395-TRANSPORTATION

Dept # *Department Name*

RDA #	*RDA Title*	*Retention*	*Disposition*	*PII*

00006A00. **FREEWAY OR EXPRESSWAY DESIGNATION PROCESS DOCUMENTS** **EVT+5** **DEST** **N**

Process documents are created and received in the process of determining whether or not to designate a freeway. Records in this series are a combination of administrative records associated with the designation and detailed background of materials that do not warrant permanent preservation after the designation
decision.

Records in this series may include, but are not limited to:
• Project tracking materials information, paper or electronic tracking logs identifying deadlines, key decision dates, action items, project status and summary data about the designation case
• Public comments solicited and received including phone logs, letters and e-mail messages
• Documentation of meetings with local officials
• Correspondence with the public, within WisDOT, or with other agency officials

RETENTION: EVENT (Date of Recording of Finding, Determination, and Order at the County Register of Deeds Office) + 5 years and destroy

00006B00. **FREEWAY OR EXPRESSWAY 84.295 DESIGNATION CASE FILE - ELECTRONI(** **EVT+10** **SHSW** **N**

Wis. Stat. § 84.295 provides that WisDOT may, by legal order, designate a segment of highway to be classified as a freeway or expressway. Legal requirements are specified in the Facilities Development Manual (FDM) 7-40-1.

Records in this series may include, but are not limited to:
• Maps visually depicting the existing and proposed right of way needed for the freeway/expressway and associated roadway alterations. Includes the recording cover memo if the map is recorded at the County Register of Deeds office
• Notice of Non-Access to Freeway or Expressway: WisDOT creates documents notifying each property owner that no access is authorized to a freeway or expressway
• Related correspondence authorizing access and specifying limitations
• Finding, Determination and Order (FD&O): Used to officially designate freeway or expressway under Wis. Stat. section 84.295, recorded with County Registers of Deeds
• Public Hearing notices, Record of Public Hearing Proceedings, and proof of publication of hearing notice
• Notice and Order Establishing Locations and Right of Way Widths for Future Freeways or Expressways: Used to officially map lands that will be needed for future improvement projects Reason for creation: Records identified during agency review.

RETENTION: EVENT (Date the Expressway/Freeway access control is vacated) + 10 years and transfer to WHS

00007000. **UTILITY PERMIT FILES** **P** **PERM** **Y**

Under Wis. Stat. § 86.07(2)(a), utility permits are required to construct, operate or maintain a utility facility when work is performed in the State Trunk Highway (STH) right-of-way (ROW). Utilities include public facilities such as gas, electric, telephone, cable television, cellular, fiber optics, water (including irrigation lines), sanitary sewer, and private facilities that act in the same manner as a public facility.

Records in this series may include, but are not limited to:
• Completed Application/Permit to Construct and Operate Utility Facilities on Highway ROW and supporting documentation
• Agreements with communication and cellular companies, and the permits associated with those agreements, for the longitudinal occupation of WisDOT highway ROW.
• Supporting information necessary to complete WisDOT's requirements for agreements and permits, e.g., environmental reports.
• Tracking longitudinal occupation fees and barter arrangements made with communications and cellular companies.
• Permits for the installation of privately owned facilities such as irrigation lines.
• Expedited Service Connection Permits (ESCPs): A blanket utility permit that enables utilities to submit work sketches instead of standard permit applications to regional offices to obtain quick approval for installing service connections from utility distribution lines on STH ROW.
• Compliance related records (correspondence files – letters to property owners related to non-compliance with permitting requirements, orders to remove or modify utilities, appeals, litigation, etc.).

DTSD regional offices issue most permits. BHM issues permits for longitudinal installations on controlled-access highways (Interstates, freeways and expressways), exceptions to WisDOT's Utility Accommodation Policy (UAP) and longitudinal private utilities (which also require Federal Highway Administration (FHWA) approval) and cellular installations. Official records are maintained in the issuing office.

Permanent Retention Justification: Approved permits remain in effect as long as the facility is operated and maintained in STH ROW and afterwards. The permit record is needed for administrative and legal purposes for as long as the facility exists. For abandoned underground utilities, the record needs to be retained until both the highway is reconstructed, and the utility facility removed.

As a practical matter, when WisDOT unexpectedly finds utilities or abandoned utilities during construction, these historic records assist in identifying the owner and the purpose of the facilities. For example, a utility may report abandonment and removal of utilities, but a contractor may leave them buried in place when encountered during a future highway improvement project. So, these documents

would assist in identifying the responsible utility.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: PERMANENT

00008000. STATE TRUNK HIGHWAY (STH) CONNECTION (DRIVEWAY) PERMIT FILES P PERM Y

State Trunk Highway (STH) Connection (Driveway) Permits Files
A connection is a driveway, public or private road, or recreational trail between property that abuts STH ROW and the STH itself. A recreational trail may also be located longitudinally on an STH ROW. Requirements for the construction, operation and maintenance of STH connections under WisDOT jurisdiction are specified in Wis. Stat. § 86.07(2)(a), Wis. Admin. Code ch. TRANS 231 and in WisDOT's Highway Maintenance Manual.

A permit is required under Wis. Stat. § 86.07(2)(a) when work is performed in the STH ROW to:
- Construct a new connection
- Remove, relocate, or alter an existing connection (widen, pave, replace culvert, highway improvements - including a change of use)
- Validate an existing unpermitted connection (when legal)

DTSD regional offices issue and maintain almost all STH Connection permits. The Bureau of Highway Maintenance may also issue permits.

Records in this series may include, but are not limited to:
- Completed Application/Permit for Connection to State Trunk Highway (form DT1504 or equivalent) and related correspondence
- Location sketch (optional form DT1248 STH Connection Location Sketch or equivalent may be used)
- Design details (dimensions, type/size of culverts, materials, surface grades, etc.)
- Property deed
- Certified survey map (if applicable)
- Evidence of a land division (if applicable)
- Proof of authority to apply for permit (if not property owner), e.g., copy of "Offer to Purchase Property"
- Any additional supporting documentation (correspondence, maps, etc.)
- Compliance related records (letters to property owners related to non-compliance with permitting requirements, orders to remove or modify driveways, appeals, litigation, etc.)
- Related correspondence

The conditions imposed by WisDOT for issuance of a permit document the conditions needed to preserve highway safety and mobility. Violations of those requirements may compel WisDOT to order removal of the connection.

