedule

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

### Disposition of public records

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

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

### Revocation of previously issued records retention schedules

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

### Authority

This records retention schedule was approved by the State Records Committee in accordance with RCW 40.14.050 on February 5, 2025.

Signed by:

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## REVISION HISTORY

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



1.10	December 2, 2020	Minor revisions to functions, titles, descriptions, and retentions, as well one new DAN added throughout Human Resources, Materials Laboratory, Research Office/Library, and Statewide Travel and Collision Data Office.
1.11	February 3, 2021	Minor changes to functions, titles, descriptions, and retentions, as well as new DANs added throughout Materials Laboratory and Traffic Operations.
1.12	April 7, 2021	Minor revisions to descriptions, retentions, and one new DAN added throughout Design Office and Ferries Division – Operations Department.
1.13	June 2, 2021	Minor revisions to functions, titles, descriptions, and retentions, as well as new DANs added throughout Commercial Vehicle Services, Material’s Laboratory, and Real Estate Services.
1.14	August 4, 2021	Minor revision to one Environmental Services DAN.
1.15	October 6, 2021	Major revisions to the Bridge Section including a new function statement, added a new DAN, edited titles and descriptions, moved 2 Bridge DANs to the legacy section, and updated retention on one Traffic Operations DAN.
1.16	February 2, 2022	Minor fix to language missed in v.1.15, and description and title changes.
1.17	April 6, 2022	Change to description and retention of one Office of Equal Opportunity DAN.
1.18	June 1, 2022	Added new series Security Records – Non-Incident, and got rid of the note on the Security Records DAN regarding video footage for Washington State Ferries.
1.19	December 7, 2022	Minor changes to Rail Office Section, and moved Right of Way Hardshell DAN to Legacy section.
1.20	April 5, 2023	Changes to the Commercial Vehicle Services section including description changes, combination of DANs, and removal of two DANs no longer needed.
1.21	August 2, 2023	Changes to the Equity and Civil Rights section including title and description changes, combination of DANs, and removal of DANs that fit in the General Schedule.



1.22	December 6, 2023	Removed 2 DANs in the Maintenance section from the retention schedule as records are no longer being used or created, and updated function statement. Removed 2 DANs from Real Estate Services as they are no longer being used or created, and updated description of one Real Estate DAN. Removed DANs from Geographic Services that are no longer being used or created. One DAN moved to Legacy Records.
1.23	August 7, 2024	Updated multiple section titles, as well as function statements for Highway Access and Utilities, Geometrix Survey and Right of Way, Real Estate Services sections. Consolidated Survey Support Unit with Geometrix Survey and Right of Way. Relocated/removed DANs from Real Estate Services to Legacy, Geometrix Survey and Right of Way section, Highway Access and Utilities.
1.24	February 5, 2025	Updated titles and function statements on majority of sections moved a DAN to the Construction section from the Highway and Local Programs section, eliminated/consolidated Contract Ad and Award section, Facilities section, Federal Aid and Planning section, Commercial Vehicle Services section, Consultant Services section, Purchasing and Material Management section, Staff Development section, Policy Development and Regional Coordinator section, Library section, consolidated Ferries into one section, renamed State Rail section, eliminated the Historical Chronical Records DAN, and consolidated a large number of DANs into General Schedule DANs.

For assistance and advice in applying this records retention schedule,  
 please contact the Department of Transportation’s Records Officer  
 or Washington State Archives at:  
[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)



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## 1. ACCOUNTING AND FINANCIAL SERVICES

The function of managing financial resources, obligations, and monetary infrastructure.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
82-07-30126 Rev. 6	<p><b>Agreements (Long Term)</b></p> <p>Records relating to agreements between WSDOT and other entities to provide funding, goods, or services between the parties. Applies to long-term agreements where there is significant risk to the department.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Environmental mitigation agreements;</li> <li>• Utility relocation with property rights;</li> <li>• Maintenance agreements.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• <i>Agreements (Short Term) (DAN 08-10-61877).</i></li> </ul>	<p><b>Retain</b> for 75 years after termination of contract or when verified</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
08-10-61877 Rev. 2	<p><b>Agreements (Short Term)</b></p> <p>Records relating to agreements between WSDOT and other entities to provide funding, goods or services between the parties. Applies to short-term agreements where there is moderate or low risk to the department. Agreements may include local agencies and private parties.</p>	<p><b>Retain</b> for 25 years after termination of contract</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
82-07-30118 Rev. 3	<p><b>Cash Receipt Packets</b></p> <p>Records relating to monies received by name, number, and date. Includes a summary of cash details segregated from fund and source, A-8s and recap.</p>	<p><b>Retain</b> for 10 years after end of fiscal year</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
82-06-29879 Rev. 2	<b>Journal Vouchers</b> Provides a means of enter an accounting transaction into the WSDOT's unique account system. May include affidavits of lost or destroyed warrants.	<b>Retain</b> for 10 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
81-05-27696 Rev. 3	<b>Warrant Registers</b> A record of fiscal transactions concerning disbursement vouchers drawn against the State Treasurer and the account classification of each transaction. May include detail and summary records. Title 49, Section 18.42, Paragraphs B&C of the Code of Federal Regulations requires WSDOT to keep these documents for 3 years past the contract closure date.	<b>Retain</b> for 10 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
96-11-57214 Rev. 0	<b>White Book</b> Provides various summaries of WSDOT biennial expenditure and revenue activity and expenditure and revenue activity for other agencies in funds administered by WSDOT.	<b>Retain</b> for 25 years after the end of the biennium <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OFM



## 2. AVIATION

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
81-04-27620 Rev. 2	<b>Aircraft Dealers Records</b> This record is maintained to license aircraft dealers annually. Documents include the original bond, application, and copies of check paying for license.	<b>Retain</b> for 6 years after expiration of license <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
78-05-20744 Rev. 4	<b>Aircraft Registration Exemptions</b> Original letters, forms, and e-mails stating from the aircraft owner that his/her aircraft is exempt from paying aircraft registration per RCW 82.48.100.	<b>Retain</b> for 6 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
19-02-69350 Rev. 0	<b>Airport Aid Grant Records</b> Records relating to grants for Washington state airports. Includes, but is not limited to: <ul style="list-style-type: none"> <li>• Grant offer;</li> <li>• Grant acceptance;</li> <li>• Agreements;</li> <li>• Assurances;</li> <li>• Reimbursements;</li> <li>• Supporting project information and correspondence.</li> </ul>	<b>Retain</b> for 20 years from acceptance of grant <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR





DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
08-10-61881 Rev. 1	<p><b><i>Airport Land Use Compatibility Technical Assistance Program</i></b>                      Documents which support local jurisdictions and airports regarding airport land use compatibility.</p>	<p><b>Retain</b> for 10 years after date of document  <i>then</i>  <b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b>                      (Permanent Retention)                      NON-ESSENTIAL                      OPR</p>
08-10-61880 Rev. 1	<p><b><i>Airport System Planning</i></b>                      Agency records related to aviation planning.                      Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Airport layout plans;</li> <li>• Airport Master Plans;</li> <li>• Washington State Aviation System Plan.</li> </ul>	<p><b>Retain</b> for 10 years after superseded  <i>then</i>  <b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b>                      (Permanent Retention)                      NON-ESSENTIAL                      OPR</p>
81-04-27617 Rev. 1	<p><b><i>Search and Rescue Incidents</i></b>                      Documentation of search and rescue operations conducted for missing aircraft, airships, electronic signaling devices and emergency position indicating radio beacons.  <i>Note: Reference RCW 47.68.380.</i></p>	<p><b>Retain</b> for 10 years after closure of incident  <i>then</i>  <b>Destroy.</b></p>	<p>NON-ARCHIVAL                      NON-ESSENTIAL                      OFM</p>



### 3. BRIDGES AND STRUCTURES

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
06-01-61080 Rev. 2	<p><b>Acceptance Documentation</b></p> <p>Records documenting the acceptance and quality assurance of structural components used in construction, including bridge and cantilever sign structures, pre-stress concrete girders, and steel bridges.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Material certifications;</li> <li>• Quality control reports (e.g., nondestructive testing: magnetic particle testing (MT), ultrasonic testing (UT), radiographic testing (RT), as applicable);</li> <li>• Edge hardness test reports (for steel structures);</li> <li>• Certificates of compliance (for pre-stress concrete girders);</li> <li>• Temperature curing records (for pre-stress concrete girders);</li> <li>• Stressing records (for pre-stress concrete girders);</li> <li>• Additional quality control records, such as concrete strength reports, casting records, camber reports, and inspection reports.</li> </ul>	<p><b>Retain</b> for 75 years after completion of inspection  <i>then</i>  <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
80-11-26408 Rev. 2	<p><b>Bridge Engineering Final Records</b></p> <p>Final records relating to calculations and figures for all phases of original bridge construction, and all subsequent substantial repairs or modifications (including design).                      Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Structural, mechanical, and electrical Plans and Specs;</li> <li>• Structural, mechanical, and electrical As-Built;</li> <li>• Shop plans for permanent structural elements;</li> <li>• Inventory;</li> <li>• Inspection reports;</li> <li>• Bridge painting projects;</li> <li>• Bridge Load Ratings.</li> </ul> <p><i>Note: Retention based on the American Association of State Highway and Transportation Officials (AASHTO) "Manual for Bridge Evaluation" Ch. 2; included in 23 CFR 650.317.</i></p>	<p><b>Retain</b> for 6 years after life of structure  <i>then</i>  <b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b>                      (Permanent Retention)                      NON-ESSENTIAL                      OFM</p>



