

# Retention and Disposal Schedule (Active)

SCHEDULE # & (ITEM #)	RECORDS TITLE	DESCRIPTION	RETENTION	UPDATES\SUMMARY CHANGES	OFFICE THIS SCHEDULE BELONGS TO
A-286 (1)	ACCIDENT STUDIES, FEDERAL AID PROJECTS	This record series consists of , but not limited to, studies such as High Hazard Safety, Crash Cushion and Pavement Striping, are completed for FHWA approval to be funded with Federal money. This record series is used in the audit process.	(7) years after completion of project provided applicable audits have been released		Safety Office
A-285 (1)	ACCIDENT STUDIES FOR SAFETY IMPROVEMENTS	This record series consists of, but is not limited to, accident analyses at numerous locations throughout the state where safety projects have been proposed. Accident studies are normally performed at the District level. This record series is used in the audit process.	(7) years after study has been completed.		Safety Office
A-296(1)	ACCOUNTS RECEIVABLE - NUMERIC AND ALPHA (TOLLS)	This records series consists of, but is not limited to, a computer produced report that lists all individual accounts for charge tolls on the Florida Turnpike by account number or by accounts in alphabetical order. Information includes name, address and charge plates issued to customer. Also includes type of security pledged and amount.	(3) fiscal years provided applicable audits have been released.		
A-327(2)	ADVERTISING RECORDS: OUTDOOR (LOGS)	This record series consists of, but is not limited to, books that contain listings of all purchases of outdoor advertising permit tags. Information includes to whom tags were issued, date issued, receipt number and how many tags issued.	(3) fiscal years provided applicable audits have been released.		
A-269(1)	AGENCY FINAL ORDERS (CLERK OF AGENCY PROCEEDINGS)	This record series consists of, but is not limited to, all papers filed with the Clerk, indexed and available for public inspection. Department of Transportation's records are indexed by the Clerk of Agency Proceedings into informal and formal files. Files are maintained in accordance with Chapter 120.53, Florida Statutes.	Retain permanently; microfilm optional.		General Counsel Office
A-328(1)	AGREEMENTS: RAILROAD (JOINT USE)	This record series consists of legal documents involving joint-use of Railroad properties. These files consist of crossing and signal force account contracts together with prescribed right of way privileges. These documents are required to document the right of way title vested to the state for construction and maintenance of roadway facilities across R/R property.	Retain permanently.		Right of Way
A-392(1)	AIRSPACE OBSTRUCTION FILES	This record series include, but is not limited to, records which documents federal, state and local government actions about proposed construction of objects and their impact on Florida's navigable airspace. Each file relates to an individual proposal at a specified location. These files are not included in an audit process.	Retain permanently; media optional.		Modal Development Office
A-340(1)	APPLICANT RECORDS: QUALIFIED CONTRACTOR	This record series consists of the application for qualification, including Contractor's Financial Statement. This record series is considered confidential via Florida Statute 337.14, effective March 16, 1978.	(8) years after termination, suspension and/or revocation of certificate for copy-of-record which is held by the Contracts Administration Office. NOTE: Contract Administration's copy of these records will be retained for 10 years.		Contract Administation
A-327(4)	APPLICATIONS: LICENSE (OUTDOOR ADVERTISING)	This record series consists of, but is not limited to, all outdoor advertising license applications and license copies issued to companies in the outdoor advertising business in the State of Florida. Information includes amount of fees paid, effective dates, to whom license was issued, their address, license number, receipt number and counties the firm is licensed to do business in.	(1) year after license issued or denied provided applicable audits have been released.		
A-385(1)	ASBESTOS PROJECT RECORDS	This record series consists of the documentation and supporting documents which are generated subsequent to a DOT asbestos survey. The record series may include the survey, asbestos abatement documents, resulting correspondence, and other background material.	(30) years from published date.		Right of Way
A-412(1)	AUDIT REPORTS: EXTERNAL	This record series consists of audits/reviews of consultants and contractors performing work for the Department to determine if the Department received the services they paid for. These audits and reviews are performed by the Office of Inspector General in accordance with the Department's Standard Professional Services Agreement, 375-030-12, and the Code of Federal Regulations 23, Part 140.08, if federal-aid funds are involved.	(10) fiscal years.		Inspector General Office
A-406(1)	AUDITS: FOLLOW-UP REPORT	This record series consists of findings, recommendations, and corrective actions to be taken for all internal and external audit reports and reviews. Reports produced by this monitoring system are used in audit follow-up activities to ensure the Department's implementation of recommendations made in the audit reports.	(5) years.		Inspector General Office
A-404(1)	AUDITS: SUPPORTING DOCUMENTS (EXTERNAL)	This record series consists of the External Audit section in the Office of Inspector General. This office performs audits, reviews, and special analyses to ensure that costs charged to the Department by consultants, contractors, and other external groups are accurate, reasonable, and comply with applicable Federal and State procurement regulations. These are work paper files compiled in the performance of these audits, reviews, and analyses.	(10) years from date of release of report.		Inspector General Office

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A-407(1)	AUDITS: SUPPORTING DOCUMENTS (INTERNAL)	This records series consists of Internal Audits that provide an independent appraisal of management performance in meeting the FDOT (Florida Department of Transportation) mission, and provides useful information to management through audits, reviews, studies and advisories. These are work paper files compiled in the performance of these audits, reviews, studies and advisories. Supersedes A-317(3).	Record Copy: (10) years from date of release of report Duplicates: Retain until obsolete, superseded or administrative value is lost.		Inspector General Office
A-319(1)	AVIATION SYSTEM FILES	This record series consists of study designs, intermediate and final study results, papers, publications, layout plans, maps and research papers. This series is audited.	(10) years from published date for copy-of-record, which is stored at the Central Office. Offer to Florida State Archives after retention is met and prior to destruction.		Modal Development Office
A-258(2)	BACKUP DOCUMENTS FOR VOUCHER FILES	This record series consists of the backup documents for gasoline, right-of way land and utility payments since they are too large to be placed in the voucher folders. Files are arranged numerically by voucher number.	(5) fiscal years from the end of the fiscal year in which record was entered provided applicable audits have been released.		Right of Way
A-382(6)	CALIBRATIONS ON RIDE EQUIPMENT	This record series consist of calibrations of the equipment used to measure the difference of elevation of the pavement. These calibrations are required each month and are filed by unit and year.	(1) year after calibrations is collected.		State Materials Office
A-327(5)	CASH RECEIPT/REPORT RECORDS: OUTDOOR ADVERTISING	This record series consists of, but is not limited to, books that contain 200 receipt copies each. Information included from whom money was received, date, amount of money, receipt number, check or money order number and bank on which check was drawn. Records are arranged numerically by receipt number.	(3) fiscal years provided applicable audits have been released.		
A-271(1)	CERTIFIED COPIES OF PROJECT DESIGN PLANS AND SURVEYS	This record series consists of, but is not limited to, all design plans and surveys prepared by or for the department, signed, sealed and certified by the professional engineer, surveyor or architect in responsible charge of the project work. Files are maintained in accordance with Chapter 334.175, Florida Statutes.	Retain permanently.		Design Office
A-324(9)	CONDEMNATION SUIT LOG (RIGHT OF WAY)	This record series consists of a log of information prepared by Right of Way surveyors for condemnation suit actions.	Retain until obsolete, superseded or administrative value is lost.		Survey and Mapping
A-420(1)	CONSTRUCTION TRAINING CLASS AND EXAMINATION RECORDS	This record series consists of construction training class and examination records for the Department of Transportation Construction Training Qualification Program. The series includes, but is not limited to, completed examinations, class evaluations, class applications and class rosters. The records are used to assure construction staff and the department's consultant inspection staff has the skills required to construct the department's road and bridge projects. Attendance and completion of the training course is not a requirement to take the examination. Examination results are maintained by the contracted vendor. This program was created in response to the department's requirement under 23 CFR 635, Chapter 1 - Federal Highway Administration, Department of Transportation, Construction and Maintenance; Section 20.23(3)(a), F. S., Department of Transportation; and Section 334.048, Legislative intent with respect to department management accountability and monitoring systems.	(2) anniversary years after exam date.		Construction
A-272(2)	CONTRACT REVIEW FILE	This record series consists of, but is not limited to, a computer produced tabulation of all bids submitted by contractors which exceeds Estimates Bureau cost estimate by at least seven (7) percent or more. This record series is used to record written comments of the contractor and the Contract Award Committee regarding the reasons for the seven (7) percent or more over the Departments estimated cost. Auditors may also use the file for auditing purposes.	(25) years provided applicable audits have been released; microfilm optional.		Contract Administation
A-266(1)	CONTRACTOR'S PAST PERFORMANCE REPORTS	This report is submitted by the Resident or Project Engineer for each contractor and subcontractor for each construction project. It evaluates the contractor's past job performance as it relates to their equipment, organization and management & work performance. It is recommended for approval by the Assistant District Engineer (Construction) and approved by the Assistant State Highway Engineer (Construction).	(6) years by the Contracts Administration Office.		Construction
A-303(1)	COST ALLOCATION PLAN (ANNUALLY)	Overhead summary proposal contains the final computations related to the overhead rate for each bureau and its appropriate composite rates. Department's plan distributes statewide central service costs and departmental operation cost to all Department divisions. Division's plan allocates the total overhead costs to the appropriate bureaus within each division.	(10) years provided applicable audits have been released.		Comptroller