Permanent Retention Justification: An STH Connection permit remains in effect after issuance until removal of the connection, transfer of the property serviced by the connection, cancelation by the property owner or local agency, expiration of a temporary permit date, expiration of a construction completion date without the connection being constructed, or revocation by WisDOT. The permit has ongoing value beyond these dates to defend against legal challenges. Even when a permit is revoked, or a connection removed, the permit file provides useful information if a new or later request to establish a connection at or near that location is made to WisDOT.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: PERMANENT

00009000. OUTDOOR ADVERTISING SIGN PERMIT FILES P PERM Y

A permit is required to erect an outdoor advertising sign on private land that is visible from a state or federal highway. The permit stays in effect as long as the sign continues to meet legal requirements.

Files include records and documentation for approved applications, denied permits and illegal signs correspondence.

Records in this series may include, but are not limited to:
- Outdoor Sign Installation application and permits
- Supporting documentation including: correspondence, graphics, site details, sketches, photos, plan layouts, maps, location maps, etc.
- Supplemental reports and field notes created during the application review
- Permit approval conditions
- Permit denial information: denial notice, notes on denial decision, supporting documentation on the application/permit denial
- Notice to owners of illegal signs and supporting materials including correspondence with landowners
- Applications and permits related correspondence

The Bureau of Highway Maintenance maintains the official approved permit. Records need to be retained for monitoring purposes over

time even after a sign is removed.

This RDA now includes records originally included in RDA 00009-BOO - Outdoor Advertising Sign Permit Applications - Denied Files and Illegal Sign Correspondence files. This RDA is now closed.

Retention Justification: These records are needed for historical proof of original permitting, for compliance and for litigation purposes. In addition, denied applications and illegal signs often recur over several years. Correspondence history is used to track repeat offenders and persistent sign applications. Files document previous decisions and assure consistent actions over time. There is not statute of limitations for enforcement actions related to the signs. Records are useful for understanding what existed at each location going back to the 1960s and 1970s. All records related to the sign may need to be reviewed together to determine the legality under current law.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Permanent)

00009A00. REGION OUTDOOR ADVERTISING CONFORMING SIGN FILES EVT+5 DEST Y

Sign coordinators create and maintain files to monitor individual outdoor advertising signs within their jurisdiction and assure compliance with laws and requirements. Records may include, but are not limited to:

- Outdoor Sign Installation Application and Permit
- Reports from the OASIS database such as an individual single view sign report or a sequential list of signs along a route to be inventoried
- Coordinator communications with sign owners and/or landowners including notices of non-compliance, enforcement actions, follow- up letters, memos, e-mails and notes documenting telephone calls
- Communications with BHM verifying sign removal, owner change, etc.
- Photos, graphics, layouts, sketches, field notes, etc. (may be scanned into the Outdoor Advertising Sign Inventory System)

Retention will begin after the permit is terminated and the sign is removed whichever is later. Both events must take place.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (When permit terminated and sign removed. Retention will start once both events have taken place) + 5 years and destroy confidential

00010000. TRAFFIC SIGNAL & ELECTRICAL PERMITS AND REPORTS EVT+4 DEST N

WisDOT issues permits/agreements to local units of government regarding highway traffic signals such as permits for driveways, signals, flashers, highway lighting, and advertising signs on interstate highways.

Permits need to be retained for as long as the permit is granted, until the date the permit terminated OR the device is removed.

Records in this series may include, but are not limited to:

- Permits are issued for Flashing Beacons, Intersection controls and In-Roadway Warning Lights
- Related correspondence
- Supporting documentation

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format. When the paper records, or any other format, are digitized they will be kept until verified for quality control purposes and then destroyed.

Note: Official records from 1969-1999 currently exist in microfilm. Until digitized, they will be the official record and must be retained until the retention period is met.

Supersedes RDA 00020-000 - Local Government Traffic Signal &
Electrical Permits and Reports - Microfilm from 1969 -1999.

RETENTION: EVENT (Date permit is terminated or device is removed) + 4 years and destroy

00011A00. DESIGN STUDY REPORTS (DSR) , EXCEPTION TO STANDARDS REPORTS (E EVT+40 DEST Y

The DSR is a significant deliverable generated by the design engineer. It documents critical determinations and rationale for decisions in the development of a design project. All projects in the Improvement program require a DSR. Details on DSRs can be found in the WisDOT Facilities Development Manual (FDM).

The Exception to Standards Report (ESR) is used to document design decisions that are outside of established standards. Similarly, a Design Justification (DJ) is a record of design decisions that are outside of typical criteria or ranges. DTSD Bureau of Project Development approves or denies the DSR, ESR and DJ. Per FDM, not all projects require ESR or DJ. All these reports are generated by in-house or consultant design personnel and are approved by WisDOT.

Records in this series may include, but are not limited to:
- DSR
- ESR
- DJ
- Safety Certification Document
- Related correspondence

Retention Justification: These reports are used to document design rationale, justification, and supporting information. They justify design determinations in case of legal action and provide information for future design projects.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Final project cost statement) + 40 years and destroy confidential

00012000. RAILROAD HIGHWAY CONTRACTS: CONSTRUCTION AND MAINTENANCE AC EVT+3 DEST N

Records in this series are contracts executed between WisDOT and railroad companies, identifying specific construction and maintenance responsibilities.

Records in this series may include, but are not limited to:
• Railroad Stipulations: Agreements to identify maintenance and structure preservation duties. Define access to railroad property to construct slopes and drainage for maintenance and structure preservation duties.
• Encroachment Agreements: Agreements to install infrastructures that don't cross the tracks.
• Related correspondence
• Other related records

All agreement contracts are maintained in the Railroads and Harbors Section and referenced to ensure compliance with the terms and conditions of the contract for the life of the structure until termination or transfer of the property to another entity. These structures are replaced every 20 to 50 years or longer and it is important to retain the agreements because they identify who is responsible for maintenance obligations.