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
<p>80-11-26436 Rev. 1</p>	<p><b>Bridge Project Temporary Records</b> Temporary records relating to the planning, design, and construction of bridges, including temporary support structures for concrete bridges and highway-related projects. ). Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Falsework;</li> <li>• Survey information;</li> <li>• Conceptual and geometric plans;</li> <li>• Contract development;</li> <li>• Conceptual and geometric design data.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Permits involving the U.S. Coast Guard covered by <i>U.S. Coast Guard Bridge Permit Records (DAN 88-04-41991)</i>;</li> <li>• Structural, mechanical, and electrical plans, specs, and As-Builts covered by <i>Bridge Engineering Final Records (DAN 80-11-26408)</i>.</li> </ul>	<p><b>Retain</b> for 6 years after completion/abandonment of project <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
<p>21-10-69645 Rev. 0</p>	<p><b>Complex Structures</b> Records relating to the planning, construction phases, mechanical, electrical, and other complex systems essential for the functioning of the complex structures, such as floating and movable bridges as defined in 23CFR Section C 650.305. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Mechanical and electrical information for correcting movable bridge operational problems;</li> <li>• Design and working plans for movable bridge projects.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• As-builts, plans, and specs covered by <i>Bridge Engineering Final Records (DAN 80-11-26408)</i>.</li> </ul>	<p><b>Retain</b> for 6 years after life of structure <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> <b>(Appraisal Required)</b> <b>ESSENTIAL</b> <b>(for Disaster Recovery)</b> OFM</p>



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
88-04-41991 Rev. 2	<p><b><i>U.S. Coast Guard Bridge Permit Records</i></b>                      Records relating to the agency application for permits with the U.S. Coast Guard.                      Excludes:</p> <ul style="list-style-type: none"> <li>• Non-U.S. Coast Guard permits covered by <i>Bridge Project Temporary Records (DAN 80-11-26436)</i>.</li> </ul> <p><i>Note: Retention based on permits not expiring during life of structure, in accordance with U.S. Coast Guard Bridge Administration Manual (COMDTINST M16590.5C).</i></p>	<p><b>Retain</b> for 6 years after permit expires/superseded  <i>then</i>  <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM



## 4. CONSTRUCTION

The function of coordinating policies and standards, technical expertise, and innovation in delivering the highway construction program.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
86-01-36018 Rev. 0	<b>Bid History</b> A computer printout which provides a record of all highway construction contracts awarded by the year and by district.	<b>Retain</b> for 6 months after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
84-05-33905 Rev. 1	<b>Billing Invoice/Customer Statement of Procurement of Plans</b> Provides a record of requests from contractors for contract plans of WSDOT projects.	<b>Retain</b> for 4 months after end of month <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
80-08-25461 Rev. 0	<b>Construction Contract Check-in Sheets</b> Provides descriptive data of an individual project as well as type of construction work and distribution of preliminary plans and specifications.	<b>Retain</b> for 5 years after completion of individual project <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
11-02-62427 Rev. 1	<b>Construction Contracts Information System</b> Provides records that are in the Construction Contracts Information System (CCIS) database and automates the tracking of construction contract data and provides an accessible reporting system. May include but not limited to, information on contracts, significant project milestones and compliance figures.	<b>Retain</b> for 15 years after final acceptance <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
80-04-24635 Rev. 8	<p><b>Construction Contracts; Plans and Specifications; Final Records; As-builts</b>                      Records relating to all phases of construction projects.                      Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Original construction contract, contract plans and specifications, and shop plans;</li> <li>• Change orders;</li> <li>• Request for Qualifications and Proposal;</li> <li>• Instructions to Proposers, proposals (containing approved Alternative Technical Concepts), and statement of Qualification successful Proposer;</li> <li>• Proposals (containing approved Alternative Technical Concepts);</li> <li>• Statement of Qualification successful Proposer;</li> <li>• Audit and estimates;</li> <li>• Final records and As-builts;</li> <li>• Construction plans as listed in the Construction Manual;</li> <li>• Development Services plans as listed in the Development Services Manual;</li> <li>• Design-Build documents as listed in the Design-Build Manual.</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Construction Temporary Final Records (DAN 03-07-60568).</i></li> </ul>	<p><b>Retain</b> for 75 years after completion of contract  <i>then</i>  <b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b>                      (Permanent Retention)  <b>ESSENTIAL</b>                      (for Disaster Recovery)                      OPR</p>
88-01-41501 Rev. 0	<p><b>Construction Materials Records</b>                      Provides a record of quality and quantity and testing data on materials used in highway construction.</p>	<p><b>Retain</b> for 2 years after termination of contract  <i>then</i>  <b>Destroy.</b></p>	<p>NON-ARCHIVAL                      NON-ESSENTIAL                      OFM</p>



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
81-05-27739 Rev. 0	<p><b>Construction Progress Profiles and Plan Maps</b>                      Provides a record of highways that have been constructed in the area.</p>	<p><b>Retain</b> for 15 years after completion of project  <i>then</i>  <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
03-07-60568 Rev. 2	<p><b>Construction Temporary Final Records</b>                      Records relating to the administration of a construction project for either State or Federal Funded projects.                      Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Documents as listed in the WSDOT Construction Manual;</li> <li>• Monthly Construction Reports.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Final construction records covered by <i>Construction Contracts; Plans and Specifications; Final Records; As-builts (DAN 80-04-24635)</i>.</li> </ul>	<p><b>Retain</b> for 3 years after acceptance date (state-funded) or FHWA acceptance of final payment (federal funded)  <i>then</i>  <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
86-01-36016 Rev. 0	<p><b>Contract Bid Results</b>                      Record of bidders for each work project.</p>	<p><b>Retain</b> for 1 year after end of calendar year  <i>then</i>  <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
86-01-36014 Rev. 2	<p><b>Contractor Performance Reports</b>                      A record of prequalification of contractors. Prime Contractor Performance Report and evaluation of Design-Builders.</p>	<p><b>Retain</b> for 7 years after completion of contract  <i>then</i>  <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM





DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
86-01-36015 Rev. 1	<b>Contractor Prequalification Questionnaires (Confidential Records)</b> Reference file to establish potential contractors' capabilities for required work accomplishment.	<b>Retain</b> for 7 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
86-01-36017 Rev. 1	<b>Executed Project File</b> Provides a record of all highway construction projects awarded and signed by the contractor.	<b>Retain</b> for 6 months after contract signed by contractor <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
81-04-27503 Rev. 0	<b>Field Crew Reports</b> Provides a record of the field survey crew's daily activities.	<b>Retain</b> for 3 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
81-04-27459 Rev. 0	<b>Gravel Pits, Stockpiles and Reclamation</b> Provides a record of all gravel pits and stockpiles in the area.	<b>Retain</b> for 3 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
81-06-27885 Rev. 0	<b>Nuclear Records</b> Provides a record of correlation data for all nuclear test equipment. Also maintains personnel radiation exposure.	<b>Retain</b> for 75 years <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
86-01-36020 Rev. 0	<b>Original Addendum</b> Provides a history of all highway construction projects by project.	<b>Retain</b> for 1 year after bid opening <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
88-03-41897 Rev. 1	<b>Outside Agency Planning Reports</b> Copies of land use planning and future construction projects in various cities, counties and private developers located in District 5. Used as a guide to be sure future Department construction projects are compatible.	<b>Retain</b> for 5 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
80-05-24902 Rev. 1	<b>Prequalification Questionnaires (Confidential Record)</b> Reference file to establish potential contractors' capabilities for required work accomplishment.	<b>Retain</b> for 7 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
84-05-33906 Rev. 2	<b>Procurement Plan Log Book</b> Records documenting the distribution of highway and building construction plans to potential bidders, including contractors and firms, and records of bids awarded.	<b>Retain</b> for 5 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
20-10-69589 Rev. 0	<b>Traffic Control Reports</b> Daily diaries detailing traffic control used on construction projects. Includes, but is not limited to: <ul style="list-style-type: none"> <li>• Labor and equipment;</li> <li>• Summaries.</li> </ul>	<b>Retain</b> for 10 years after acceptance date <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM



## 5. DESIGN

The function of developing and implementing design policy, standards, technical support, training, and stewardship of the project development process.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
80-07-25154 Rev. 1	<b>Air Quality Modeling Program</b> Record of Source Program and Modifications to the Air Quality Computer Programs needed to be made before the Program can be used evaluate project.	<b>Retain</b> for 5 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
80-07-25150 Rev. 2	<b>Air Quality Monitoring Data</b> Air Quality Monitoring Data is collected to help evaluate air quality impacts to a specific project or to aid in making the yearly air quality consistency determination for the Metropolitan Planning Organizations.	<b>Retain</b> for 5 years after termination of individual project <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
80-07-25153 Rev. 0	<b>Air Quality Studies Project Oriented</b> Evaluates Air Quality Impacts for proposed projects.	<b>Retain</b> for 2 years after termination of individual project <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
19-10-69408 Rev. 0	<p><b>Alternative Technical Concepts (Not Approved)</b></p> <p>Records relating to the review of Alternative Technical Concepts submitted by proposers, but not approved by WSDOT.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>Submitted Alternative Technical Concepts packages;</li> <li>Official WSDOT response letters;</li> <li>Any other written documentation not part of an Alternative Technical Concept submitted in the Proposal.</li> </ul> <p>Excludes records relating to the review of Alternative Technical Concepts approved by WSDOT covered by <i>Construction Contracts; Plans and Specifications; Final Records; As-built</i>s (DAN 80-04-24635).</p>	<p><b>Retain</b> until contract execution</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
86-01-35914 Rev. 0	<p><b>Annual Safety Reports</b></p> <p>Provides a record of completed highway safety improvement projects and annual reports to the Federal Highway Administration.</p>	<p><b>Retain</b> for 2 years after end of calendar year</p> <p><i>then</i></p> <p><b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b>                      (Permanent Retention)                      NON-ESSENTIAL                      OFM</p>
80-08-25446 Rev. 1	<p><b>Asphalt Cement and Fuel Cost Adjustment</b></p> <p>Provides history, and a documentation of the calculation of the Asphalt Cement Adjustment base prices and the monthly fuel coast base prices.</p>	<p><b>Retain</b> for 5 years after completion of applicable construction contracts</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
81-06-28117 Rev. 1	<b>Barrier Free Design</b> Provides a record of the actions of various committees in providing barrier free facilities for the handicapped.	<b>Retain</b> for 10 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
80-08-25449 Rev. 0	<b>Bid Tabulation</b> Provides a tabulation of the unit contract prices bid by all of the bidders along with the Engineer's Estimate.	<b>Retain</b> for 3 years after termination of contract <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
80-11-26426 Rev. 0	<b>Bridge Waterways and Drains</b> Provides a record of design calculation for bridge waterways and drains.	<b>Retain</b> for 1 year after destruction of facility <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
80-09-25558 Rev. 4	<b>Design Documentation Package</b> Includes Design Documentation pertaining to highway construction projects. Documents in this packet vary depending on the type of project and any FHWA requirements as detailed in the applicable chapters of the Agency Design Manual. Includes, but is not limited to: <ul style="list-style-type: none"> <li>• Design stages and design documentation;</li> <li>• Plan specifications;</li> <li>• Hydraulic reports;</li> <li>• Estimates.</li> </ul>	<b>Retain</b> for 75 years after design approval date <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
80-09-25568 Rev. 1	<b>Highway Construction Project Files</b> Records relating to Design Project File, including but not limited to, preliminary engineering, environmental and design studies conducted during the development of the project.	<b>Retain</b> for 3 years after completion of project <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
80-11-26425 Rev. 0	<b>Job Files</b> Provides a record of background data and review calculations on hydraulic related projects.	<b>Retain</b> for 5 years after termination of contract <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
84-05-33811 Rev. 0	<b>Landscape Architectural Projects</b> Provides a record of the department’s early cooperation with local entities in landscape architecture.	<b>Retain</b> for 5 years after completion of individual project <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OFM
85-03-35109 Rev. 0	<b>Reclamation Plan History File</b> Provides a history of Reclamation Plans for each Pit Site as it is originally approved and any necessary revisions.	<b>Retain</b> for 2 years after approval date <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
80-09-25754 Rev. 1	<p><b>Rest Area System</b> Provides a record of rest areas located on state highways.</p>	<p><b>Retain</b> for 1 year after superseded <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OFM</p>
84-08-34445 Rev. 0	<p><b>Special Projects</b> Provides a record of highway research projects for any work that is not covered in the Washington State Department of Transportation Standard Plans or Specifications.</p>	<p><b>Retain</b> for 10 years after completion of individual project <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
88-03-41853 Rev. 1	<p><b>Standard Plans File</b> Records that provide supporting evidence for approved and published Standard Plans. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Revision package publication;</li> <li>• Final supporting reports and drawings;</li> <li>• Federal Highway Administration (FHWA) approval;</li> <li>• Standard Plan Revision Assessment Form.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Preliminary drafts and edits of Standard Plans covered by <i>Standard Plans Temporary File (DAN 21-04-69629)</i>;</li> <li>• Published Standard Plans manuals covered by <i>State Publications (DAN GS 15008)</i>.</li> </ul>	<p><b>Retain</b> for 75 years after completion of publication <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) <b>ESSENTIAL</b> (for Disaster Recovery) OFM</p>



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
21-04-69629 Rev. 0	<p><b>Standard Plans Temporary File</b>                      Records relating to the development of Standard Plans.                      Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Preliminary drafts;</li> <li>• Comments and edits;</li> <li>• Rejected plans;</li> <li>• Related correspondence;</li> <li>• Markups;</li> <li>• Sketches;</li> <li>• Notes.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Final Standard Plans supporting records covered by <i>Standard Plans Files (DAN 88-03-41853)</i>;</li> <li>• Published Standard Plans manuals covered by <i>State Publications (DAN GS 15008)</i>.</li> </ul>	<p><b>Retain</b> for 5 years after completion of publication  <i>then</i>  <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
80-09-25574 Rev. 1	<p><b>Transfer of Routes</b>                      Provides immediate cross-reference information; contains documentation of historical value on transfer of state owned routes to cities and counties.</p>	<p><b>Retain</b> for 50 years after end of fiscal year  <i>then</i>  <b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b>                      (Permanent Retention)                      NON-ESSENTIAL                      OFM</p>





## 6. ENVIRONMENTAL

The function of protecting the environment and communities as part of operating and improving the state’s transportation system.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
06-01-61061 Rev. 2	<p><b>Environmental Reports</b>                      Environmental Reports used for the construction of highway or transportation system features.                      Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Final Wetland and Aquatic Habitat Mitigation Plans and monitoring reports;</li> <li>• Hazmat site files;</li> <li>• Hazardous super fund site documents;</li> <li>• Noise disciplinary study.</li> </ul>	<p><b>Retain</b> for 10 years after site assessment closure report  <i>then</i>  <b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b>                      (Permanent Retention)                      NON-ESSENTIAL                      OFM</p>
88-03-41900 Rev. 1	<p><b>Outside Agency Environmental Review</b>                      Provides working files of Department's review of outside Agency Environmental Documents to determine the proposals effect on the Department's transportation facilities.</p>	<p><b>Retain</b> for 2 years after end of calendar year  <i>then</i>  <b>Destroy.</b></p>	<p>NON-ARCHIVAL                      NON-ESSENTIAL                      OFM</p>



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
85-03-35145 Rev. 1	<p><b><i>Project Environmental Documentation – National and State Environmental Policy Act Environmental Documentation and all Related Documents</i></b></p> <p>Provides a record of the effects that a project has on the environment. This includes, but is not limited to, the Environmental Impact Statement (EIS), Environmental Assessment (EA), Record of Decision, Finding of No Significant Impacts (FONSI), Public Involvement/Open House/Hearing plans and records, alternative assessments, correspondences, decision documents, Biological Assessments for the Endangered Species Act, and the following discipline reports: Soils and Geology, Water Quality/Surface Water, Groundwater, Coastal Areas/Shoreline, Floodplain, Wildlife, Fish, Vegetation, Wetlands, Hazardous Materials, Land Use, Land Use Plans, and Growth Management, Wild and Scenic Rivers, Agriculture and Farmland, Public Lands (Section 4(f), 6(f) and Forest), Historic, Cultural, Archeological Resource, Socio-Economic, Environmental Justice, Transportation, Relocation, Public Services, Utilities, Visual, Light and Glare, Indirect, Cumulative Impacts, Site &amp; Reach Analysis, Noise Study and Air Quality Discipline Study (which includes Air Study/Air Quality Technical Report).</p>	<p><b>Retain</b> for 10 years after construction completed, project closeout or project shelved for 3 years</p> <p><i>then</i></p> <p><b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OFM</p>
83-04-31575 Rev. 2	<p><b><i>State, Local, Federal, and Tribal Permits/Approvals</i></b></p> <p>Records relating to various environmental permits/approvals obtained by the agency. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Applications;</li> <li>• Negotiation records;</li> <li>• Permits, approvals, agreements, and modifications;</li> <li>• Annual compliance reports;</li> <li>• Warnings, non-compliance notifications, citations or violations, and agency corrective actions.</li> </ul>	<p><b>Retain</b> for 10 years after termination of permit</p> <p><i>then</i></p> <p><b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OFM</p>



**WASHINGTON**  
 Secretary of State  
 Washington State Archives

**Department of Transportation Records Retention Schedule**  
**Version 1.24 (February 2025)**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-09-51332 Rev. 0	<b>Wildlife Road Kill Reports</b> Provides a record of wildlife road kills throughout the state.	<b>Retain</b> for 5 years after end of calendar year <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OFM