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A-304(1)	COST ALLOCATION (SUPPORTING DOCUMENTS)	Documents used in computing the fringe benefit rate for the Department and its appropriate overhead rate for each bureau. These documents include building plans, audit reports, payroll and property reports. The reports are derived from SAMAS inventory logs and other SAMAS reports.	(3) fiscal years provided applicable audits have been released.		Comptroller
A-287(1)	COUNTY SECTION FILES	This record series consists of, but is not limited to, agreements, permits, purchase orders, technical data and routine correspondence dealing with a particular county section. Similar files are maintained in the District Offices	(15) years provided applicable audits have been released.		Transportation Analytics
A-356(1)	DAILY MAINTENANCE CREW REPORTS	This record series consists of a three-part work sheet, used by field crew leaders, and taken daily to Field Maintenance Offices for key punching data into the Maintenance Management System. Information from the report is used for inputting crew production, time sheet information, equipment utilization, and warehouse issues.	(3) fiscal years provided applicable audits have been released.		Maintenance
A-305(1)	DOT VEHICLE ACCIDENT REPORT FORM 511-01A	This form is used to record DOT vehicle accidents. The form reveals DOT driver information and names and addresses of witnesses. There is a full description and probable cause listed regarding the accident. Comments on how the accident could have been avoided are submitted by employee's supervisors at various management levels. The information is used for lawsuits proposed by DOT's Legal Office and for prevention data by the Safety Office as well as obtaining statistical information on types of accidents, etc.	(4) fiscal years by the Safety Office.		Safety Office
A-321(1)	DRAWBRIDGE ACCIDENTS	This record series consists of accident reports occurring at Florida's drawbridges. The accidents may have been caused by the gate attendant or by the vessels passing through. These records are used by the DOT General Counsel for litigation purposes.	(4) years following the incident provided all claims have been settled and applicable audits have been released for both the copy-of-record and the duplicates. The copy-of-record is housed in Legal and the duplicates are kept in the districts.		Maintenance
A-357(1)	DRIVEWAY PERMITS - FORM #592-01	This record series consists of permits issued by D.O.T. to individuals and/or companies etc. requesting permission for the construction of a driveway on Dept. of Transportation right-of-way.	(20) years for copy-of-record and may be microfilmed as volume justifies. Effective 4/1/85 copy-of-record is retained by applicable district office.		Construction
A-437(1)	ENVIRONMENTAL STUDIES RECORD SERIES	This record series consists of environmental documents and letters used as documentation of environmental studies. Environmental letters of coordination for the Department of Transportation projects files are used by DOT employees concerned with or involved in environmental issues. The series may contain, but is not limited to, documents and correspondence used as documentation of environmental studies and environmental letters of coordination. This records series does not contain National Environmental Policy Act documents, including technical reports or studies. This schedule supersedes 52.1.	(5) years after project is let to construction. or all projects on a particular study have been let to contractor, whichever is later. b) Duplicates. Retain until obsolete, superseded, or administrative value is lost. (The district offices have the duplicates).	RO-52(1) HAS BEEN SUPERSEDED by A-437(1) PER THE SCHEDULE REVISION request per EMO June 10, 2015 Individual Schedule revision to Schedule and (Item)# to Environmental Studies Records Series A-437 (1).	Engineering & Operations, Environmental Management Office.
A-268(1)	EQUAL OPPORTUNITY COMPLIANCE CONSTRUCTION PROJECT FILES	This record series contains correspondence and forms required to properly monitor the Equal Employment Opportunity requirements for D.O.T.'s Construction Projects. Files are to be maintained in accordance with Equal Opportunity Contract Administration Filing Procedures & Training Manual published by D.O.T. This record series is used in the audit process.	(4) fiscal years after final acceptance of the project provided applicable audits have been released and provided no litigation pending. (The official copy-of-record is to be maintained by the district offices).		Equal Opportunity
A-368(8)	EQUIPMENT LOGS; TOLL (TROUBLE)	This record series consists of the Toll Equipment Trouble Sheet, Form #182-01. The log is used to record daily toll equipment malfunctions. It contains the date and time of the trouble and the date and time of the corrective action. These logs are kept at every Toll Facility and are reviewed by the Facility Manager. At the end of each month they are sent to the Regional Technician Supervisor.	(1) year provided applicable audits have been released.		Turnpike

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A-273(1)	ESTIMATES JOB FILE, RECORD OF FINAL PLANS PACKET	This record series consists of, but is not limited to, the above packet which is retained in county-section job number sequence. The packet contains record of final plans, original transmittal letter, copy of final payment log, contract timesheet, freight information, certification of materials and affidavit from contractor, monthly bituminous record, retroactive adjustments, two (2) copies of latest final estimates, estimates previously submitted, overruns and under-runs with explanations, form 21-A, letters of acceptance, copy of supplement agreements, joint project agreements, court orders, arbitration rulings, daily diary checklist and comments.	(25) years; microfilm optional in accordance with standards in Rule 1B-26.021, F.A.C.		Construction
A-288(1)	FEDERAL HIGHWAY ADMINISTRATION CONDEMNATION AWARD FILES	This record series consists of, but is not limited to, all documentation awards, Forms 160-01, copies of appraisal reports and final judgments for purpose of annual reports and annual FHWA reports.	(3) fiscal years following payment by FHWA provided applicable audits have been released.		Right of Way
A-352(1)	FEDERAL PROJECT FOLDERS THAT HAVE BEEN WITHDRAWN	These folders consist of documents used in establishing the project in the federal billing system	(5) fiscal years provided applicable audits have been released.		Contract Administration
A-393(1)	FINAL JUDGMENT CASES	This record series includes, but is not limited to, investigations, payments, and witness statements for Final Judgments or fixed roadway and property damage resulting from the negligent operation of a motor vehicle. Final Judgments may also be awarded for past due toll accounts, defaulted lease agreements, and any unpaid debt due the Department. The Judgment places a lien on the Defendant's property and impedes the ability to obtain clear title, attesting the ability to buy or sell the property until the debt is paid in full. The Statute of Limitations is 20 years, Section 55.081, Florida Statutes. The Judgment also allows the Department to request the suspension of all driving and registration privileges until the debt is paid in full, Section 324.121, Florida Statutes.	(20) years from the date of Final Judgment.		General Counsel Office
A-388(1)	FINAL PLANS: ROADWAY	This record series consists of, but is not limited to, the signed and sealed set of plans, submitted 9/22/97 or later, and sealed plan sheets reflecting changes which were made during construction. NOTE: Plans submitted prior to 9/22/97 were submitted using Retention Schedule RO-43(1) Original Roadway Engineering Plan Drawings', or Retention Schedule RO-55, Rev 'Final (As-Built) Engineering Plans.'	Retain permanently plans submitted 9/22/97 or later. Records may be microfilmed in accordance with Rule 1B-26.0021 F.A.C.		
A-380(1)	FIVE (5) YEAR WORK PROGRAM PLAN	This record series consists of the Department of Transportation's annual Five Year Work Program, in "Citizen's Plan" format. This includes both the Tentative (prior to Legislative approval) and Adopted (after Legislative approval) Work Programs.	(7) years after issued provided applicable audits have been released. The specific audit to be completed before destruction is the Auditor General's periodic Operational Performance Audit of the Budgetary Control Systems of the Fla. Dept. of Transportation (required to be completed at least once every seven years. Offer to Florida State Archives prior to destruction.		Work Program
A-324(2)	FLOPPY DISK FOR GEOMETRIC RUNS (RIGHT OF WAY)	This record series consists of floppy disks containing geometric runs.	(3) years after project paid provided applicable audits have been released.		Survey and Mapping
A-413(1)	FLORIDA HIGHWAY SYSTEM SURVEILLANCE RECORD	This records series consists of images of the Florida Highway System created for systematic surveillance and inspection of the roadway system by Department of Transportation personnel. These images are updated every three to four years. Images are recorded by roadway identification number, stored on digital media and indexed by a database. Duplicates of the digital images are distributed to Districts Offices and used by the Florida Department of Transportation Safety Office	(10) years. These records may have archival value: contact Florida State Archives for archival review before they are purged.		Transportation Analytics
A-422(1)	FLORIDA SCHOOL CROSSING GUARD TRAINING PROGRAM TRAINER CERTIFICATION RECORDS	This record series documents the certification of school crossing guard trainers under the Florida School Crossing Guard Training (FSCGT) Program. Only certified trainers shall train school crossing guard candidates in which successful completion of a training program is mandatory pursuant to Section 316.75, F.S. The series includes, but is not limited to performance checklists, certificates of completion, and listing of trainers and date of completed training.	(4) anniversary years after expiration or cancellation of certification.		Safety Office