Neither GRS PUR00010 nor the Facilities GRS RDAs (FAC00011 and FAC00012) apply to these records. These records need to be kept for a longer time than the ones designated in these RDAs and must follow the designated retention event stated in this RDA.

Contracts and agreements in this program are not part of chapter 16 of the statutes, thus GRS PUR00010 does not apply to the contracts in this RDA or this program. They are covered under chapter 85 and follow chapter 84 process.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date railroad line is abandoned or elimination of the structure Or Date property is transferred to another entity Whichever is later) + 3 years and destroy confidential

00039000. INTERNAL COMMUNICATIONS RECORDS EVT+3 DEST N

These records consist of internal communication to the department's divisions, executive staff, management, or employees from the Office of Public Information or Affairs.

Records in this series may include, but are not limited to:
- Public Communication Reports (PCR)
- Department-wide memos to employees
- Media logs tracking documents
- Agency highlights

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format. When the paper records, or any other format, are digitized they will be kept until verified for quality control purposes and then destroyed.

Supersedes RDA 00039-AOO - Public Communications Report (PCR) Machine Readable.

RETENTION: EVENT (Date of creation) + 3 years and destroy

00063000. STATE PLANNING & RESEARCH (SPR) ANNUAL WORK PROGRAM - PART A EVT+5 DEST Y

The State Planning and Research (SPR) Program authorizes federal funds for multimodal transportation planning and research needs. The Planning Section in BPED develops the annual State Planning & Research Work Program-Part A for the federal fiscal year. Part B of the SPR Annual Work Program is developed by the Bureau of Performance Improvement, Research, and Strategic Initiatives in the Division of Budget and Strategic Initiatives (DBSI).

Records in this series may include, but are not limited to:
- Final document
- Background materials
- Periodic progress reports on program implementation
- Amendments to the program
- Related correspondence

See RDA 00394-000 in the WisDOT Research Program Records Retention Schedule for the retention of the records of Part B of the SPR Annual Work Program.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date superseded by updated SPR Annual Work Program or Date Annual SPR Work Program ends) + 5 years and destroy confidential

00075000. ECONOMIC ANALYSIS FILES **CR+7** **SHSW** **Y**

The economic development section provides economic analysis research to different WisDOT business areas to support policies, project prioritization and approvals, funding needs and other related reasons.

Records in this series may include, but are not limited to:
- Research methodology
- Mathematical or statistical models
- Computations
- Underlying data
- Background information

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (date of Creation) + 3 years and transfer to WHS

00079000. PROJECT LEVEL TRAFFIC FORECAST REQUESTS **EVT+10** **DEST** **Y**

The Traffic Forecasting Section completes traffic forecasts for highway improvement projects. WisDOT Regions and other WisDOT areas submit traffic forecast requests to the Section, specifying forecast parameters.

Records in this series include information requested and provided by the requester. Records may include, but are not limited to:
- Project level traffic forecast requests
- Land use assumptions
- Intersection turning movement counts
- Traffic Impact Analyses (TIAs) of major developments

The Section maintains this series for ongoing administrative and reference purposes as well as to provide research and statistical information to facilitate future traffic projections both, regional and statewide.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date forecast is completed) + 10 years and destroy confidential

00094000. ENGINEERING CONSULTANT CONTRACT CLAIM FILES **EVT+6** **DEST** **N**

Records in this series document steps taken during the resolution process when/if a consultant has a dispute with the department. Records at each step detail the issues disputed, written decisions made and reasons at each review and appeal level. Policies for resolving engineering consultant contract claims are specified in WisDOT's Facilities Development Manual (FDM) Procedure 8-25- 25: Consultant Contract Claims and Disputes. DTSD regional offices are the custodian for all claims settled at all levels.

Records in this series may include, but are not limited to:
- Dispute notification
- Notice of intent to file a claim
- Supporting documentation
- Claims reviews
- Wis DOT written decisions
- Appeals
- Related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date of final project cost statement) + 6 years and destroy

00095000. CONSTRUCTION (LET) CONTRACT CLAIMS **EVT+6** **DEST** **Y**

Records in this series document the resolution process for claims against WisDOT brought forth by the contractors for construction projects. Claims process is found in WisDOT's Standard Specifications for Highway and Structures Construction, Section 105.13.

Records in this series may include, but are not limited to:
- Claimant contractor written notice of intent to file a claim
- Contractor supporting documentation (plan sheets, estimated costs, basis of entitlement, etc.)
- WisDOT written decisions and supporting documentation
- Appeal related records (including State Claims Board review and decision records)
- Other legal related records
- Related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Final cost statement date and/or warranty termination date (if it applies), whichever is later) + 6 years and destroy confidential

00096000. CONSTRUCTION (LET) CONTRACTS CLAIM DECISIONS TRACKING DATA **EVT+6** **DEST** **N**

The Bureau of Project Development maintains a statewide compilation of information about contract claims that escalate to levels higher than the DTSD regions (bureau and higher levels in the department). Data is kept in a file document. This file is used for administrative and reference purposes and it contains specific
projects' contract claim decisions information. Each project claim information in the document is deleted 6 years after the particular project is completed which is determined by the date on the project's final cost statement.

Project claim information includes, but is not limited to:
- Claimant name and contact information
- Project identifiers: location, region, and applicable contract
- Claim submittal date, decision summary and decision dates

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Final cost statement date of the specific project on the list/file) + 6 years and destroy

00097000. PUBLIC IMPROVEMENT LIEN FILES **EVT+6** **DEST** **N**

Wis. Stat. § 779.15, Public improvements; lien on money, bonds, or warrants due the prime contractor; specifies rights and procedures for any person providing services or materials directly to a prime contractor performing work for the department. Those providing services or materials directly to a prime contractor for work on a department project are entitled to a lien on project funds.

Lien rights are available only to first-tier subcontractors, suppliers and service providers working directly for prime contractors. Second tier subcontractors, suppliers and service providers - like a supplier to a subcontractor - do not have lien rights on department projects. Lien claims are limited to funds not yet paid to the prime contractor. A project does not have to be complete to file a lien.