## 7. EQUITY AND CIVIL RIGHTS

The function of managing and monitoring the Washington State Department of Transportation’s External Civil Rights Program.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
08-02-61717 Rev. 2	<p><b>Civil Rights Compliance Reviews</b></p> <p>Records relating to reviews and investigations conducted by WSDOT of its contractors, subcontractors, suppliers, their employees, and local agencies for compliance with civil rights related programs (Disadvantaged Business Enterprise; Minority, Small, Veteran, and Women’s Business Enterprises; Equal Employment Opportunity; Title VI, Environmental Justice, Americans with Disabilities Act etc.).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>Records received documenting compliance (such as invoices, subcontracts, new hire lists, certified payrolls, monthly utilization reports, etc.);</li> <li>Inspector daily reports;</li> <li>Rescission letters;</li> <li>Review letter notifications;</li> <li>Investigation findings/determinations;</li> <li>Related correspondence/communications;</li> <li>Compliance surveys and reviews.</li> </ul>	<p><b>Retain</b> for 6 years after termination of contract  <i>then</i>  <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
91-10-49257 Rev. 2	<p><b>Disadvantaged Business Enterprise (DBE) Condition of Award Files</b></p> <p>Records relating to the bid item breakouts of the successful DBE subs or prime contractors being utilized.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>Change orders.</li> </ul> <p><i>Note: based on 49 CFR § 26.</i></p>	<p><b>Retain</b> for 3 years after termination of contract  <i>then</i>  <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
08-02-61718 Rev. 1	<p><b><i>Disadvantaged Business Enterprise (DBE) Goal Methodology</i></b></p> <p>Records relating to Federal Highway Administration, Federal Transit Administration, and Federal Aviation Administration goal methodologies.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Support data, records, and studies;</li> <li>• Public involvement, public notices, and public comments.</li> </ul>	<p><b>Retain</b> for 5 years after end of federal fiscal year</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
81-02-26920 Rev. 2	<p><b><i>Disadvantaged Business Enterprise (DBE) Support Services Program Documents</i></b></p> <p>Provides a record of contractors assisted by DBE Support Services Centers. These centers assist minority contractors on how to prepare bids to obtain state work as a prime or subcontractor.</p>	<p><b>Retain</b> for 6 years after end of federal fiscal year</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
91-10-49258 Rev. 1	<p><b><i>Disadvantaged, Minority and Women’s Business Enterprise Certification Program Records</i></b></p> <p>Provides a record of Interagency Agreement and billings between WSDOT and Office of Minority Women’s Business Enterprise (OMWBE) to perform certification work done under contract.</p>	<p><b>Retain</b> for 6 years after end of federal fiscal year</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
95-10-56140 Rev. 2	<p><b>Federal Reports</b></p> <p>Provides a record of reports required to be submitted and supporting documents.</p> <p>Includes, but not limited to:</p> <ul style="list-style-type: none"> <li>• Federal Highway Administration (FHWA), Federal Aviation Administration (FAA) Reports,</li> <li>• Federal Transit Administration (FTA) Triennial Review,</li> <li>• Washington State Ferries (WSF), Public Transportation Office,</li> <li>• FHWA Reviews, FTA Compliance documents,</li> <li>• Annual Title VI Goals and Accomplishment Report.</li> </ul>	<p><b>Retain</b> for 4 years after end of calendar year</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM



## 8. FERRIES

The function of ferry asset operations and planning in Washington State.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
83-06-32185 Rev. 1	<p><b>Blueprints, Drawings and Technical Specifications for Vessels</b> Records relating to the proposed specifications and design of vessels. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Design specifications;</li> <li>• Blueprints;</li> <li>• Structural specifications;</li> <li>• Technical specifications;</li> <li>• Technical drawings.</li> </ul>	<p><b>Retain</b> until sale of vessel <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OFM</p>
83-06-32415 Rev. 3	<p><b>Certificate of Inspection</b> All certificates of inspection and supporting documentation relating to U.S. Coast Guard issued documents. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Passenger Capacity;</li> <li>• Crew Complement (number, rating and qualifications of each crew member, e.g., One Master/1<sup>st</sup> Class Pilot, 4 Able Seamen, etc.);</li> <li>• Routes Permitted and Conditions of Operation;</li> <li>• Inventory of Required lifesaving and firefighting gear;</li> <li>• Inspection Status of critical machinery.</li> </ul> <p><i>Note: Retention based on 46 CFR § 71.01.</i></p>	<p><b>Retain</b> until sale of vessel <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68530 Rev. 1	<p><b>Declaration of Security (DoS)</b> Records documenting the DoS for each vessel and facility as outlined in 33 CFR § 104.255 (vessel) and 33 CFR § 105.245 (terminal) as well as Washington State Ferries Alternative Security Program outlined in 33 CFR § 101.120 and maintained by the Security and Management Office (per Coast Guard requirements).</p>	<p><b>Retain</b> for 90 days after end of MARSEC level change <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
19-02-69351 Rev. 0	<p><b>Hazardous Materials Handling Records</b> Records relating to the transport, storage, and handling of hazardous materials aboard state ferries and in terminals. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Hazardous materials locker inspections;</li> <li>• Certificate to transport vehicles containing hazardous materials;</li> <li>• Certificate to transport vehicles containing hazardous waste.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Monthly hazardous materials locker inspections covered by <i>Records Documented as Part of More Formalized Records (DAN GS 50012)</i>.</li> </ul> <p><i>Note: Retention based on 3-year requirement in 49 CFR § 172.201(e) and WAC 173-303-260.</i></p>	<p><b>Retain</b> for 3 years after end of calendar year <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
88-01-41522 Rev. 3	<p><b>Log Books</b> Records related to the daily activities of each state ferry. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Deck department logs;</li> <li>• Daily operations logs;</li> <li>• Engine department logs;</li> <li>• Radio logs;</li> <li>• Vessel position reports.</li> </ul>	<p><b>Retain</b> until sale of vessel <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM





DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-10-69590 Rev. 0	<p><b>Non-tank Vessel Response Plan</b></p> <p>Records relating to Non-tank Vessel Response Exercises.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>Completed Vessel Response Plan Exercise Tracking Record form.</li> </ul> <p><i>Note: Retention based on 33 CFR § 155.1060.</i></p>	<p><b>Retain</b> for 3 years after completion of the exercise</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
12-12-68373 Rev. 2	<p><b>Report of Marine Accident, Injury, or Death</b></p> <p>Records relating to regulatory requirements pertinent to the reporting of accidents, injuries, or deaths occurring on each vessel.</p> <p>Includes, but not limited to:</p> <ul style="list-style-type: none"> <li>A description of each accident/incident;</li> <li>Damage, environmental impacts;</li> <li>Machinery or equipment failure;</li> <li>Weather conditions;</li> <li>Injuries or deaths.</li> </ul> <p><i>Note: Reference 46 CFR § 4.05-1.</i></p>	<p><b>Retain</b> for 25 years after sale of vessel</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
22-06-69655 Rev. 1	<p><b>Security Recordings – Non-Incident</b></p> <p>Records relating to non-incident video recorded in real-time on all Washington State Ferry (WSF) terminals and vessels according to CFRs and Coast Guard regulations 49 CFR§ 1520.5(a)(1)(3) and 49 CFR§ 1520.5(b)(9)(vi). Homeland Security video and/or logs are classified as Sensitive Security Information (SSI).</p>	<p><b>Retain</b> for 45 days after video footage recorded</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
83-08-32786 Rev. 2	<p><b>Vessel Sale</b>                      Records relating to the legal record of sale of state ferries.                      Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Advertising package;</li> <li>• Bids;</li> <li>• Bill of Sale;</li> <li>• Related correspondence.</li> </ul>	<p><b>Retain</b> for 6 years after sale of vessel  <i>then</i>  <b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b>                      (Permanent Retention)                      NON-ESSENTIAL                      OFM</p>



## 9. GEOMETRIX SURVEY AND RIGHT OF WAY

The function of land survey and Right of Way plans produced and maintained for Washington State Highways.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
77-07-19713 Rev. 1	<b><i>Aerial Photography</i></b> Aerial photographs for survey and reconnaissance, photographs for location jobs and pit sites.	<b>Retain</b> for 75 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
08-01-61713 Rev. 0	<b><i>Department of Natural Resources Land Plat</i></b> A document used to define property acquired from Department of Natural Resources (DNR).	<b>Retain</b> for 25 years after DNR agreement date <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OFM
08-01-61708 Rev. 1	<b><i>Exhibit Map</i></b> A map used for Right of Way studies and court documents. Acquisition parcel map for highway purposes often causes an Exhibit Map to be necessary.	<b>Retain</b> for 10 years after date of map <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
82-12-30700 Rev. 2	<p><b>Monumentation Information</b></p> <p>Records relating to monumentation or re-monumentation collections marking horizontal and vertical control points with these permanent structures such as concrete pedestals and metal plaques. Once surveyed and marked, these monuments can be used for further surveying and for the alignment of land-parcel boundaries and infrastructures.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Maps and photos;</li> <li>• Record of Survey;</li> <li>• Control calculation worksheets;</li> <li>• Cadastral Survey;</li> <li>• Reference of control survey stations.</li> <li>• Monumentation records of alteration, preservation or destruction;</li> <li>• Static Global Position System Control Project;</li> <li>• Statewide Primary Reference Network documentation;</li> <li>• Survey Mark Report and associated records.</li> </ul>	<p><b>Retain</b> for 25 years after certification date/closure of project <i>then</i></p> <p><b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR</p>
83-08-32856 Rev. 1	<p><b>Photogrammetry Maps and Photos</b></p> <p>Records used for surveying new and existing highways.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Aerial photos;</li> <li>• U.S. Geographic Survey;</li> <li>• Topographical and triangulation maps;</li> <li>• Project records.</li> </ul>	<p><b>Retain</b> for 75 years or until no longer needed <i>then</i></p> <p><b>Destroy.</b></p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OFM</p>