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A-423(1)	FLORIDA SCHOOL CROSSING GUARD TRAINING PROGRAM GUIDELINES AND TRAINING MATERIAL	This record series consists of Florida School Crossing Guard Training Program (FSCGT) guidelines and the materials supporting the guidelines. Section 316.75, F.S., states “The Department of Transportation shall adopt uniform guidelines for the training of school crossing guards.” The guidelines outline mandatory, recommended and optional practices that agencies are required to train school crossing guards. Training material may consist of PowerPoint presentations, videos and other related material. The guidelines are revised as needed; training materials or curriculum are subsequently revised to reflect changes.	(2) anniversary years after superseded or becoming obsolete.		Safety Office
A-321(2)	FLORIDA TRAFFIC ACCIDENTS REPORT OF REPAIR & CERTIFICATION OF FUNDS EXPENDITURE: FORM #850-005-01	This record series consists of a written report of damages to DOT property, guardrails, road signs, etc. The appropriate district would file an affidavit with Legal to facilitate collection for damages. Legal maintains the Copy-of-Record and the duplicates are kept in the district office. Record is not audited.	4) years following the incident provided all claims have been settled and provided applicable audits have been released		
A-318(2)	FLORIDA TRANSPORTATION PLAN	This series consists of study designs, intermediate and final study results, papers, publications, layout plans, maps, research papers. This series is audited.	(10) years from the published date. Offer to Florida State Archives after retention is met and prior to destruction.		Strategic Development Office
A-382(4)	FRICTION RECORDS	This record series consist of data collected with the Mobile Data Recorder. Data is stored on disk and analyzed upon return to office. The disk is kept as backup in case the data on the mainframe is accidentally deleted.	(3) calendar years after data is collected.		Transportation Analytics
A-363(1)	FUNDS APPROVAL RECORDS	This record series consists of, but is not limited to, all State, Federal and Turnpike funds approval for all phases of construction, i.e., Preliminary Engineering, Right-of-Way, Utilities, Railroad, Maintenance, Consultant, etc.	(5) years after approval of funds provided applicable audits have been released.		Comptroller
A-142(1) R-1	GENERAL COUNSEL OPINION FILES	General Counsel opinion series includes copies of opinions rendered by the general counsel, together with requests for opinions and such back-up material which may include maps, descriptions, related correspondence, etc.	Retain in Legal Office until opinion becomes valid. At the close of each calendar year, all invalid opinions are to be forwarded to Records Management for processing and destruction. Offer to Florida State Archives prior to destruction.		General Counsel Office
A-425(1)	GENERAL USE PERMITS RECORDS	This record series consists of general use permits authorizing individuals to conduct activities on state road right of way. Permits are required for temporary use of the right of way of the State Highway System. The series may include, but is not limited to, applications; site plans; drawings; letter designating representative; contact information; location of the proposed activity, including the county, state road, section, and mile post numbers; location and type of existing utilities; description of the proposed use; duration of the permit; and approvals and permits required by other governmental entities. Records are created pursuant to Rule 14-20.010, Florida Administrative Code, General Use Permit.	(2) anniversary years after permit expiration date.		Program Management
A-324(5)	GEOMETRY WORK FILE FOR FEDERAL AID PROJECTS (RIGHT OF WAY)	This record series consists of coding, work sheets, computer printouts, hand calculations, maps, field notes, sketches, etc., needed to work the Right of Way for Federal Aid Projects.	(3) years after project paid date provided applicable audits have been released.		Survey and Mapping
A-324(3)	GEOMETRY WORK FILE FOR NON-FEDERAL AID PROJECTS (RIGHT OF WAY)	This record series consists of coding work sheets, computer printouts, hand calculations, maps, field notes, sketches, etc., needed to work the Right of Way for Non-Federal Aid projects.	(3) fiscal years after project paid date provided applicable audits have been released.		Survey and Mapping
A-318(3)	GRANT AND CONSULTANT FILES	This series consists of grant applications, Federal Registrars approvals, contracts, agreements, and advertisements. This series is audited.	(5) fiscal years from contract date. Offer to Florida State Archives after retention is met and prior to destruction.		Safety Office
A-309(1)	HALF-SIZE ROADWAY AND BRIDGE PLANS	These documents are duplicates used as working copies. The master copies of these documents are scheduled as Final Plans (Schedule A-388) and Structural (Bridge) Engineering Plans Drawings (Schedule No. RO-56(1).	Retain until obsolete, superseded or administrative value is lost.		Construction

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A-431(1)	HERBICIDE APPLICATION LOG	This series documents the application of herbicide to the roadsides of the state highway system. Information provided by the log may include, but is not limited to, date, time and location of herbicide application; description of application equipment; type and amount of herbicide applied; and average hourly wind speed and direction.	(2) anniversary years from date of application of herbicide.		Maintenance
A-382(3)	HIGHWAY PERFORMANCE MONITORING RECORDS	This record series consist of the ride values collected with an ultrasonic profiler in conjunction with the Pavement Condition Survey and is filed in the survey file. This data is required by the FHWA.	(3) years after the Pavement Condition Survey is completed.		State Materials Office
A-318(1)	HIGHWAY SYSTEM RECORDS	This record series consists of study designs, intermediate final study results, papers, publications, layout plans, maps and research papers.	(8) years from the published date for the copy-of-record, which is stored at the Central Office. Offer to Florida State Archives after retention and prior to destruction.		Design Office
A-335(1)	INSURANCE RECORDS	This record series consists of, but is not limited to, Insurance Policies and supporting correspondence regarding Bridge property damage/use and occupancy, Turnpike property/use and occupancy, Building property damage, Drawbridge and Turnpike Liability, Money & Securities and Blank Bonds.	(5) calendar years after expiration of policy or five (5) fiscal years after final disposition of last claim provided applicable audits have been released.		Turnpike
A-375(1)	INVOICES: CREDIT (RIGHT-OF-WAY)	This record series contains a log of the ROW credit invoices, the ROW Credit Invoice and a copy of the Transaction 30 that was used to deposit the money.	(5) years provided required Federal audits have been completed.		Right of Way
A-324(8)	INVOICES: RIGHT-OF-WAY DOCUMENT TRANSMITTAL AND SUSPENSE CONTROL FILE	This record series consists of invoices for payment from title companies, the cover sheet and control form.	(10) years provided applicable audits have been released.		Right of Way
A-324(4)	JOB PROGRESS FILE FOR FEDERAL AID PROJECTS (RIGHT OF WAY)	This record series consists of field notes, maps, sketches, memos, general correspondence, etc., associated with particular Federal Aid Projects.	(3) years after project paid date provided applicable audits have been released.		
A-327(6)	LEDGERS: GENERAL (OUTDOOR ADVERTISING)	This record series consists of, but is not limited to, ledger books which contain postings of monies received from accounts for permit and license fees. Books are divided into fiscal years. The transmittal sheets list name from whom money was received, bank number, amount received and total amount deposited. Records are arranged in chronologically order.	(3) fiscal years provided applicable audits have been released.		
A-325(1)	MAP FILES - RIGHT OF WAY	This record series consists of maps, plats, sketches, log sheets, work sheets, monumentation field books and township plats. These records are required for support of audits.	Retain permanently. Microfilm optional as volume justifies in accordance with standards in Rule 1B-26.0021, F.A.C.		Survey and Mapping
A-382(5)	MATERIALS PERFORMANCE RECORDS	This record series consist of, but is not limited to, data collected to study the performance of materials that are not included in the Department's Standard Specifications. The materials are studied under the same traffic and environmental conditions and compared to standard materials for performance.	(3) years after Performance Study has been completed.		Materials Office
A-361(1)	MATERIALS TEST RECORDS	This record series contains Material Test Reports and pertinent correspondence on all road construction projects activated by a normal D.O.T. contract. These reports reflect the results of tests made on all materials used and/on construction procedures where applicable.	(3) fiscal years after the project paid date or one (1) year after audit whichever is later as per FWHA Highway Manual PPM 30-9, volume 1, chapter 6, section 2, item 16.		Materials Office
A-376(3)	MOTOR CARRIER COMPLIANCE RECORDS: PERMITS	This record series consists of, but is not limited to, I.R.P. Trip Permit and Temporary Fuel Use Permit (Form HSMV 85052). These forms are used by Motor Carrier Compliance Law Enforcement Officers and weight inspectors to cite carriers who have failed to display, and/or produce upon demand, a valid Florida Special of Motor Fuel Identifying device, or not properly registered under the International Registration Plan. These permits fall under Chapter 207, and Chapter 316.545, Florida Statutes. This form may also serve as a Temporary Fuel Use Permit, I.R.P. Trip Permit, and as field receipt for monies received.	(3) fiscal years (white and blue copy) provided applicable audits have been released.		Maintenance