Records in this series may include, but are not limited to:
- Notice of lien
- Prime Contractor Dispute of Claim for a Public Improvement Lien notice
- WisDOT claim payment or other decision

- Claimant or prime contractor legal action
- Related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Final cost statement date) + 6 years and destroy

00108000. INTERNATIONAL REGISTRATION PLAN (IRP) CARRIER APPLICATIONS EVT+6 DEST Y

IRP is the system in which motor carriers in Wisconsin register for interstate transportation across the 48 US contiguous states, the District of Columbia and 10 Canadian provinces.

File contains applications for each interstate carrier including fee payment information based on fleet miles in applicable jurisdictions. Carrier accounts contain records of miles, number of vehicles, specific qualifying weights for use on Wisconsin highways, correspondence and proof of payment. The file also includes Wisconsin transmittal lists of application and total fee amounts sent to other jurisdictions and foreign lists received from other jurisdictions. Files are maintained for enforcement, audit, and court record certification. The IRP requires the preservation and availability of records for audit.

Records in this series may include, but are not limited to:
- WI IRP - Lease Verification (between Owner/Operator and Lessee)
- WI IRP Application - New Operations and/or Amendment
- WI IRP New Operations (Interstate) Checklist
- WI IRP Application Vehicle Information
- WisCRS System Access Request
- Heavy Highway Vehicle Use Tax Return
- Optional letters of credit and surety bonds to guarantee fee payment
- IRP Fee transmittal list
- Related correspondence

Information in these files may contain personally identifiable information (PII) such as carrier's name, social security number, address, telephone number, and email address.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format. When the paper records, or any other format, are digitized they will be kept until verified for quality control purposes and then destroyed confidentially.

RETENTION: EVENT (Date application is received) + 6 years and destroy confidential

00117000. WISDOT TRANSPORTATION DESIGN AND CONSTRUCTION STANDARDS MAI P PERM N

This records series covers formal, approved WisDOT policy manuals and handbooks to design, construct and maintain Wisconsin roadways. They specify standards, procedures and technical requirements for highway and airports design, construction & materials, technical specifications, maintenance, and traffic operations; and track the early history of state highway policy requirements through subsequent revisions. WisDOT retains a complete collection, as printed and distributed in paper or as issued in electronic format. After documents undergo revision, outdated versions are used for compliance, litigation or historical perspective purposes.

Documents may include, but are not limited to:
- Construction & Materials Manual (CMM) - DTSD/BPD
- Facilities Development Manual (FDM) - BPD
- Wisconsin Standard Specifications for Highway and Structure Construction - (DTSD/BPD)
- Standard Special Provisions (STSP) and Additional Special Provisions (ASP) - DTSD/BPD
- Traffic Operations Manuals - Bureau of Traffic Operations (BTO)
- Highway Maintenance Manual - Bureau of Highway Maintenance (BHM)
- Standard Specification for Airport Construction - DTIM/Aeronautics

Permanent Retention Justification: Provisions specified in these documents identify transportation project contractual terms, specifications and procedures for which contractors and consultants are liable and with which they must comply. These documents are also needed to be retained for potential litigation and may also have research and reference values.

GRS RDA ADM00023 will not apply to these records because they need to be permanently retained for litigation reasons and WisDOT ongoing responsibilities for the roads.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: Permanent

00118000. EDITOR'S POLICY MANUALS CONTENT CHANGE TRACKING RECORDS EVT+5 DEST N

WisDOT revises highway and airports design, construction & maintenance specification public documents in whole or in part regularly; and generally, reissues documents in its entirety. Editors track and identify changes and amendments to these documents. Tracking records provide a trail of document changes over time and facilitate future revisions and timely document publication. Records are also used to locate information; reference outdated versions of policy documents; identify particular policies in effect at the time a particular transportation project was undertaken.

Records in this series may include, but are not limited to:
- Notes, annotations, annotated Table of Contents or other materials that identify specific content, additions, deletions, and revisions; summarized or detailed chapter, section, or numbered procedure changes.
- Cover letters and transmittals to Federal Highway Administration (FHWA)
- Other supplementary materials that detail changes or reference content revisions
- Comments, requested changes, communications (correspondence, etc.) between editors and reviewers and notice of approval if required.

Content change tracking records need to be retained long-term to facilitate locating and referencing policies and standards contained in highway and airport design, construction, materials, technical specifications, maintenance and traffic operations manuals and handbooks. Manuals and handbooks have ongoing contractual compliance, research and reference values.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Document is finalized / superseded) + 5 years and destroy

00119000. EDITORS ROUTINE SUPPORTING RECORDS - HIGHWAY DESIGN, CONSTRUC **EVT** **DEST** **Y**

Records in this series are the assigned editors' and authors' routine supporting documents created and received to track the status and process of developing and updating transportation design, construction and maintenance manuals, guidelines and directives. Routine records, including examples listed below, have short-term reference value until the particular guideline or policy document is finalized.
- Work plans, timelines, status reports, schedules, procedural and administrative records developed to revise, update or create new manuals or guidelines.
- Handwritten notes, messages, raw data, computations, and working drafts used in the process of developing or updating guidelines.
- Editorial comments and suggestions .
- Reference studies, reports, materials from other states, etc.
- Routine comments, notes, correspondence .

These types of routine documents have reference value until the particular guideline is finalized.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date guidelines are approved) and destroy confidential

00120000. REAL ESTATE PARCEL CONVEYANCE FILES **P** **PERM** **N**

Records in this series document WisDOT highway right-of-way ownership and terms and conditions related to each parcel acquired. This series provides complete documentation of Wis DOT property rights. Items in this series include official documents recorded with county Register of Deeds offices.