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
93-12-53395 Rev. 2	<p><b>Right of Way Letter Submittals</b></p> <p>Provides a record of the proposed revisions from the regions to existing or new Right of way plans.</p>	<p><b>Retain</b> for 25 years after deed is executed <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OFM</p>
70-03-01077 Rev. 3	<p><b>Right of Way Plans</b></p> <p>Plans showing Right of Way boundaries for all assets. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Sundry site plans;</li> <li>• Hearing plans;</li> <li>• Reservation plans.</li> </ul>	<p><b>Retain</b> 75 years after superseded <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OFM</p>
08-01-61711 Rev. 1	<p><b>Survey Data Conversion</b></p> <p>Records relating to conversion between coordinate systems.</p>	<p><b>Retain</b> for 10 years after closure of the project/placement <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
89-04-44082 Rev. 2	<p><b>Survey Field Book</b></p> <p>Records related to survey field documentation. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Project specific books;</li> <li>• Control notes and calculations, etc.;</li> <li>• Topography notes.</li> </ul>	<p><b>Retain</b> for 75 years after closure of the project/placement <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR</p>



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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
08-01-61709 Rev. 0	<p><b>Survey Project Files</b></p> <p>Includes, but not limited to, Daily Survey Reports, calculation, worksheets, methodology used to define right of way, boundary, or other elements. Compact Disc or current medium containing raw or final survey data, Compact Disc or current medium of final project calculations. May also contain a summarized list of research data needed for the project.</p>	<p><b>Retain</b> for 25 years after completion of report <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b>                      (Permanent Retention)                      NON-ESSENTIAL                      OPR</p>



## 10. HIGHWAY ACCESS AND UTILITIES

The function of administering limited and managed access programs and authorized utilities for all Washington State Highways and Rights-of-Way.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
12-12-68369 Rev. 4	<p><b>Highway Access Control Final Records</b> Records related to limited and managed access control. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Managed access classification changes;</li> <li>• Managed access adjudicative hearing;</li> <li>• Findings and order;</li> <li>• Access Hearing Waiver.</li> </ul>	<p><b>Retain</b> for 75 years after date of expiration/judgment or superseded <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) <b>ESSENTIAL</b> (for Disaster Recovery) OFM</p>
20-10-69585 Rev. 1	<p><b>Highway Access Control Temporary Records</b> Records relating to temporary and permanent access breaks and limited access modifications. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Permanent access breaks;</li> <li>• Temporary access breaks;</li> <li>• Modifications to limited access;</li> <li>• Median cross-overs.</li> </ul>	<p><b>Retain</b> for 6 years after end of calendar year/expiration of lease <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>



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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
80-09-25554 Rev. 3	<p><b>Utilities Franchises</b>                      Records relating to the authorized use of state owned rights-of-way for third-party utilities.</p>	<p><b>Retain</b> for 75 years after franchise terminated, cancelled or superseded  <i>then</i>  <b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b>                      (Permanent Retention)  <b>ESSENTIAL</b>                      (for Disaster Recovery)                      OPR</p>





## 11. HIGHWAY AND LOCAL PROGRAMS

The function of providing educational, technical, and financial support to cities and counties to encourage collaborative decision-making for successful transportation projects.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
80-09-25575 Rev. 1	<p><b><i>Certificate Acceptance (Program Files)</i></b></p> <p>A program through which the Federal Highway Administration (FHWA) relinquishes project development responsibility to the State. In turn the State sub-delegates this responsibility to qualified agencies. Contains original executed agreements (certifications), materials lab approvals, process reviews, evaluations of performance, correspondence.</p>	<p><b>Retain</b> for 6 years after closure of agreement  <i>then</i>  <b>Destroy.</b></p>	<p>NON-ARCHIVAL                      NON-ESSENTIAL                      OFM</p>



## 12. HUMAN RESOURCES & SAFETY

The function of managing the agency’s workforce.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-06-68508 Rev. 0	<b>Maritime Injury Claims – Medical Only</b> Claims made by Ferries Division vessel employees injured on the job. May include, but not limited to, accident reports, medical information, legal correspondence, and settlement information. This schedule is for medical only claims that have no associated time loss or maintenance.	<b>Retain</b> for 40 years after closure of claim <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
14-06-68509 Rev. 0	<b>Maritime Injury Claims – Time Loss and Maintenance</b> Claims made by Ferries Division vessel employees injured on the job. May include, but not limited to, accident reports, medical information, legal correspondence, and settlement information. This schedule is for claims that have associated time loss and maintenance.	<b>Retain</b> for 75 years after closure of claim <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM



### 13. INTERNAL AUDIT

The function of conducting internal and external audits of the agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
84-04-33653 Rev. 2	<b>Crime Loss Reports</b> The record used by the agency to document and report losses of public funds and property in accordance with SAAM 20.30.20 and 30.40.80.	<b>Retain</b> for 3 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
83-08-32746 Rev. 2	<b>External Audit Working Papers and Reports</b> Contains working papers supporting audits of agreements or proposals between the department and private firms. Includes evidence accumulated during the course of an audit, the methods and procedures followed and conclusions reached. Includes all the information the auditor considered necessary to adequately conduct the engagement and support the audit report.	<b>Retain</b> for 7 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
99-09-59285 Rev. 2	<b>Internal Affairs Investigations</b> Provides a record of investigations that cover a wide variety of areas from fraud, waste, and abuse to and including possible drug trafficking and acts of violence.	<b>Retain</b> for 15 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
83-08-32747 Rev. 3	<b>Internal and External Final Audit Reports</b> Records relating to final audit reports and examinations conducted by either the State Auditor's office, internal departments, or external organizations.	<b>Retain</b> for 15 years after end of fiscal year <i>then</i> <b>Transfer</b> to Washington State Archives for selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
80-09-25586 Rev. 3	<p><b><i>Internal Audit Working Papers and Reports</i></b></p> <p>Contains working papers supporting audits and advisory engagements conducted on various functions within the department. Includes evidence accumulated during the course of an engagement, the methods and procedures followed and conclusions reached. Includes all the information the auditor considered necessary to adequately conduct the engagement and support the audit report.</p>	<p><b>Retain</b> for 7 years after end of fiscal year <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



## 14. MAINTENANCE OPERATIONS

The function of managing and maintaining equipment, facilities, and emergency coordination on the State Highway.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
90-03-45973 Rev. 0	<b>Hazardous Waste Manifests</b> Provides a record of all hazardous waste shipped.	<b>Retain</b> for 75 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
88-01-41500 Rev. 0	<b>Information Control System Accomplishment Reports</b> Provides a record of all work performed by maintenance crews.	<b>Retain</b> for 1 year after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
82-09-30365 Rev. 0	<b>Landscape and Erosion Projects</b> Provides a reference for future design of these projects.	<b>Retain</b> for 5 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
79-11-23687 Rev. 1	<b>Sign Installation</b> To identify locations, data of installation and type of sign installed.	<b>Retain</b> for 2 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
87-10-41026 Rev. 0	<b>Test Reports</b> Provides record of various subgrade and surfacing materials including maximum density and proctor curves.	<b>Retain</b> for 2 year after termination of the contract <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
81-04-27552 Rev. 0	<b>Water Quality Test Results</b> Provides a record of chemical and bacteria tests of the Department’s water systems.	<b>Retain</b> for 10 years after completion of test <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
81-04-27554 Rev. 0	<b>Water System Back Flow Tests</b> Provides a record of test results of water system back flow devices.	<b>Retain</b> for 5 years after completion of test <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM



## 15. MATERIALS LABORATORY

The function of establishing and maintaining all test procedures.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
06-09-61273 Rev. 0	<p><b>Compliance Review Reports and Original Record of Materials Notice of Availability</b></p> <p>Supporting documents and data compiled during the Compliance Review process by the State Materials Laboratory Documentation Section used to reporting finding. The Original Record of Materials Notice of Availability produced by the documentation section is kept in support of the compliance.</p>	<p><b>Retain</b> for 10 years after certification date  <i>then</i>  <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
20-10-69591 Rev. 0	<p><b>Fabrication Inspection Office Material Certification Documents</b></p> <p>Documents that are reviewed by the State Material Laboratory Fabrication Inspection Section that pertain to inspection of structures identified in the WSDOT Materials Laboratory Construction Manual that require “Approved for Shipment” or “WSDOT INSPECTED” tags or stamps, with the exception of Bridge and Cantilever Sign Structures, Pre-Stress Concrete Girders, Radiographic Film, or Steel Bridges.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Manufacturers Certificates of Compliance;</li> <li>• Material certifications;</li> <li>• Nondestructive test reports;</li> <li>• Certificates of Material Origin.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• <i>Radiographic Film (DAN 07-04-61474);</i></li> <li>• <i>Acceptance Documentation (DAN 06-01-61080).</i></li> </ul>	<p><b>Retain</b> for 3 years after certification of contract  <i>then</i>  <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
21-06-69636 Rev. 0	<p><b>Geotechnical Project Files</b></p> <p>The Geotechnical Office project files contain the supporting documentation used for design, construction, and maintenance of highway, ferry, local agency, and developer projects constructed on, adjacent to, or accessed State property.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Soil profiles;</li> <li>• Pile records.</li> </ul>	<p><b>Retain</b> 10 years after completion of project <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
82-02-29664 Rev. 5	<p><b>Geotechnical Reports and Final Records</b></p> <p>The Geotechnical Office final records contain the geotechnical recommendations and supporting documentation used for design, construction, and maintenance of highway, ferry, local agency, and developer projects constructed on, adjacent to, or accessed State property.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Geotechnical reports;</li> <li>• Calculation packages;</li> <li>• Geotechnical final records.</li> </ul>	<p><b>Retain</b> for life of asset <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.</p>	<b>ARCHIVAL</b> (Appraisal Required) <b>ESSENTIAL</b> (for Disaster Recovery) OFM
82-02-29659 Rev. 4	<p><b>Materials Test Reports</b></p> <p>Original materials test reports generated by the Chemical, Electrical, Bituminous, and Structural Material Sections.</p>	<p><b>Retain</b> for 25 years after certification of contract <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM





DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
12-12-68372 Rev. 1	<p><b><i>Pavement Surface Friction Information</i></b> Records relating to pavement surface friction values for state highways. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Skid data;</li> <li>• Friction data.</li> </ul>	<p><b>Retain</b> for 4 years after end of calendar year <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
82-02-29660 Rev. 4	<p><b><i>Pit and Quarry Reports and Files</i></b> Provides a record of legal description of and types of construction material available statewide to contractors and state work forces.</p>	<p><b>Retain</b> for 75 years after date of document <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
06-09-61274 Rev. 1	<p><b><i>Project Pavement Design File</i></b> Records relating to project pavement and roadway surfacing design. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Pavement Design reports;</li> <li>• Resurfacing reports;</li> <li>• Pavement type determinations;</li> <li>• Supporting documentation.</li> </ul>	<p><b>Retain</b> for 75 years after certification of contract <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
06-09-61272 Rev. 0	<p><b><i>Qualified Products List Documents</i></b> Documents that are reviewed and maintained by the State Materials Laboratory Documentation Section that are used for evaluation and approval of items included on the Qualified Products List.</p>	<p><b>Retain</b> for 20 years after product report date <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
07-04-61474 Rev. 0	<p><b>Radiographic Film</b>                      Radiographic film of structural steel welds and material.</p>	<p><b>Retain</b> for 75 years after completion of inspection  <i>then</i>  <b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b>                      (Permanent Retention)                      NON-ESSENTIAL                      OFM</p>
88-10-43074 Rev. 2	<p><b>Request for Approval of Material (RAM) Catalog Cuts, Manufacturer Certificate of Compliance</b>                      Documents that are reviewed by the State Material Laboratory Document Section that are in direct support of fulfilling to contract requirements of the Project Engineer Offices. Actions by the documentation section include 'approval' or 'rejection' of material submitted by the project Engineer Offices.</p>	<p><b>Retain</b> for 3 years after certification of contract  <i>then</i>  <b>Destroy.</b></p>	<p>NON-ARCHIVAL                      NON-ESSENTIAL                      OFM</p>



## 16. PUBLIC TRANSPORTATION

The function of administering financial support to public transportation providers, human service providers and transportation demand management practitioners.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
81-01-26678 Rev. 2	<b>Comprehensive Transit Plans</b> Provides a record of annual reports of six year programs prepared by public transit systems as required by 35.58.2795 RCW.	<b>Retain</b> for 4 years after termination of contract <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR
88-03-41859 Rev. 1	<b>High Occupancy Vehicle Lanes, Ramp and Ramp Metering</b> Provides a record of activities pertaining to exclusive use of carpool and transit benefit projects.	<b>Retain</b> for 4 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
88-03-41861 Rev. 1	<b>Park and Ride Lot and Flyer Stop Programs</b> Provides a record relating to park and ride lots and flyer stops.	<b>Retain</b> for 4 years after end of calendar year <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
93-09-52925 Rev. 0	<b>Transit Bus Stop Log</b> Provides a record of official bus stop locations on state highways located within District 1.	<b>Retain</b> for 2 years after being superseded <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
92-06-50685 Rev. 1	<b>Transit Development Plans</b> Provides a record of six-year financial and operational plans from local agencies submitted to the department as required by 35.58.2795 RCW.	<b>Retain</b> for 7 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
88-03-41874 Rev. 1	<b>Transportation Demand Management</b> Provides general and specific information related to various Transportation Demand Management techniques used throughout the state and nation.	<b>Retain</b> for 2 years after end of calendar year <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OFM



## 17. RAIL, FREIGHT, AND PORTS

The function of engaging and coordinating with representatives from all modes of freight transportation, as well as passenger rail partners to efficiently move people and goods.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
88-01-41531 Rev. 0	<b><i>Palouse Empire Regional Rail Study</i></b> Identifies the economic condition of rail service in the area and options to retain service. Provides new methodology applicable to other areas.	<b>Retain</b> for 4 years after completion of study <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OFM
81-01-26686 Rev. 0	<b><i>Rail Shipper Survey</i></b> Provides confidential information on the businesses that utilized a major railroad service.	<b>Retain</b> for 4 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
81-01-26684 Rev. 0	<b><i>Rail System Diagrams</i></b> Contains railroad system diagrams of site for future abandonment.	<b>Retain</b> for 3 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
81-01-26680 Rev. 0	<b>Railroad Bankruptcy Actions</b> Provides documentation pertaining to the bankruptcy of a major railroad system.	<b>Retain</b> for 5 years after end of calendar year <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OFM
89-04-44069 Rev. 0	<b>Railroad Plat Maps</b> Provides documentation of railroad alignment.	<b>Retain</b> until alignment is revised <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OFM
81-01-26687 Rev. 1	<b>Railroad Reorganization</b> Pertains to legal proceedings that occur when a railroad reorganizes.	<b>Retain</b> for 6 years after completion of proceeding <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM



## 18. REAL ESTATE

The function of acquiring properties for the agency, as well as managing and disposing of properties.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
81-04-27474 Rev. 3	<p><b>Acquisition Parcel Files</b> Provides a record of all activities pertaining to Rights of Way appraisal, title, and acquisition. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Valuations;</li> <li>• Title documents;</li> <li>• Acquisition conveyance documents;</li> <li>• Information regarding remainders;</li> <li>• Correspondence.</li> </ul>	<p><b>Retain</b> for 75 years after final acquisition and/or condemnation <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OFM</p>
81-08-28700 Rev. 1	<p><b>General Project Files</b> General file documents that pertain to the overall project and are not parcel specific, (i.e., project certifications, project scopes, project funding estimates (PFE's), project schedules, project relocation plans, etc.).</p>	<p><b>Retain</b> for 75 years after completion of project based on final acquisition, condemnation and/or relocation payments <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
81-04-27481 Rev. 3	<p><b>Property Management Inventory Control – Disposal</b> Provides a record of all activities pertaining to the conveyance of WSDOT property. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Valuations;</li> <li>• Title documents;</li> <li>• Property Management conveyance documents;</li> <li>• Engineering review;</li> <li>• Correspondence.</li> </ul>	<p><b>Retain</b> for 75 years after final disposition of property <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
77-03-18857 Rev. 2	<p><b>Property Management Inventory Control – Lease Files</b> Provides a record of all activities pertaining to the leasing of properties owned/operated by WSDOT. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Valuations;</li> <li>• Property Management lease documents;</li> <li>• Insurance Certificates;</li> <li>• Engineering Review;</li> <li>• Correspondence.</li> </ul>	<p><b>Retain</b> for 6 years after termination of the lease <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
81-04-27476 Rev. 2	<p><b>Real Estate Maps</b> Maps of all present and former State roads encoded to show acquisition and ownership.</p>	<p><b>Retain</b> for 75 years after superseded <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) <b>ESSENTIAL</b> (for Disaster Recovery) OFM</p>





DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
21-06-69637 Rev. 1	<p><b><i>Relocation Parcel Files</i></b>                      Provides a record of all activities pertaining to Relocation services.                      Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Relocation claims;</li> <li>• Computations;</li> <li>• Forms;</li> <li>• Correspondence.</li> </ul>	<p><b>Retain</b> for 6 years after date of payment of final claim, expiration of the final claim period, or after resolution of case (including appeals)  <i>then</i>  <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM

## 19. TOLL

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
12-12-68371 Rev. 1	<p><b>Digital Video Audit System (DVAS) Video</b></p> <p>Records relating to video monitoring of the tolling system for performance audit purposes. Wide angle, live feed video captures activity across all lanes of each toll facility.</p> <p><i>Note: This is not used to enforce toll payments or identify individual instances of travel per RCW 47.56.795.</i></p>	<p><b>Retain</b> for 90 days unless required for performance audit</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
07-08-61586 Rev. 2	<p><b>Toll Account Package</b></p> <p>Records relating to the customer account information package for toll accounts. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Customer Service Center (CSC) forms: application, closure information, Automated Clearing House (ACH) authorizations);</li> <li>• Contact information;</li> <li>• Vehicle information;</li> <li>• License plate;</li> <li>• Transponder identification number;</li> <li>• Financial account information;</li> <li>• Charges and credits (payments);</li> <li>• Related customer documents (correspondence, etc.).</li> </ul>	<p><b>Retain</b> for 6 years after account closure</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
12-12-68375 Rev. 1	<p><b><i>Toll Transaction Data Package</i></b>                      Records relating to toll bills or transaction data associated with a customer account.                      Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Date and time of travel past the toll point;</li> <li>• Toll amount;</li> <li>• Associated vehicle or license plate images;</li> <li>• Facility or toll point location;</li> <li>• Transponder number (if present);</li> <li>• Vehicle classification;</li> <li>• Rejected images;</li> <li>• License plate.</li> </ul> <p><i>Note: Transactions with customers from partner toll agencies may not contain a complete toll transaction data package. Each toll agency will retain the information available to them based on their approved retention schedules.</i></p>	<p><b>Retain</b> for 6 years after final transaction date  <i>then</i>  <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
07-08-61587 Rev. 3	<p><b><i>Video Surveillance System (VSS) for Security of Tolls</i></b>                      Records relating to security surveillance camera video footage of tolling areas. The cameras provide continuous full-motion video monitor and record critical areas.                      Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Customer Service Centers (CSC) interior and exterior;</li> <li>• Toll lanes and tollbooths;</li> <li>• All interior office processing areas and routes (mail, payment, etc.).</li> </ul> <p><i>Note: Footage that is required for security incident reviews must be managed under GS 25008.</i></p>	<p><b>Retain</b> for 90 days unless required for security review  <i>then</i>  <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
12-12-68376 Rev. 1	<p><b><i>Violation Enforcement Package</i></b>                      Records relating to the collection and enforcement of toll payments.                      Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Toll transactions;</li> <li>• Data package;</li> <li>• Notice of civil penalty (NOCP);</li> <li>• Supporting evidence;</li> <li>• Hearing documentation;</li> <li>• Disposition/judgments;</li> <li>• Collection data.</li> </ul> <p><i>Note: The Department of Transportation (WSDOT) has been granted the authority to develop an adjudication process to enforce the collection of tolls per RCW 46.63.160.</i></p>	<p><b>Retain</b> for 6 years after date of resolution  <i>then</i>  <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM



## 20. TRANSPORTATION DATA, GIS & MODELING

The function of collecting, analyzing, and mapping data.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
80-09-25916 Rev. 5	<b><i>Auto Traffic Recorder Data – Base Data</i></b> Records relating to daily and sub-daily travel data captured by permanent and short-duration traffic recorders.	<b>Retain</b> for 10 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
14-09-68529 Rev. 2	<b><i>Auto Traffic Recorder Data – Summary Statistics</i></b> Records related to monthly and annual travel statistics derived from base data captured by permanent traffic recorders.	<b>Retain</b> for 20 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
80-10-26162 Rev. 2	<b><i>Certification of State Routes Through Cities and Towns</i></b> Records relating to route descriptions and changes made to the state highways in accordance with RCW 47.24.010.	<b>Retain</b> for 25 years after end of calendar year <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
81-07-28586 Rev. 2	<p><b>City Annexation Records</b></p> <p>Records relating to city boundaries and annexations that have been approved by the Office of Financial Management (OFM) in accordance with RCW 35.13.260 and 35A.14.700.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Maps;</li> <li>• Certification files;</li> <li>• Related correspondence/communications.</li> </ul>	<p><b>Retain</b> for 75 years after end of fiscal year</p> <p><i>then</i></p> <p><b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b>                      (Permanent Retention)                      NON-ESSENTIAL                      OFM</p>
90-08-46616 Rev. 2	<p><b>Collision Data</b></p> <p>Collision records are based upon submitted Police Traffic Collision Reports.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Collision location, date/time;</li> <li>• Environmental conditions;</li> <li>• Roadway factors;</li> <li>• Driver/ passenger/ pedestrian/ bicyclist details;</li> <li>• Vehicle characteristics.</li> </ul>	<p><b>Retain</b> for 15 years after end of calendar year</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	<p>NON-ARCHIVAL                      NON-ESSENTIAL                      OFM</p>
10-05-62203 Rev. 1	<p><b>County Road Indexes</b></p> <p>Records documenting annual submissions from the County Road Administration Board in accordance with WAC 136-60-050.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Maps;</li> <li>• Related correspondence/communications.</li> </ul>	<p><b>Retain</b> for 12 years after end of biennium</p> <p><i>then</i></p> <p><b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b>                      (Permanent Retention)                      NON-ESSENTIAL                      OFM</p>



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-06-68507 Rev. 1	<p><b><i>Federal Functional Classification Maps</i></b> Records relating to Federal Functional Classification of public roads in Washington State as required by 23 CFR § 470.105. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Maps;</li> <li>• Related correspondence/communications.</li> </ul>	<p><b>Retain</b> for 20 years after end of biennium <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OFM</p>
79-11-23801 Rev. 2	<p><b><i>Freight and Goods Maps</i></b> Records relating to maps showing Freight and Goods Transportation System (FGTS) in accordance with RCW 47.06A.020. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Map production documentation;</li> <li>• Related correspondence/communications.</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>State Publications (DAN GS 15008)</i>.</li> </ul>	<p><b>Retain</b> for 6 years after end of biennium <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OFM</p>
04-12-60847 Rev. 3	<p><b><i>Functional Classification Changes</i></b> Records relating to classification changes requested by agencies when the functional usage of a roadway changes. The classification changes are approved or rejected by the Federal Highway Administration (FHWA). Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Concurrence letters;</li> <li>• Current and proposed road maps;</li> <li>• Federal Functional Classification (FCC) request forms;</li> <li>• FHWA signed response.</li> </ul>	<p><b>Retain</b> for 12 years after FHWA signed response <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OFM</p>



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
10-05-62202 Rev. 1	<p><b>Highway Maps</b></p> <p>Records relating to the creation of Statewide and county highway maps. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Map production documentation;</li> <li>• Related correspondence/communications.</li> </ul>	<p><b>Retain</b> for 12 years after end of fiscal year</p> <p><i>then</i></p> <p><b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b>                      (Permanent Retention)                      NON-ESSENTIAL                      OFM</p>
80-09-25917 Rev. 4	<p><b>Design Hour Traffic Report</b></p> <p>Records relating to the year’s 200 highest traffic hours and associated vehicle volumes, generated from the network of permanently installed traffic recorders on Washington State highways.</p>	<p><b>Retain</b> for 15 years after end of calendar year</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	<p>NON-ARCHIVAL                      NON-ESSENTIAL                      OFM</p>
83-12-33264 Rev. 4	<p><b>Record of State Highway System</b></p> <p>Records relating to the library of the State Highway system in both directions of travel. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Video files of state highway system;</li> <li>• Image files of state highway system.</li> </ul> <p>Note: This collection is updated annually. South Central, Eastern, and Northwest regions are filmed during odd-number years. North Central, Olympic, and Southwest regions are filmed during even-number years.</p>	<p><b>Retain</b> for 20 years after end of calendar year</p> <p><i>then</i></p> <p><b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b>                      (Permanent Retention)                      NON-ESSENTIAL                      OFM</p>





DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
80-09-25922 Rev. 5	<p><b>Short Duration Counts</b></p> <p>Records documenting the collection of traffic volume and classification data.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>Record count locations;</li> <li>Direction of travel;</li> <li>Count period;</li> <li>Equipment performance;</li> <li>Data validity.</li> </ul>	<p><b>Retain</b> for 20 years after end of calendar year</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
04-12-60848 Rev. 4	<p><b>State Highway Log and Mile Posts</b></p> <p>Records relating to roadway information at 1/100th mile increments on all state highways and mile post numbers assigned at identifiable landmark features. Published as the Annual State Highway Log.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>Surface type, pavement width, and number of lanes;</li> <li>Intersection locations;</li> <li>Speed limit and lane mile summaries.</li> </ul>	<p><b>Retain</b> for 25 years after end of calendar year</p> <p><i>then</i></p> <p><b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OFM</p>
80-10-26161 Rev. 1	<p><b>State Route Numbering</b></p> <p>Records documenting the historical record of numbers assigned to roadways and shared-use paths by the American Association of State Highways and Transportation Officials (AASHTO).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>Interstate routes, including business routes (business loops/spurs);</li> <li>U.S. highway routes, including business routes;</li> <li>U.S. bicycle routes.</li> </ul>	<p><b>Retain</b> for 25 years after end of calendar year</p> <p><i>then</i></p> <p><b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OFM</p>



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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
81-04-27573 Rev. 2	<p><b>Urban Area Maps</b></p> <p>Records documenting highway urban boundaries approved by the Federal Highway Administration.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Map predication documentation;</li> <li>• Related correspondence/communications.</li> </ul>	<p><b>Retain</b> for 20 years after approved signature  <i>then</i>  <b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b>                      (Permanent Retention)                      NON-ESSENTIAL                      OFM</p>