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A-341(2)	MOTORIST AID COMMUNICATION LOGS	This record series consists of, but is not limited to, logs delineating the types of calls placed from the Interstate Highway Motorist Aid System. The information logged consists of call box number, date, time and type of call (wrecker, police or ambulance) placed. This data is used to monitor the system effectiveness.	(1) year after receipt of call.		Maintenance
A-341(1)	MOTORIST AID COMMUNICATION TAPES	This record series consists of, but is not limited to, tapes delineating the types of calls placed from the Interstate Highway Motorist Aid System. The information logged consists of call box number, date, time and type of call (wrecker, police or ambulance) placed. This data is used to monitor the system effectiveness. The tapes are not magnetic plastic; they are similar to the roll paper used with calculators.	(30) days.		Maintenance
A-394(1)	NOTICES OF VIOLATION: OUTDOOR ADVERTISING	This record series consists of department notices of violations issued to sign owners or holders of outdoor advertising sign permits notifying them of a violation of Chapter 479, Florida Statutes, or Chapter 14-10, Florida Administrative Code.	(5) years.		
A-414(1)	OBSOLETE SECURITY SYSTEM RECORDS	This record series consists of records of an obsolete security system which has been replaced by a new security system. The records include, but are not limited to, documentation of personnel granted access to certain areas or rooms.	(1) year after system replaced.		Information and Security Office
A-317(6)	OFFICE OF THE AUDITOR GENERAL AUDIT REPORTS	These are audit reports prepared by the Office of the Auditor General of the Department of Transportation.	Retain permanently. Copy-of-Record retained by the Office of the Auditor General.		Inspector General Office
A-326(1)	OUTDOOR ADVERTISING PARCEL FILES	This record series contains documentation for the purchase and removal of outdoor billboard signs. Included is an estimate of value, certificate of non-conformance, purchase agreements, removal agreements, certificate of sign removal, bill of sale and correspondence. This record series is used in fiscal audit process.	(20) years. Copy-of-record; (retain hard-copy five (5) years after job deletion. Microfilm in accordance with standards in Rule 1B-26.0021, F.A.C.).		
A-415(1)	OVERWEIGHT/OVER-DIMENSIONAL ROAD USE PERMITS	This record series consists of overweight/over-dimensional special road use permit applications and their resulting permits. The overweight/over-dimensional special road use permit application is used by the Permitting Office to make decisions involving overweight-over-dimensional vehicles operating on public roadways. The permit is used by the customers to operate vehicles, within the parameters of the permit, on select public roadways. Special road use permits may be valid up to one year. Refer to s. 316.550, F.S. and Chapter 14-26, F.A.C.	(5) fiscal years provided applicable audits have been released.		Maintenance
A-416(1)	OVERWEIGHT/OVER-DIMENSIONAL ROAD USE PERMITS: ACCOUNTING RECORDS	This record series consists of financial documents directly related to the issuance of overweight/over-dimensional special road use permits. The record series may include financial documents cash/check logs, balance sheet, settlement reports, and other supporting documents. Special road use permits may be valid up to one year. Refer to s. 315.550, F.S. and Chapter 14-26, F.A.C.	(5) fiscal years provided applicable audits have been released.		Maintenance
A-324(1)	PARCEL TRAVERSE RECORDS (RIGHT OF WAY)	This record series consists of coding and computer printouts for Traverse Closure on individual parcels of Taking and Remainder on Federal Projects.	Retain until construction is complete or when condemnation litigation is concluded, whichever is later.		Survey and Mapping
A-382(2)	PAVEMENT CONDITION SURVEY RECORDS	This records series consists of, but is not limited to, the workbook (a computer output that the pavement defect data is recorded on), the ride and rut data sheets printed from the test vehicles computer system, the computer editing sheets and Highway Performance Monitoring System raw data. The collected data is permanently stored on the mainframe computer and is used for justification of the State's pavement rehabilitation budget.	(3) years after survey is completed.		State Material Office
A-365(1)	PAYROLL RECORDS: WARRANT CANCELLATIONS	This record series consists of Fiscal Office file copy of the Salary and Expense Warrant Cancellation Memorandum. This form is used to transmit salary and expense warrants for cancellation to State Comptroller.	Retain until applicable audits have been released.		Comptrollers
A-345(1)	PERMITS: ENVIRONMENTAL	Files consist of correspondence leading to obtaining permits and the actual permits themselves. Files contain all types of environmentally related permits themselves i.e., air quality, navigational, environmental, etc. Permits are obtained from Corp. of Engineers, U.S. Coast Guard, Dept of Regulations. DOT must obtain the permits in order to have environmental controls relating to construction projects. Occasionally conditions on the permits cause DOT litigation after the permit date expires. Also, the files are used in a research effort to determine what we did previously under specified conditions.	(5) years after completion of project, (after project completion they may be submitted to DOT Records Storage.		Environmental Management Office

# Retention and Disposal Schedule (Active)

SCHEDULE # & (ITEM #)	RECORDS TITLE	DESCRIPTION	RETENTION	UPDATES\SUMMARY CHANGES	OFFICE THIS SCHEDULE BELONGS TO
A-411	PERMITS: LANDSCAPE	This record series consists of permits issued to landowners with property adjoining Florida Department of Transportation right-of-ways. This permit authorizes the landowner to landscape the right-of-way adjoining their property. These permits are ongoing and are seldom terminated.	(2) years after termination.		Maintenance
A-417(1)	PERMITS RECORDS: DRAINAGE CONNECTION	This record series consists of drainage connection permit records. Permits are required for drainage connections which are used or function as links or otherwise convey storm-water runoff or other surface water discharge from properties adjacent to the department's right-of-way. The series may contain, but is not limited to, permit application, permit, affidavit of ownership, contiguous property interest forms, engineer certification, permit plans, drainage design calculations, notice of completion, National Pollutant Discharge Elimination System notices and forms, easement documents, drainage agreements, correspondence and memoranda, inspection reports, and supporting documents. Storm events used in the permit process include storms of the 25, 50, and 100 year frequencies. The plans, drainage reports, and other correspondence contained in these records are often useful to help research and resolve drainage problems or complaints on the highway. They also help establish the prior drainage history of a neighborhood as property develops and redevelops over time. Records created pursuant to Rule 14-86, F.A.C., Drainage Connections.	(20) years after permit issued.		
A-427(1)	PERMITS RECORDS: MOVING (BUILDING)	This record series consists of applications for permits to allow a building to be transported upon state roads, including permits for single moves, special moves and annual permits. "Building" means a fixed structure normally attached to a foundation with walls and roof, and does not include mobile home, modular buildings and manufactured housing. The series may include, but is not limited to, permit to move building over state roads, copies of security instruments (letters of credit or bonds), and certificate of insurance. Records are created pursuant to Section 316.550, Florida Statutes, Operations not in conformity with Law; special permits, and Rule 14-63, Florida Administrative Code, Building Moving Permit Regulations. This schedule supersedes schedule RO-49.	(5) years provided applicable audits have been released.		Maintenance
A-433(1)	PERMITS RECORDS: SOLICITAON FOR FUNDS	This record series consists of permits authorizing organizations to solicit funds within approved rest areas, welcome centers and state highway facilities. The series may include, but is not limited to, Permit Application for Solicitation and supporting documentation; an executed Indemnification Agreement; a copy of the consumer's certification for exemption issued by the Department of Revenue; proof of registration with the Department of Agriculture, Consumer Services Division; and notices of denial. Records are created pursuant to Section 496.425, Florida Statutes, Solicitation of funds within public transportation facilities, and Rule 14-28.005, Florida Administrative Code, Solicitation Within Rest Areas and Welcome Centers.	(1) year after denial, expiration, revocation, or suspension of permit.		Maintenance
A-305(2)	PERSONAL INJURY/ILLNESS REPORT - FORM 511-03	This form reflects all information relating to personnel illness or injury. These reports are used for accident/injury analysis by DOT's Safety Office.	(4) years by the Safety Office.		
A-226(1)	PHOTOCOPY LOGS	This record series is composed of relevant data (down time of the machine also) needed to facilitate adequate control and usage of reproduction supplies and equipment. Employing this information along with the equipment meter reading a monthly report is compiled. This record is liable to the audit process.	Retain until obsolete, superseded or administrative value is lost.		
A-34(2)	POSITION PROFILE	These forms list pertinent information about authorized and established positions such as date authorized, job class, position number, pay grade, workweek, etc.	Retain copy-of-record in Central Office Personnel Bureau permanently. As a new updated Position Profile working copy is received retain the old one for one year in the office. These records are used in the audit process.		Human Resources