Records in this series may include, but are not limited to:
- Awards of Damages
- Deed by Corporation
- Highway Easement
- Lis Pendens
- Permanent Limited Highway Easements
- Persona! Representative Deed
- Quit Claim Deeds (both Real Estate and Utilities)
- Related correspondence
- Satisfactions of Mortgage, Partial Releases of Mortgage
- Temporary Limited Easement
- Trustee's Deeds
- Utility Conveyance of Rights in Land form
- Warranty Deeds (final proof of purchase)

Permanent retention justification: WisDOT has ongoing business needs to reference these records throughout the development of a highway project and beyond, as transportation plans and projects are updated over time. The business need for these records is for the duration of Wis DOT ownership of the right-of-way.

The official records in this series may exist in paper, electronic, or microfilm format in different regions and in the central office bureau and the retention will apply to the applicable official records format. When the paper or microfilm files are digitized, they will be kept until verified for quality control purposes and then destroyed.

Note: Includes records from the following now superseded RDAs: 00120-A- Real Estate Parcel Conveyance File - Microfilm and 00120-B Real Estate Parcel Conveyance File - Image.

RETENTION: Permanent

00129000. FIELD INFO TRACKING (FIT) CONSTRUCTION CONTRACT PROJECT DATA EVT+6 DEST Y

This series covers construction contract project data currently stored in FIT. FIT is a proprietary application used by WisDOT personnel in the field to enter additional construction data (not collected with the other proprietary applications used (i.e. FieldManager, AASHTOWare). FIT was created to add the additional contract information entered from field staff. The data is uploaded into the Project Tracking System.

FIT data includes but is not limited to:
0 Contractor performance
0 WisDOT acceptances
0 Warranty information

Note: CAS, FieldManager and FIT systems will be replaced with AASHTOWare Project Construction System after all projects residing in these systems are completed.

RETENTION: EVENT (Date of project closure per final cost statement) + 6 years and destroy confidential

00132000. ROADSIDE FACILITY MAINTENANCE (RAM & SWEFM) AND OPERATIONS FIL EVT+6 DEST Y

The WisDOT Freight and Roadside Facility Section is responsible for overseeing statewide Rest Areas, SWEFs, wayside and other site maintenance and operations.

Operations and maintenance records are maintained at each facility – Rest Areas and SWEFs and/or at the DSPN program manager's office. Official records are kept with the CRPs and DSPN organizations.

Records in this series may include, but are not limited to:
- CRP contracts and agreements
- Routine work orders for maintenance and minor repairs: preventative maintenance, light bulb replacements, etc.
- Inspections, visitation reports or other monitoring reports on facility maintenance activities conducted by WisDOT or DSPN personnel.
- Maintenance and operations related correspondence, including complaints or problems.

This records series does not include Roadside Facilities bidding, letting, construction, repair or related documents.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date superseded) + 6 years and destroy confidential

00133000. ROADSIDE FACILITY RAM AND SWEF MAINTENANCE (SWEFM) ANNUAL REF EVT+5 DEST Y

WisDOT requires each Local Community Rehabilitation Program (CRP) to submit annual maintenance reports to DSPN, the current contractor for rest area and wayside maintenance. DSPN subsequently summarizes these reports into a report and forwards it to the BHM.

Records in this series may include, but are not limited to:
- Rest Area Maintenance (RAM) Annual Report
- SWEFM Annual Report
- CRP annual reports as submitted to DSPN
- Background information
- Correspondence related to maintenance issues

Annual reports and other communications designed to communicate with the public should follow the requirements of the Department of Public Instruction (DPI) Depository Program, Wis. Stat. §§ 35.81-35.84.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date created, year end) + 5 years and destroy confidential

00134000. **ROADSIDE FACILITIES SITE INVENTORY & TRACKING FILES** **EVT** **DEST** **N**

The Roadside Facilities Unit maintains detailed files of all roadside facilities sites. Information includes, amongst others, site number, highway number, location according to GPS coordinates, primary site type, comments, common or local name of the site, size in acres, amenity details, maintenance responsibility. Information is verified and updated every 2 years.

Records in this series may include, but are not limited to:
- Roadside facilities inventory
- Tracking files
- Photos
- Inventory summary reports
- Facility Asset Management Information System (FAMIS) inventory

RDA now includes records previously included in RDA 00134-A00 – Summary of Roadside Improvement Sites Annual Report which is now closed. Only current inventory information is needed for maintenance and operation.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date Superseded) and destroy confidential

00135A00. **AERIAL IMAGERY INDEX** **P** **PERM** **N**

Records in this series provide WisDOT and interested parties with sufficient information to locate WisDOT aerial maps and other aerial imagery products.

Records in this series include, but may not be limited to:
- Aerial Imagery Index: File is master index showing the location of aerial imagery. Indices identify scale, flight date, film negative roll number and exposure numbers. Index includes:
  - 1962-1999: WisDOT flown aerial imagery - mylar Wisconsin county maps with mylar overlays
  - 1937-1940: Statewide aerial imagery- laminated paper Wisconsin county maps with photo centers
  - 1966-1967: Statewide aerial imagery - bound paper listing township, range and section
  - 1992-1993: Statewide aerial imagery - laminated paper Wisconsin county maps with photo centers
- Photo Center Coordinate Files: ASCII files containing the coordinates of the center of the exposure and are generated by the flight management system or analytical triangulation solution for WisDOT and consultant flown projects from approx. 1979 - present. Files are used as input to the Aerial Imagery Electronic Index.
- Aerial Imagery Electronic Index: WisDOT and consultant flown aerial imagery from approx. 1962-current: Photo center coordinates collected during flight. File identifies imagery scale, flight date, film negative roll number and exposure numbers of aerial imagery as well as the archival name if mission was a mapping project.
- Aerial Imagery Flight Log (paper and electronic): Log completed during WisDOT and consultant flown flight missions from 1962-present.
- Oblique Aerial Imagery Index (paper and electronic): Index of WisDOT and consultant flown oblique aerial imagery outputs created from 1972 to current - listed by county, project name, project limits, date of flight, and exposure number.

Permanent Justification: Indexing information is used to locate related imagery and must be retained for the same time periods. See RDA 01021-000 - Aerial Imagery.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: Permanent

00139000. **MAPPING DIAPOSITIVES FILE** **CR+10** **DEST** **N**

This records series covers 9” x 9” glass diapositives, 1/4” and 1/8” thick, and 9” x 9” film diapositives. Diapositives may contain analytical control information through the pugged (drilled) procedure. Diapositives are used on the stereo plotter for producing topographic maps, planimetric maps and DTM data.