## 21. TRANSPORTATION OPERATIONS

The function of enhancing safety and maximizing efficiency for all modes of transportation on the State Highway System.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
13-03-68439 Rev. 1	<p><b>Automatic License Plate Recognition</b></p> <p>Provides images of the front license plate of commercial vehicles approaching a Commercial Vehicle Information Systems and Networks (CVISN) equipped weigh station.</p>	<p><b>Retain</b> for 1 year after date of data collection  <i>then</i>  <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
13-03-68440 Rev. 1	<p><b>Electronic Screening History Data</b></p> <p>Provides the history of data that occurs at a Commercial Vehicle Information Systems and Networks (CVISN) weigh station during the process of electronically screening the commercial vehicle.</p>	<p><b>Retain</b> for 3 years after date of data collection  <i>then</i>  <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
86-08-37396 Rev. 1	<p><b>Outdoor Advertising Sign Control</b></p> <p>Records relating to the control of outdoor advertising signs (including motorist information signs) along highways in accordance with the Highway Advertising Control Act – Scenic Vistas Act (chapter 47.42 RCW) and the Highway Advertising Control Act (chapter 468-66 WAC).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Permit applications, evaluations, approvals/denials;</li> <li>• Records documenting the removal of illegal signs;</li> <li>• Records document the payment of compensation for sign removal in accordance with RCW 47.42.102-104;</li> <li>• Relate correspondence/communications.</li> </ul>	<p><b>Retain</b> for 6 years after permit expiration/denial or removal of sign, <i>whichever is sooner</i>  <i>then</i>  <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
77-02-18476 Rev. 3	<p><b>Permits</b> Records relating to permits issued for travel on State Highway System, including required approvals, permit status, and refund requests. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Special Motor Vehicle, Department of Licensing, and Handwritten permits;</li> <li>• Records relating to superload permit applications; approval or denial;</li> <li>• Records relating to refund requests; approved or denied;</li> <li>• Permit violations/confiscations found by Washington State Patrol.</li> </ul> <p><i>Note: WAC 468-38-405.</i></p>	<p><b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
21-06-69635 Rev. 0	<p><b>Pilot Escort Vehicle Operator Certificates</b> Records related to pilot escort vehicle operator certificates issued by Commercial Vehicle Services. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Records relating to violations/corrections;</li> <li>• Reports;</li> <li>• Related correspondence/communications.</li> </ul>	<p><b>Retain</b> for 6 years after certification expired or superseded <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
81-04-27589 Rev. 1	<p><b>Radio Licenses</b> Provides a license to operate two-way radios and radio facilities within the State of Washington.</p>	<p><b>Retain</b> for 10 years after expiration of license <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
21-02-69620 Rev. 0	<p><b>Region Traffic Studies, Policies, and Calendar Actions</b></p> <p>Records relating to the creation of enforceable operating restrictions for the use of public roadways and region decision making for traffic operation actions.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Regional traffic studies;</li> <li>• Traffic policies;</li> <li>• Calendar actions;</li> <li>• Truck restrictions.</li> </ul>	<p><b>Retain</b> until superseded <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
21-02-69622 Rev. 0	<p><b>Safety Analysis</b></p> <p>Records relating to safety analysis and safety data collection.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Intersection Analysis Locations;</li> <li>• Crash Analysis Records;</li> <li>• Field Assessment studies.</li> </ul>	<p><b>Retain</b> for 10 years after completion of study <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR</p>
21-02-69621 Rev. 0	<p><b>Speed-Related Records</b></p> <p>Records relating to setting, monitoring, and changing speed limits on state highways.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Speed studies;</li> <li>• Listing of speed limits;</li> <li>• Speed reduction approvals;</li> <li>• Speed changes.</li> </ul>	<p><b>Retain</b> until superseded <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR</p>



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
84-08-34393 Rev. 3	<p><b>Traffic Management Center (TMC) Documentation Package</b></p> <p>Records relating to the Traffic Management Center’s operations records.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Routine roadway operations such as ramp metering, bridge and tunnel alerts, mountain pass reports, variable speed limit information, and maintenance notifications;</li> <li>• Emergency roadway operations such as detour routes, signal plans, road closure coordination, region emergency operations center activation and disaster notifications;</li> <li>• Washington Incident Tracking System (WITS) and incident management such as notifying/dispatching incident response crews, ITS device operations, incident alerts, and weather monitoring alerts;</li> <li>• Traveler Information such as ROADS/511/Web data input, highway advisory radio, and variable message sign operation;</li> <li>• Radio and administrative operations such as communication with field personnel, AMBER/Silver/Blue/missing person alerts, road condition alerts, and service requirements;</li> <li>• Multi-agency coordination such as disseminating incident information and TMC correspondence with other agencies during an incident.</li> </ul>	<p><b>Retain</b> for 6 years after end of fiscal year</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-06-69497 Rev. 1	<p><b>Traffic Management Center (TMC) Recordings</b></p> <p>Records documenting recordings captured by WSDOT on state highways.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Automatic images;</li> <li>• Audio recordings;</li> <li>• CCTV video recordings.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Recordings of security incident or emergency which requires further review covered by <i>Security Incidents and Data/Privacy Breaches (DAN GS 25008)</i>.</li> <li>• Recordings used for training purposes covered by <i>Training – General (DAN GS 22007)</i>.</li> </ul>	<p><b>Retain</b> until no longer needed for agency business  <i>then</i>  <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
81-08-28722 Rev. 2	<p><b>Traffic Operations Assets</b></p> <p>Provides a record of luminaries and traffic signals within the district.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Traffic signal file and permits;</li> <li>• ITS and illumination devices;</li> <li>• Traffic Control Signs;</li> <li>• Signal installation.</li> </ul>	<p><b>Retain</b> for 3 years after life of asset  <i>then</i>  <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
88-01-41517 Rev. 2	<p><b>Traffic Services Files (TRACTS Files)</b></p> <p>Records relating to customer traffic services inquiries. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Complaints;</li> <li>• Constituent correspondence;</li> <li>• Agency responses;</li> <li>• Resolutions resulting in projects.</li> </ul> <p><i>Note: In some instances, these records might overlap with customer inquiries received by HQ customer service. Many of these inquiries are received at Region Traffic Offices; outside of HQ Customer Service.</i></p>	<p><b>Retain</b> for 10 years after date completed</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM





## 22. LEGACY RECORDS

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
81-06-28055 Rev. 0	<b>Federal Aid Safety Program</b> Provides a history of district 4 safety programs and safety on highway projects.	<b>Retain</b> for 3 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
80-11-26449 Rev. 1	<b>Heat Repair of Bridges</b> Provides record of heat straightening repairs of steel bridges and structures.	<b>Retain</b> for 1 year after life of structure <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
88-03-41828 Rev. 0	<b>Photographic Prints</b> Contains a positive copy form aerial photographs taken in conjunction with a project.	<b>Retain</b> for 3 years after completion of individual project <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
88-03-41821 Rev. 1	<p><b>Quadrangle Maps</b>                      Provides topographic description of area as a reference.</p>	<p><b>Retain</b> for 75 years after end of fiscal year  <i>then</i>  <b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b>                      (Permanent Retention)                      NON-ESSENTIAL                      OFM</p>
80-09-25920 Rev. 3	<p><b>Quarterly Speed Report</b>                      Records documenting summarized speed data for state highways.                      Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Random samplings.</li> </ul>	<p><b>Retain</b> for 10 years after end of quarter  <i>then</i>  <b>Destroy.</b></p>	<p>NON-ARCHIVAL                      NON-ESSENTIAL                      OFM</p>
89-04-44068 Rev. 2	<p><b>Record of Monumentation</b>                      A former Washington State Department of Transportation map, replaced by a Washington State Department of Transportation Monumentation Map, previously used to notify the public or a survey by Washington State Department of Transportation for highway purposes.</p>	<p><b>Retain</b> for 25 years after certification date  <i>then</i>  <b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b>                      (Permanent Retention)                      NON-ESSENTIAL                      OPR</p>
81-04-27621 Rev. 2	<p><b>Request for Authorization to Pilot Aircraft</b>                      Documentation such as a log book endorsement, pilot license, physical assessment from a medical examiner for the state agency employee to pilot an aircraft and an authorization letter from the Director of Aviation.</p>	<p><b>Retain</b> for 6 years after end of fiscal year  <i>then</i>  <b>Destroy.</b></p>	<p>NON-ARCHIVAL                      NON-ESSENTIAL                      OPR</p>



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
08-01-61710 Rev. 0	<b>Right of Way Hardshell</b> Compilation of all regional survey data plotted on heavy card stock paper drafted in ink or pencil used to develop final Right of Way Plan.	<b>Retain</b> for 75 years after end of calendar year <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR
88-03-41834 Rev. 1	<b>Statewide Photographic Record</b> Provides a photographic record of the entire state highway system.	<b>Retain</b> for 75 years after updated <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OFM
81-12-29357 Rev. 1	<b>Swinomish Slough Log of Bridge Openings (MAI6-2)</b> Record of bridge openings at Swinomish Slough moveable span bridge.	<b>Retain</b> for 5 years after bridge no longer exists <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OFM
81-04-27600 Rev. 0	<b>Traffic Safety Commission File</b> Provides a record of Traffic Safety Commission funds used for projects on the State Highway system.	<b>Retain</b> for 2 years after completion of project <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM



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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
77-03-18843 Rev. 1	<b><i>Wrecker Logs</i></b> Monthly record for emergency wrecker surveillance on Lacey Murrow bridge callout.	<b>Retain</b> for 5 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM



## GLOSSARY

### ***Appraisal***

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

### ***Archival (Appraisal Required)***

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

### ***Archival (Permanent Retention)***

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

### ***Disposition***

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

### ***Disposition Authority Number (DAN)***

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

### ***Essential Records***

Records needed to respond to, and/or perform critical operations during/after, a disaster or emergency. They need to be protected through backup or enhanced storage. (RCW 40.10.010)

### ***Local Records Committee***

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



### ***Non-Archival***

Designation given to public records that do not possess sufficient historical value to be designated as “Archival.” Agencies must retain these records for the minimum retention period specified by the appropriate current records retention schedule. Agencies should destroy these records after their minimum retention period expires, provided the records are not required for litigation, public records requests, or other purposes required by law.

### ***Non-Essential Records***

Public records which are not required in order for an agency to resume its core functions following a disaster, as described in chapter 40.10 RCW.

### ***OFM (Office Files and Memoranda)***

Public records not defined and classified as official public records in RCW 40.14.010 and other documents or records as determined by the records committee to be office files and memoranda.

### ***OPR (Official Public Records)***

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

### ***Public Records***

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

### ***Records Series***

A group of records performing a specific function, which is used as a unit, filed as a unit, and may be transferred or destroyed as a unit. A records series may consist of a single type or a number of different types of documents that are filed together to document a specific function.

### ***State Records Committee***

Committee established by RCW 40.14.050 to review and approve disposition of state government records. Its four members include the State Archivist and one representative each from the Office of the Attorney General, Office of the State Auditor, and the Office of Financial Management.

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