# Retention and Disposal Schedule (Active)

SCHEDULE # & (ITEM #)	RECORDS TITLE	DESCRIPTION	RETENTION	UPDATES\SUMMARY CHANGES	OFFICE THIS SCHEDULE BELONGS TO
A-403(1)	PRE-CONSTRUCTION AGREEMENTS, PERMITS AND SEALED DOCUMENTS	This record series consists of design permits, agreements and related calculations or reports. Records document drainage permits, calculations, maps, research, studies, and reports; environmental permits; geotechnical tests, surveys and reports; landscape agreements; lighting agreements; signalization agreements including 710-010-20 UWBHC master agreement-combined, 710-010-56 design work-utility expense, 710-010-61 utility exception justifications, 710-010-64 UWBCH-combined master agreement utility work by highway contractor; utility exceptions; design decisions and issues related to access management and criteria; design exceptions and variations; structures design calculations; etc. Many of these documents are assigned and sealed by a registered engineer.	Retain permanently.		Program Management
A-402(1)	PRE-CONSTRUCTION/DESIGN CORRESPONDENCE AND DOCUMENTS	This record series consists of project files and other miscellaneous design related correspondence between FDOT (Florida Department of Transportation) offices, consultants, vendors and the public used to develop project plans, permits and agreements. Records document plan review comments and responses, consultant selection and administration documents, FHWA approvals, directions to consultants, schedules and in-house design, minutes of project meetings, reports, studies, applications, computations, reviews, certifications, schedules, man-hour and cost estimates, etc. This schedule supersedes A-399.	(15) years.		Program Management
A-400(1)	PRE-CONSTRUCTION/DESIGN RESOURCE LIBRARY	This record series consists of design related resource library documents that support the development of Design manuals, standards, specifications, pay items, etc. This record also includes documentation of technical meetings regarding policy and procedure with federal and state organizations, vendors and other FDOT (Florida Department of Transportation offices and districts.	Retain permanently.		Design Office
A-401(1)	PRE-CONSTRUCTION/UTILITY CORRESPONDENCE AND DOCUMENTS	This record series consists of project files and other miscellaneous utility related correspondence between FDOT (Florida Department of Transportation) offices, consultants and utility owners used to develop project plans, permits and agreements. Records document FHWA correspondence, project meeting minutes, QA/AC reports, legal issues, 710-010-04 work order change, 710-010-05 work schedule, 710-010-06 estimate summary, 710-010-08 reg. contract provisions-engineer contracts, 710-010-12 billing summary, 710-010-21 UMBHC-FDOT expense, 710-010-57 UMBHC-lump sum, 710-010-65 selective utility work, 710-010-50 resolution and power of attorney, 710-010-51 delegation and power of attorney, 710-010-55 utility work-UAO expense	(20) years.		Program Management
A-272(1)	PRELIMINARY COST ESTIMATES FOR DOT CONSTRUCTION PROJECTS	This record series consists of, but is not limited to, a computer produced cost estimate, compiled by the Bureau of Estimates for each new project and the tabulations of all bids received from contractors for construction contracts. This record series is used in the audit process to ensure integrity for each bid item. This document is used as a tool in the contract review process.	(25) years provided applicable audits have been released. Retained by Central Office Preliminary Estimates Section. Microfilm optional as volume justifies in accordance with standards in Rule 1B-26.0021, F.A.C.		Preliminary Estimates Office
A-214(3)	PRIMARY CASH FORECAST VARIANCE REPORT	This record series consist books showing the variance of the forecast and the actual dollar amount spent by projects.	(1) year for copy-of-record.		comptroller
A-358(1)	PROFESSIONAL ASSOCIATION PARTICIPATION RECORDS	This record series consists of work papers and documents related to committee appointments in professional associations, dates and locations of conventions, speaker's topics and program announcements.	Retain until obsolete, superseded or administrative value is lost.		Work Program & Budget
A-398(1)	PROFESSIONALS' EDD SYSTEM (PEDDS) DATABASE	This record series consists of open format electronic files signed and sealed under Rules 61G15-23.003, 61G16-2.005, and 61G17-7.0025, Florida Administrative Code, that are generated within or delivered to the Florida Department of Transportation, and stored in the Professionals' Electronic Data Delivery System (PEDDS) Database. This record series also includes supporting information in open formats for the record series described. When referenced, this record series has additional information that will need to be considered. Please reference the official paper or microfilm copy held by the Department of State or Department of Transportation.	Retain permanently.		Design Office
A-405(1)	PROJECT ASSIGNMENT AND TIMEKEEPING SYSTEM	This record series consists of a web-based system used by the Office of Inspector General (OIG) to monitor the progress and resources utilized in completing the objectives outlined in OIG Annual Work Plan. The reports from this system consist of project information and staff time expended in completing these projects.	(3) anniversary years.		Inspector General Office