RETENTION: EVENT (Creation) + 10 years and destroy

00144000. **TRANSPORTATION PROJECT MANAGEMENT PLAN (PMP) REPORT** **EVT+40** **DEST** **Y**

The PMP Report is the project scoping document and detailed project management plan used throughout the life of a project. The final PMP report is retained for project close out review, as a project reference tool, and for system review and improvement purposes. The PMP is a web-based application that stores project data in a database.

This records series covers the PMP for each highway improvement project, consultant-designed or developed in-house by WisDOT staff.

Retention Justification: Final PMP reports are retained for analytical and administrative purposes to model future project plans, compare and contrast projects by location of project type, to justify actual start and end dates; improve or refine procedures and the PMP system. The report is also used for statistical and research purposes.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Final project cost statement) + 40 years and destroy confidential

00145000. ROADWAY DRAINAGE HYDROLOGICAL & HYDRAULIC STUDIES AND DESIGI EVT+75 DEST Y

The Roadway Design Standards Unit in BPD develop roadway drainage design standards. WisDOT staff and engineering consultants prepare roadway design drainage studies and design calculations for roadway drainage hydrology and hydraulics per FDM chapter 13.

Each region maintains the official record of roadway drainage hydrology and hydraulic studies and design calculations. This records series covers drainage hydrology and hydraulic studies and design calculations. The series also include, but are not limited to:

- Underpass Storm Sewers
- Main and Primary Channels
- Cross Drain Pipe Culverts
- Side Ditches and Channels
- Median Ditches and Channels
- Urban Gutter, Inlets and Storm Sewers
- Floodplain Modeling
- Documentation related to aquatic organism passage

Roadway Drainage study data and design calculations include, but are not limited to:

- Summary data to design each drainage facility and verify the hydrology and hydraulic design of any structure at a later date
- Special project commitments: environmental, public involvement
- Cost considerations, compatibility with local floodplain zoning ordinances, risks: abutting property damages; flooding
- Special design considerations: hydraulically sensitive areas, mapped floodplains, fish passage, stormwater quality, corrosive soils and unique hydraulics
- Hydrology assumptions including drainage basin, runoff coefficients, soils, topography and methodology
- Hydraulic Design: detailed for each culvert location, channel and ditch
- Storm Sewer: gutters, inlets, storm sewer and unique structures
- Drainage software output reports and other related documents used for design
- Related correspondence

Long-Term Retention Justification: Retention is needed based on design year frequency and expected lifetime of the facility. Roadway drainage data and calculations also help designers during design of future highway reconstruction and expansion projects and in defense of legal claims against the department.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Final project cost statement) + 75 years and destroy

00146000. AS-LET DESIGN PLAN EVT+6 DEST N

The As-Let plan is the highway and structures design plan that is advertised for construction bids.

The As-Let plan identifies the project location and project details. It may include geometrics, drainage, cross sections, standard details; sign plates, structure plan, earthwork, profiles, elevation, curvature, right of way plat and other design elements. It also identifies quantities, details, traffic control and construction staging, drainage, environmental impact and erosion control, signals and lighting plans; post plan work and addenda.

Records may include, but are not limited to:

- As-Let plan
- As-Let proposal
- Real estate certification
- Utility certification
- Railroad certification
- Plan letter

During project construction, the As-Let plan may need to be changed and the terms of the contract modified. Region staff mark-up changes on the As-Let plan, at the close of the project. The final marked-up plan becomes the As-Built plan document.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date of project final cost statement and/or warranty expiration date (if it applies), whichever is later) + 6 years and destroy

00146B00. AS-LET DESIGN PLAN - CADD FILES **P** **PERM** **N**

WisDOT maintains the source files used to develop the As-Let design plans. These files are engineering models stored electronically in Computer Aided Design & Drafting (CADD) or Geographic Information Systems (GIS).

Permanent Retention Justification
These models have ongoing value and facilitate future design studies, design models, As-Let designs and other design engineering purposes

RETENTION: Permanent

00148000. HIGHWAY & STRUCTURES CONSTRUCTION CONTRACT DATA **EVT+6** **DEST** **Y**

WisDOT uses proprietary software to track construction contract management at the field office level and specify quantity information to pay the contractor. WisDOT field personnel enter and update field- gathered data, forward to the project leader, upload and interface with central office to initiate payments to contractors, obtain payment approvals, and share data.

Data also provides a method to identify and locate source documents in construction project files.

Generally, this records series consists of financial accounting data, contractor payment data, invoices, account summaries, etc. that regions maintain in the system. It provides field personnel with easy reference access to detailed data throughout the project and for a period after closed.

Generally, this records series consists of financial accounting data, contractor payment data, invoices, account summaries, etc. that regions maintain in the system. It provides field personnel with easy reference access to detailed data throughout the project and for a period after closed.

Currently DTSD uses FieldManager to manage the contracts. AASHTOWare Project Construction will be replacing FieldManager by end of year 2020. FieldManager will be used until all projects in the system are closed.

NOTE: This records series does not include the final, official electronic version of the Project Diary record which is covered in RDA 00381-000.

RETENTION: EVENT (Date of project closure per final cost statement) + 6 years and destroy confidential

00150000. CITY, VILLAGE, TOWN (CVT) CERTIFIED MAPS **EVT+100** **SHSW** **N**

This records series covers certified maps for all municipalities showing all streets, roads, bridges, and other information under their jurisdiction as required by Wis. Stat. § 86.302(1).

CVT maps may also contain certified county forest roads designated in the comprehensive county forest land use plan as approved by each county board and the Department of Natural Resources (DNR) per Wis. Stat. § 86.315. Eligible county forest roads must meet minimum standards as required by Wis. Stat. § 82.50 for each certification period.

WisDOT uses CVT maps, certified mileage statements, and other supporting materials to apportion federal highway safety funds and state transportation aid payments. Maps also display changes in annexations, jurisdictional transfers or road authority, road construction, and realignment of roads. Per state statutes, certification was completed annually until 1990, then biennially from 1990 – 1999, and then annually again beginning in 2000.