# Retention and Disposal Schedule (Active)

SCHEDULE # & (ITEM #)	RECORDS TITLE	DESCRIPTION	RETENTION	UPDATES\SUMMARY CHANGES	OFFICE THIS SCHEDULE BELONGS TO
A-319(2)	RAIL SYSTEM FILES	This record series consists of study designs, intermediate and final study results, papers, publications, layout plans, maps and research papers. This series is audited.	(5) years from published date. Offer to Florida State Archives after retention is met and prior to destruction.		Modal Development Office
A-394(2)	RENEWAL BILLINGS, INVOICES, RECONCILIATIONS: OUTDOOR ADVERTISING	This record series consists of annual renewal billing notices sent to vendors, invoices which accompany the billing, and reconciliation of account by district.	(3) fiscal years provided applicable audits have been released.		
A-229(1)	REPRODUCTION REQUEST - FORM 297-02	This record series is used for printing jobs sequence control facilitated by the way of the job number assigned. Instructions for the work to be processed are also included, originated by requestor. There are three copies: Print Shop copy (original), one copy with the working material for identification and the requestor copy. The record is susceptible to audit process. Reproduction is to retain the file for thirty (30) days; forward to storage after the thirty day period.	(1) year for copy-of-record provided applicable audits have released.		Support Services
A-252(2)	RETURNED REGISTERED RECEIPT: FORM PS3811	This series document the type of delivery, to whom the article is addressed, article description, signature, date of delivery, address, and if unable to deliver the reason. The Form becomes registered when the article is irreplaceable.	(5) calendar years. (Note: DOT will hold for Seven (7) years per request from Internal Audit Office.		Support Services
A-382(7)	RIDE ACCEPTANCE RECORDS	This record series consist of, but is not limited to, the measurement of the difference of elevation of the pavement. This collected information is compared to the International Roughness Index which is an adopted national standard for ride.	(3) years after data was collected		State Materials Office
A-324(11)	RIGHT OF WAY ENGINEERING RECORDS, TRANSITIONAL SERIES FEDERAL AID PROJECT NUMBER ASSIGNMENT FILE	This record series lists the projects currently being worked by Right of Way Surveying.	Retain until contract is awarded		Survey and Mapping
A-324(12)	RIGHT OF WAY ENGINEERING RECORDS, TRANSITIONAL SERIES LAND DESCRIPTION FILE	This record series consists of typed land descriptions for use by engineers working Federal Aid Projects.	Retain until acquisition of the project is complete, then destroy		Survey and Mapping
A-295(3)	RIGHT OF WAY PROJECTS: FISCAL FILES	This record series consist of, but is not limited to, copies of material relating to the specific project. It is used as the auditor's working file.	(3) fiscal years after date of final voucher submitted provided applicable audits have been released.		Right of Way
A-418(1)	RIGHT OF WAY PROJECT RECORDS: CONVEYANCE DOCUMENTATION	This records series consists of conveyance documentation for right of way projects and contains original or certified copies of executed documents of conveyance and other ancillary documents necessary to prove the department's title. The series includes, but is not limited to deeds, permanent easements, public disclosure affidavits, title insurance policies, petitions, orders of taking, certificates of deposit, final judgments and stipulated judgments. For retention of other project documentation, see Schedule A-419.	Retain permanently		Right of Way
A-419(1)	RIGHT OF WAY PROJECT RECORDS: OTHER PROJECT DOCUMENTATION	This records series consists of project and parcel related documents for right of way projects. The series includes, but is not limited to , results of title searches, appraisals and appraisal data books, negotiation records, relocation assistance plans and document, property management records, suit information, eminent domain records (other than conveyance documents), rail corridor management records, payment records, correspondence, and miscellaneous project documentation. For retention of conveyance documentation, see Schedule A-418. Retention is in accordance with Title 49CFR 24.9, Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally-Assisted Programs, recordkeeping and reports.	(3) anniversary years after date of final voucher to Federal Highway Administration or project closing, whichever is later		Right of Way
A-435(1)	SCHOLARSHIP PROGRAM RECORDS	This record series documents the Department of Transportation Southeastern Association of State Highway Transportation Officials (SASHTO) Scholarship Program. The records document the process of selecting applicants, limited to dependents of Department of Transportation employees, who receive money provided by SASHTO for college scholarships. The series may included, but is not limited to, list of committee members, applications, interview questions, applicants' responses, letters of recommendation, correspondence, birth certificates, school transcripts, and other supporting documentation.	(5) fiscal years after scholarships have been awarded		Organizational Development Office

# Retention and Disposal Schedule (Active)

SCHEDULE # & (ITEM #)	RECORDS TITLE	DESCRIPTION	RETENTION	UPDATES\SUMMARY CHANGES	OFFICE THIS SCHEDULE BELONGS TO
A-327(3)	SIGN REPORTS INVENTORY/JUNKYARD EVALUATION FORMS	This record series consists of, but is not limited to, complete inventories giving description and location of every sign in the State of Florida located on Interstate and Federal Aid Primary highways. Also included is information on sign and junkyard evaluation forms. Records are arranged numerically by section number	Retain until obsolete, superseded or administrative value is lost.		
A-382(1)	SOIL SUPPORT RECORDS	These files document the soil support values for projects that are to be rehabilitated. This record series consist of, but is not limited to, the letter of request for soil support values from the districts, copy of straight-line diagram, and summary of the deflection data acquired, plots of the deflection data and a copy of the sealed letter issuing the soil support values sent to the District Design section.	3) years after the sealed letter is submitted to the District Design Office.		
A-158(3)	SOURCE DOCUMENTS	This record series consists of documents used to compile N.H.F.A. reports	(3) fiscal years in which record was entered (FWHA PPM 30-9) provided applicable audits have been released.		Safety Office
A-306(1)	STATE PRIMARY TRUST FUND CASH FORECAST	Record series consist of cash forecast and supporting reports that contain current fiscal year and two additional fiscal years cash projections. Also, includes Transportation Commission and Executive Committee presentations which include the cash forecast, charts and graphs	(5) fiscal years provided applicable audits have been released.		Comptroller
A-368(6)	STATISTICAL RECORDS: TOLL FACILITIES	This record series includes statistical information such as total monthly revenue and monthly revenue traffic, percentages of increases or decreases of traffic over the same time period of previous year. Also includes other related statistical data.	(3) fiscal years copy-of-record.		Turnpike
A-324(6)	STATUS OF LAND DESCRIPTIONS (RIGHT OF WAY)	This record series consists of the status of land descriptions for Federal Aid Projects is indexed on these floppy disks for automatic printout.	Retain until obsolete, superseded or administrative value is lost.		Survey and Mapping
A-324(10)	TITLE SEARCH AGREEMENT FILE (RIGHT OF WAY)	This record series consists of Title Search Agreements, correspondence thereto, Agenda for Title Searches Agreements, and a listing of Title Searches by Districts.	10) years provided applicable audits have been released.		Right of Way
A-324(7)	TITLE SEARCH LEDGER BOOKS (RIGHT OF WAY)	These ledger books contain a record of payment for each invoice received by the Right of Way Engineer.	Retain until obsolete, superseded or administrative value is lost.		Right of Way
A-368(5)	TOLL FACILITY COLLECTION RECORDS: SUPPORTING DOCUMENTS	This record series consists of individual toll facilities' non-revenue reports, accident reports, unusual occurrence reports, FHP reports, duplicate requisitions, duplicate Bond and Trust Fund reports, general correspondence and news and various other reports on activities related to the workings of the individual toll facilities. These reports are filed by the individual toll facility.	(3) fiscal years provided applicable audits have been released.		Turnpike
A-428(1)	TRAFFIC CONTROL SIGNALS AND DEVICES CERTIFICATION RECORDS	This series documents the Department's process for certifying traffic control signals and devices. The series may include, but is not limited to, vendor applications, correspondence with vendors and end-users, evaluations of devices and vendors, and approval or disapproval documentation. Qualified vendors are included on the Department's Qualified Vendor List (QVL). This series does not include the record copy of signal/device engineering records, which are cover by General Records Schedule GS1-SL, Item #344, ENGINEERING RECORDS: INFRASTRUCTURE.	(5) anniversary years after removal from Approved Product List, removal from Qualified Vendor List, or failed evaluation.		Traffic Engineering Operations Office
A-282(1)	TRAFFIC CONTROL SYSTEMS - INTERSTATE HIGHWAY SYSTEM	This record series consists of, but is not limited to, information, contracts and original papers concerning the Motorist Aid system located on the Interstate Highway System.	(5) years after completion of contracts provided applicable audits have been released.		Maintenance
A-279(2)	TRAFFIC ENGINEERING STUDIES, BY LOCATION	This record series consists of, but is not limited to documentation of Traffic Engineering field analysis. Record includes traffic data, recommending reports regarding such things as pedestrian overpasses, traffic signals, etc.	(5) years provided applicable audits have been released.		Traffic Engineering Operations Office
A-279(1)	TRAFFIC OPERATION PROJECT FILES	This record series consists, but is not limited to, correspondence relating to project design, traffic equipment approvals during construction and field data.	(3) fiscal years after project paid date provided applicable audits have been released.		Maintenance
A-280(1)	TRAFFIC OPERATIONS RESEARCH & EXPERIMENTAL PROJECT FILES	This record series consists of, but is not limited to, the entire historical correspondence and technical data associated with research activities. Governor's Highway Safety grants are used to finance many of these projects. Examples of projects would be the Green-Band Tampa Moving-Merge Project and the Photo-Log system and Fog Detection Study.	(5) years provided applicable audits have been released. Offer to Florida State Archives after retention is met and prior to destruction.		Safety Office
A-397(1)	TRAFFIC PHOTOGRAPHS: INTERSTATE/STATE HIGHWAY	This record series consist of digital photos or traffic on the Interstate and State Highway System and stored a JPG files on computer. A new picture will be taken every one or two minutes and stored. These images are only for the public view of traffic at a specific point in time and have no other value.	(7) days.		Traffic Engineering Operations Office