Retention Justification: These records have long-term value for annexations, jurisdictional transfers, construction, and realignment of roads. They provide official graphic compilations of the cumulative and historical impacts of administrative and jurisdictional changes on highways in all Wisconsin municipalities. They may also be used for local road litigation purposes.

Paper records will be kept for two years after they are scanned and then destroyed.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date of certification) + 100 years and transfer to WHS

00153000. CONSTRUCTION PROJECT TRACKING SYSTEM DATA **EVT+6** **DEST** **Y**

Personnel in BPD and the Project Manager collect the following detail and summary data related to the construction project contract, using the Project Tracking component of the Contract Management System.

Data in the system may include, but is not limited to:
- Contract summary data
- Associated projects
- Project status
- Contract modification details
- Estimate detail
- Performance measures
- Construction Quality (CQI) data
- Contact information
- Contractors detail
- Railroad insurance
- Railroad information
- Structures detail
- Plans & proposals
- AsBuilt information
- Field Reports
- Inspection of Material

Note: FieldManager and FIT also provide selected data for this component until they are phased out. Project Tracking System will also be phased out when new application is implemented, and data will be covered under RDA 00148-000 - Highway & Structures Construction Contract Data.

RETENTION: EVENT (Date of project closure per final cost statement) + 6 years and destroy confidential

00154000. CONSTRUCTION ADMINISTRATION SYSTEM (CAS) DATA **EVT+10** **DEST** **Y**

CAS is a component of the WisDOT Contract Management System. It contains selected data uploaded from FieldManager.

CAS data may also be used to capture and populate project tracking data elements. CAS is the ultimate repository for contractor payment data, and it provides best evidence for payment disputes and verification related to the Let Construction contract. CAS has the most complete set of data related to the construction project in one location and it is used for analysis.

NOTE: This data is NOT an exact duplicate of FieldManager data. CAS, FieldManager and FIT systems will be replaced with AASHTOWare Project Construction System after all projects residing in these systems are completed.

RETENTION: EVENT (Date of project final cost statement) + 10 years and destroy confidential

00161000. RAILROAD HIGHWAY & SAFETY PROGRAM PROJECT FILES **EVT+6** **DEST** **Y**

WisDOT Rails and Harbors section and region offices rail specialists collect detailed railroad project records for highway projects and standalone safety projects and maintain sufficient records to document, administer and monitor each railroad project and coordinate all phases of the project with other involved parties.

Records in this series may include, but are not limited to:
- Region and field coordination records
- Technical project details
- Project Estimates project cost information
- Transmittal of highway plans to the railroad
- Railroad project status and other correspondence
- Records related to coordination of railroad relocation, highway crossing and encroachment agreements
- Coordination records including petitions and field diagnostic reports between regional staff, railroad companies, other agencies and the Office of the Commissioner of Railroads
- Other related documentation
- Related correspondence

Project cost information would be considered confidential during the contract negotiation process. Engineer project estimates are always considered confidential.

Records in this series now includes records previously covered und RDA 00167-000 - Office of the Commissioner of Railroads (OCR) Orders WisDOT Coordination Records.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date of project closure per final cost statement) + 6 years and destroy confidential

00162000. FORCEWORK AGREEMENTS AND RELATED RECORDS **EVT+1** **DEST** **Y**

These agreements are used when state or federal funds are used to reimburse a railroad company for work performed with its own forces. Signatories include the railroad, WisDOT and any other agency responsible for maintaining a highway appurtenance on rail property. For example, this could include work on a culvert located under a roadway crossing that is being installed by the railroad.

Records in this series may include, but are not limited to:
• Forcework agreements
• Railroad bills
• Contract change orders
• Department /railroad approvals to deviate from agreement
• Related correspondence
• Other related records

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date end of construction Or Date agreement is superseded whichever is later) + 1 year and destroy confidential)

00163000. RAILROADS REAL ESTATE RIGHTS ACQUISITION FILES **P** **PERM** **Y**

WisDOT's acquires land and rights from railroads for transportation and highway projects, as part of the real estate acquisition process. These records track the negotiation and purchase process for railroad properties needed for state transportation purposes. When acquisitions are finalized, deeds or other documents are legally recorded with the County Register of Deeds.

Records in this series may include, but are not limited to:
• Letters of intent or offers to purchase sent to railroads.
• Purchase offers
• Correspondence between WisDOT and the railroad regarding acquisition terms
• Appraisal and determination of land value
• Supporting documentation for purchase negotiations and completion
• Highway easement, permanent limited easement, and/or temporary limited easement
• Warranty deeds and/or quit claim deeds.
• Other agreements to acquire real estate rights.
• Condemnation case files
• Jurisdictional offers
• Final decisions and conclusions
• Other related records and correspondence

Different than individual parcels: Railroad land is an operating corridor. Even if a parcel is minor, losing a record could risk breaking a chain of title and create a gap. Corridor continuity is critical. Also, issues can arise many years later if a corridor is abandoned, railbanked, or sold. They are linear, continuous assets, and their value is tied to maintaining uninterrupted rights-of-way.

The facilities GRS related RDAs do not apply to these records. Railroad land acquisition and property management records are retained permanently because of the corridor's linear continuity, complex history, and recurring legal disputes (abandonment, reversion, railbanking etc.). Highway or municipal land acquisitions usually follow standard records-retention schedules with defined destruction dates. It should not be rolled into other RDAs.

Permanent Retention Justification: These records are retained permanently to provide long-term evidence of WisDOT's ownership and acquisition actions. WisDOT has ongoing business needs to reference these records throughout the development of a highway or other project and beyond, as transportation plans and projects are updated over time. The business need for these records is for the duration of WisDOT ownership of the right-of-way.

Note: This series now includes the records previously maintained under RDAs 00163-A00 - Transportation Highway Project Deeds Involving Railroad Property and 00163-B00 - Railroad Property Condemnation Case Files which are now superseded by this RDA.