# Retention and Disposal Schedule (Active)

SCHEDULE # & (ITEM #)	RECORDS TITLE	DESCRIPTION	RETENTION	UPDATES\SUMMARY CHANGES	OFFICE THIS SCHEDULE BELONGS TO
A-306(2)	TURNPIKE CASH FORECAST	This record series consist of cash forecast and supporting reports that contain current fiscal year and two additional fiscal years cash projections. Also includes Transportation commission and Executive Committee presentations which include the cash forecast, charts and graphs. This applies also to the thirteen (13) year Turnpike Finance Plan.	(5) fiscal years provided applicable audits have been released.		Turnpike
A-357(2)	UTILITY PERMITS - FORM 592-03	This record series consists of permits issued by D.O.T. to utility companies requesting permission to construct, operate and maintain utilities on Dept. of Transportation right-of-way.	(20) years for copy-of-record; may be microfilmed (by district) as volume justifies in accordance with standards in Rule 1B-26.0021, F.A.C.		Program Management
A-354(1)	UTILITY RECORDS	This record consists of work orders, correspondence and bills for the utility hook-ups for sub-offices in the district. Also, there are correspondences pertaining to the disconnecting of services.	(3) fiscal years provided applicable audits have been released.		Program Management
A-289(1)	VEGETATION CONTROL PERMITS FILES	This record series consists of, but is not limited to, Vegetation Control Application for Permit (Form 178-528), Vegetation Control Permit (Form 178-528A), photographs and correspondence regarding vegetation control for outdoor advertising displays.	(1) year after permit expires. Record (master) copy is retained by the District Roadside Development.		Right of Way
A-366(1)	VEHICLE CLASSIFICATION REPORT	This record series consists of quarterly computer print-out providing list of vehicle traveling roadway, number on count, percentage of type counted, total vehicles counted. Copies are distributed to the Materials and Research Engineer, the State Transportation Engineer, Plans Evaluation Section, Pavement Design Section and the Federal Highway Administration. The printout provides data necessary in assisting in the determination of type of pavement design, type of material that should be used, etc. The printout shows the type of vehicles traveling the roadway (esp. percentage of heavy trucks).	(10) years; microfilm optional in accordance with standards in Rule 1B-26.0021, F.A.C.		Transportation Analytics
A-387(1)	VIDEO TAPE RECORDS: TOLL BOOTH SURVEILLANCE	This record series consist of videotapes recording security information affecting toll plaza access. These tapes are used by security staff in investigations of possible theft, robbery, injury and other procedural violations. These tapes have no value after it is determined that no security breaches occurred.	Retain until obsolete, superseded or administrative value is lost.		Turnpike
A-386(1)	VIDEO TAPE RECORDS: TOLL BOOTH TRANSACTION	This record series consists of videotapes recording all toll transactions and traffic thru toll booths for each eight-hour shift. These tapes are used to verify unusual occurrences reported by the toll collectors which affect a secondary source of data for toll collector accountability per shift. These video tapes are changed out by the Plaza Manager every six hours which results in four tapes per twenty-four hour period. These tapes have no value after each shift's reconciliation.	Retain until obsolete, superseded, or administrative value is lost		Turnpike
A-277(1)	WAGE RATES	This record series consists of, but is not limited to, copies of wage rate registers published by U S Department of Labor and related correspondence. The correspondence deals with inquiries from various contractors concerned with the wage rate for a particular job or jobs in the county where construction is to take place. Files must be maintained for each county separately and the historical data must be used in making a wage rate determination. This record series is subject to audit.	(3) fiscal years after project paid date provided applicable audits have been released.		Construction
A-319(4)	WATERPORT SYSTEM FILES	This record series consists of study designs, intermediate and final study results, papers, publications, layout plans, maps and research papers. This series is audited.	(5) years from published date. Offer to Florida State Archives after retention is met and prior to destruction.		Modal Development Office
A-347(1)	WEIGHT BOARD CASE RECORDS	Case files are created from load report overweight assessments, the payment of which has been protested. As protests are received, they are acknowledged in writing by a copy of a letter, the original of which is sent to the Weight Review Board. Full information taken from which the load report is included in this letter describing name and address of owner and of operator, vehicle, axle weight, tire size, freight, assessed charges and penalties, substance of protest, type pf scale and signature of trooper or weight inspector. Upon receipt of a sufficient number of protested cases, the Weight Board sets a hearing date and agenda and notifies the protesting owner or operator. Minutes are prepared and testimony is recorded. After hearings are complete, decisions are rendered on each specific case.	(5) years or one (1) year after audit is published, whichever is later.		Maintenance



# Retention and Disposal Schedule (Active)

SCHEDULE # & (ITEM #)	RECORDS TITLE	DESCRIPTION	RETENTION	UPDATES\SUMMARY CHANGES	OFFICE THIS SCHEDULE BELONGS TO
A-319(3)	TRANSIT SYSTEM FILES	This series consists of study designs, intermediate and final study results, papers, publications, layout plans, maps and research papers. This series is audited.	(5) years for the copy-of-record that is retained in the Central Office. Offer to Florida State Archives after retention is met and prior to destruction.		
A-380(2)	WORK PROGRAM PREPARATION FILE	This record series consists of documents relating to the preparation of the annual five-year work program. These documents include, but are not limited to, materials pertaining to the following activities: notes from annual Work Program Workshops; annual work program instructions; documentation from the Central Office Review of the annual Tentative Work Program; backup documentation to the annual presentation of the Tentative Work Program to the Florida Transportation Commission; and other related analyses and materials.	(7) years after issued provided applicable audits have been released. The specific audit to be completed before destruction is the Auditor General's periodic Operational Performance Audit of the Budgetary Control Systems of the Fla. Dept. of Transportation (required to be completed at least once every seven years.).		Work Program
G-7(7)	DEPARTMENT OF TRANSPORTATION PUBLICATIONS	One copy of all Florida Department of Transportation produced publications will be retained for posterity. Need for historical and reference purposes. It will not be feasible to microfilm	Retain permanently		
G-11	HAZARDOUS MATERIAL MANAGEMENT AND HAZARDOUS WASTE DISPOSAL RECORD SERIES	This record series serves to document the identification acquisition and management of hazardous materials. Procedure #692-005 defines outlines and provides guidance as to the legal and otherwise proper actions that must be followed in the collection and disposal of hazardous materials. There are three categories of records that are generated by the cited procedure: (1) Tests of hazardous waste & the test results; (2) Record of proper disposal of hazardous materials; (3) Documentation of training employees to assure proper control and safety of hazardous materials.	Retain permanently. Items (1) and (2) must be retained for three (3) years by the user or small quantity generator, whichever is applicable. Item (3) will also be microfilmed and become a part of the employees' personnel file that is retained 75 years. Microfilming is optional.		Materials Office
MT-4	RAILROAD SAFETY INSPECTION PROGRAM	This record series consists of correspondence associated with billings for inspection, monthly accident reports, railroad investigations and complaints, general correspondence, monthly inspections and monthly reports. This record series is subject to audit.	(3) fiscal years provided applicable audits have been released. The original copy-of-record is held by Federal Railroad Administration and the copy of the original is housed in the Division of Public Transportation.		Modal Development Office
MT-5(1)	AIRPORT RECORDS (FORM #'S FAA-7480-1, 1,831-05, 831-06)	This record series consist of a complete history of both active and inactive airports, from the notification of the proposed airport to the annual renewal of the license. The records consist of official forms and general correspondence between the Federal Aviation Administration, DOT and the respective airport. The more important papers are: the license, the agreement (which is between the city and the airport), license application, airport site approval, notice of intent (this correspondence is used to notify owners of property within one thousand feet or the proposed airport) and the annual inspection form.	Retain permanently.		Modal Development Office
P-16(1)	FUNCTIONAL CLASSIFICATION OF PUBLIC ROADS RECORDS	This record series consists of maps, tabular listings indicating the existing state highway system, county road system, and city street system. These systems are determined by classifying each and every road in the state according to the function it performs. Also included in this series is the correspondence generated by the change of jurisdiction resulting from change of function.	Retain until obsolete, superseded or administrative value is lost. Copy-of-record is retained by Central Office and duplicates by the districts.		Systems Implementation

# Retention and Disposal Schedule (Active)

SCHEDULE # & (ITEM #)	RECORDS TITLE	DESCRIPTION	RETENTION	UPDATES\SUMMARY CHANGES	OFFICE THIS SCHEDULE BELONGS TO
P-21(1)	FEDERAL FINANCIAL REPORT FOR PUBLIC ROADS AND WORKSHEETS	This record series is an aggregate financial disclosure of the Public Road System in the State of Florida. This record series consist of worksheets that are used to facilitate the collection of data for the financial report. The report reveals such data as receipts from local sources, State Government, proceeds of bonds and notes and the Federal Government for road and street purposes, disbursements for road and street purposes and changes in local highway debt status during the year.	(5) years in office (Planning System Statistics) file, after which the report will be extracted and reproduced on microfilm in accordance with Rule 1A-26.002 F.A.C., then destroy paper documents. The worksheets will be destroyed at the five-year retention. There are no duplicates.		Transportation Analytics
P-22(1)	MOTOR FUEL REPORT	This record series is a computer-generated report delineating Florida's aggregate motor fuel usage and the corresponding tax collection. This report is further broken down into district and county categories.	(15) years. Destroy paper copies after verification of annual microfiche copies.		Maintenance
RO-4(1)	CITY MAPS	Record series consist of maps of cities throughout the state of Florida used for references in locating various accident locations. These maps are ordered from the cities.	Retain until obsolete, superseded or administrative value is lost.		Safety Office
RO-7(1)	COUNTY MILEPOST BOOK	This record series consist of straight-line diagrams of state-maintained roadways throughout the state.	Retain until obsolete, superseded or administrative value is lost		Maintenance
RO-11(1)	TRANSPORTATION SAFETY AND INDUSTRIAL SAFETY	This record series consist of correspondence related to highway safety, funding for safety programs, safety projects, safety manuals, and reading files.	(3) years provided applicable audits have been released.		Safety Office
RO-36(1) R-2	TRAFFIC REGULATION REPORTS	This record series consists of correspondence relating to traffic signals, speed restriction zones, prohibitive turns, parking restrictions, (anything that would affect the driver on the roadway).	(10) years for the copy-of-record that is retained in the districts.		Traffic Engineering Operations Office
RO-56(1)	STRUCTURAL (BRIDGE) ENGINEERING PLAN DRAWING	This record series consists of plans which may be shop drawings illustrating the working mechanism of a bridge, or original full-size and complete bridge plans. Bridge plans have key-sheets, which delineates the project number, county, road number and the number of drawings contained in the plan. After letting the bridge plans are combined with the appropriate roadway plans.	Retain permanently. Microfilm in accordance with standards in Rule 1B-26.0021, F.A.C., three (3) years following project completion. The original film copy will be retained in the State Records Center, one copy will be used as a working copy by the Central Office and one copy sent to the appropriate district. Following verification of the film the Structure Plans shall be returned to the Central Office Structures Section to be retained until obsolete, superseded or administrative value is lost. This is in accordance with DOT Procedure 287-001		Design Office
RO-57(1)	HOUSING MOVING BOND	This record series consists of the bond itself, power of attorney, correspondence pertaining to the bond and the continuation certificate. The bond gives protection and/or facilitates payment for damages to DOT property caused by the bonded house mover.	2) years after bond expiration, which is stored in the Central Office.		Maintenance
RO-67(1)	BRIDGE DESIGN CALCULATIONS	This record series consists of engineering hand-written design calculations. These records document that the department bridge design is in conformance with current AASHO - AASHTO specifications.	(5) years for all not computerized, (Prior to mid-1970's). Des+A243:F243ign calculations from mid-1970's forward are retained permanently in computer.		Design Office
RO-70(1)	DRAWBRIDGE OPENING REPORTS	These files consist of the Bridge-Tender's Log of Openings (Form #676-05) for all drawbridges throughout the state. This report is used to determine the need and frequency of openings and to ascertain the time of passage and name of the boat and/or person passing through.	(4) years. Master Copy is held by the District Maintenance Engineers		Maintenance

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RO-78(1)	WEEKLY REPORT OF DAILY ACTIVITY - FORM 509-07	This form is used by the Bureau of Weights for their officer/inspectors to record their daily activity. Each report reflects a week's activity, and one is used for each individual officer/inspector.	(3) years for copy-of-record provided applicable audits have been released		Maintenance
RO-78(2)	WEEKLY REPORTS OF DAILY ACTIVITY - FORM 509-07	This form is used by the Bureau of Weights for their officer/inspectors to record their daily activity. Each report reflects a week's activity, and one is used for each individual officer/inspector	(3) years for copy-of-record provided applicable audits have been released.		Maintenance
RO-82(2)	CONSTRUCTION PROJECT RECORDS, ENGINEERING & MATERIAL SERIES: ENGINEERING RECORDS	A. FIELD BOOKS - Bound, hardback, serially numbered, used for recording alignment and piling. B. PILING RECORDS - shows location of piling supports.	Retain until structure is removed		Construction
RO-82(3)	CONSTRUCTION PROJECT RECORDS, ENGINEERING & MATERIAL SERIES	CONSTRUCTION PROJECT RECORDS DAILY AND WEEKLY CONSTRUCTION DIARY SHEETS – Report the use of labor, materials and equipment at the job site to the project engineer and to headquarters as the project advances from start to finish.	(15) fiscal years after final payment provided applicable audits have been released. Items B-I, Retain four (4) fiscal years after date of final payment provided applicable audits have been released.		Construction
RO-82(4)	CONSTRUCTION PROJECT RECORDS, ENGINEERING & MATERIAL SERIES:	CONSTRUCTION PROJECT RECORDS, NON-PERMANENT. A. FINAL ESTIMATES COMPUTER PRINTOUT - detailed estimate of construction by bid item. B. FIELD BOOKS - other than those listed in RO-82(2)(A)	(5) fiscal years after final payment provided applicable audits have been released		Construction
S-14(1)	DEPARTMENT RULES AND PROCEDURES - WORKING FILE	This record series include working files prepared by the Legal Office that support the Department Rules and Procedures. The files are the result of the research involved in assembling information for the Rules and Procedures	10) years; retain in office one (1) year, and then submit to Records Storage.		General Counsel Office
S-15(1)	GENERAL LIABILITY INVESTIGATIVE FILES	This record series contains legal case files that pertain to claims against the Department for personal injuries, property damages, etc.	(5) calendar years after disposition of case provided applicable audits have been released.		General Counsel Office
S-18(1)	TRANSPORTATION STATUTES REWRITE - WORKING PAPERS	This record series consists of working papers and data gathered in the preparation of rewriting the Florida Statutes which pertain to Transportation issues.	(10) years from which statute was rewritten		General Counsel Office
A-438(1)	CASH FORECASTS RECORDS	This records series consists of cash forecasts as required by Section 339.135, Florida Statutes, Transportation Finance and Planning, Work program; legislative budget request; definitions; preparation, adoption, execution, and amendment. Cash forecasts are used for budget and project planning, and financial analysis and monitoring. The series may include, but is not limited to, actual activity results, forecasts, trust fund reports and other supporting documentation. This schedule supersedes A-214.2.	Record Copy. (3) fiscal years from date of record Duplicates. Retain until obsolete, superseded or administrative value is lost.		Comptrollers
A-440(1)	Inspection Reports: Buildings - Rest Areas, Weigh Stations and Toll Facilities	This record series documents the inspection of buildings at rest areas, weigh stations and toll facilities. Inspections are used to determine repairs and upgrades to buildings. The series may include, but is not limited to, inspection reports, Images, documentation of recommendations and actions taken and any other supporting documentation. This schedule supersedes schedule A-320.3.	Record Copy. (5) anniversary years from date of inspection Duplicates. Retain until obsolete, superseded or administrative value is lost.		Maintenance
A-439(1)	Inspection Reports: Overhead Sign Structures	This record series documents the inspection of overhead sign structures on Florida streets and highways. Inspections document the condition of support structures including trusses, cantilevers and butterflies and document such information as fatigue cracking, weld cracks, corrosion and material issues. The series may include, but is not limited to, inspection reports, exhibits including images, correspondence, and any other supporting documentation. This schedule supersedes schedule A-320.2.	Record Copy. (5) anniversary years from date of inspection. Duplicates. Retain until obsolete, superseded or administrative value is lost.		Maintenance
A-441(1)	Surveying and Mapping Records	This record series documents survey measurements and computations used to produce and validate professional Surveying and Mapping projects. They are also used to support the planning, design, construction and maintenance of Florida's transportation infrastructure. The records document such information as accurate location of natural and man-made features on, above and below the earth's surface and boundaries of real property. This schedule supersedes schedules A-310.1, A-323.1 and RO-61.1.	Record Copy: Permanent Duplicates: Retain until obsolete, superseded or administrative value is lost.		Surveying and Mapping

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A-442(1)	Financial Records: Federal Road Construction Projects	This record series documents projects billed to the Federal Highway Administration for eligible expenditures on federal road construction projects. The records document such information as project identification numbers, expenditure amounts and cash requests. Retention is pursuant to U.S. Department of Transportation, Federal Highway Administration, Project Funds Management Guide for State Grants. This schedule supersedes A-260.1.	Record Copy: (20) anniversary years from date of final payment. Duplicates: Retain until obsolete, superseded or administrative value is lost.		Comptrollers