The official record may exist in paper or electronic format. Retention applies to the designated official record format. To comply with Wis. Stat. §§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility, original paper files that are digitized will be retained only until quality control verification is complete and then destroyed (confidentially, when applicable). The electronic version will be retained permanently.

RETENTION: PERMANENT

00164000. FREIGHT RAILROAD ABANDONMENT CASE FILE **EVT+10** **DEST** **N**

A railroad may only abandon a line with permission of the Surface Transportation Board (STB). STB determines whether the present or future public convenience and necessity require or permit the abandonment based on competing factors: need of local communities and shippers for continued service versus broader public interest in freeing railroads from financial burdens that drain the overall financial health of the railroad and lessen their ability to operate economically elsewhere.

WisDOT has first right of acquisition for present or future use, for any railroad property. Railroad abandonment is covered in 49 U.S.C.

10903 and 49 C.F.R. parts 1105 and 1152 and Wis. Stat. §§ 85.08 and 85.09.

Records in this series may include, but are not limited to:
• Background materials
• Briefing papers regarding impact of abandonment
• Review and comments from Office of General Counsel
• STB final decision
• Related correspondence
• Other related records

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (STB effective date of rail abandonment) + 10 years and destroy confidential

00168000. RAILROAD CROSSING INFORMATION SYSTEM (RCIS) DATA EVT DEST N

RCIS contains physical and geospatial information about highway railroad grade crossings including vehicle and train volume information, roadway characteristics, signage and marking, warning devices present, operating railroad company, etc. The system provides safety and infrastructure data on the highway railroad crossings.

RCIS feeds the statewide cost-benefit analysis regarding warning device needs at grade crossings. Superseded historic information is not relevant to these analyses; only current information is needed.

Data maintained in the system is updated and overwritten continually in the system.

Retention: Event (Date data is superseded) and destroy

00169000. FREIGHT RAILROAD INFRASTRUCTURE IMPROVEMENT PROGRAM (FRIIP) EVT+3 DEST Y

WisDOT freight railroad assistance is covered under Wis. Stat. §85.08 Freight Railroad Assistance and Wis. Stat. § 85.09 Acquisition of Abandoned Property.

FRIIP loans enable the state to encourage a broader array on improvements to the rail system, particularly on privately owned lines and provide up to 100% loans for projects that:
• Connect an industry to the national railroad system, or
• Make improvements to enhance transportation efficiency safety, and intermodal freight movement
• Accomplish line rehabilitation
• Develop the economy

Records in this series may include, but are not limited to:
• Field and marketing investigations
• Financial & technical assistance analysis reports
• Federal & state aide allocations
• Photos, track and property conditions
• Construction or improvement progress
• Related correspondence
• Other related records

Railroads and Harbors Section maintains records for the duration of a particular railroad project /disposal of property. Records are needed to prove ownership of the property and keep track of the property.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Loan repaid date) + 3 years and destroy confidential

00177000. TRANSPORTATION ECONOMIC ASSISTANCE (TEA) RAIL PROGRAM FILES EVT+6 DEST Y

The Transportation Economic Assistance (TEA) program provides 50% state grants to governing bodies, private businesses, and consortiums for road, rail, harbor and airport projects that help attract employers to Wisconsin or encourage business and industry to remain and expand in the state. The goal of the TEA program is to attract and retain business firms in Wisconsin and thus create or retain jobs. The Grants are based on $5,000 per job created or retained up to a maximum grant of $1 million.
Records in this series, may include, but are not limited to:
• Grant and construction contracts
• Specifications and other construction documents
• WisDOT lien documents
• Related correspondence
• Other related records
GRS RDA ADMIN 406 does not apply as these grants require a longer retention. These grant agreements have a long-term

maintenance requirement included in each grant, which is 35 years at which point all requirements of the grants are null - that is when the contract is terminated naturally. Records must be kept for at least 35 years.
The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date Contract is terminated or Date property is sold or transferred to another entity Whichever event occurs last) + 6 years and destroy confidential

00180000. SURVEY FIELDBOOKS & NOTES **P** **PERM** **N**

Survey Fieldbooks & Notes
Series covers land survey information collected for horizontal and vertical control points established on aerial mapping projects. Survey information is based on the US Public Land Survey System (USPLSS) and includes: land corner documentation, center line, right-of-way alignment, section corners, WisDOT reference points, USGS survey points, and cross-section notes.

Regions use records to design and build highways and highway related structures; for survey and platting purposes; and for environmental investigations including mitigation. A survey
book or collection of notes may cover several miles and ultimately be associated with one or more highway construction projects.

Records also track different methods of describing land. These records may solve issues related to:
- Different datum
- Basis of measurements to describe land
- History of land ownership
- Location of highway
- Boundary issues
- Legal challenges

Records in this series may include, but are not limited to:
- Early Survey Books, 1911 – 1980 - Loose leaf or bound Survey Books containing land survey field data and source materials with notes, sketches, photos and selected diary entries). Since 1980, WisDOT region personnel and/or consultants collect much critical survey data in digital format.
- Land Survey Mapping Points File, 1959-1990 (Old RDA 138) - Mapping points are filed by WisDOT project number and cross referenced by USGS quadrangle maps.
- Microfilmed Survey Fieldbooks and Notes (1911-1990) -

Microfilming of Survey Fieldbooks was inconsistent and quality of the microfilm many not have allowed for a quality replacement of the record. Therefore, all fieldbooks and microfilm shall be retained for the designated retention period.

Retention Justification: Records contain actual field survey source information, such as utility right-of-way and survey control. The records are used internally by WisDOT staff, to respond to public requests for information. These records also have ongoing technical, legal, and evidential values.

Includes records previously covered in RDA 00180-A00 – Survey Books Microfilm which is now superseded by this RDA.

RETENTION: PERMANENT

00180B00. ELECTRONIC SURVEY DATA **P** **PERM** **N**

Records in this series are actual field survey raw and processed data: angle distance measurements, coordinates, and computations/ calculations, including:
- Alignment survey – field
- Section corner work
- Digital Terrain Model (DTM) data or cross sections
- Radial topography, supplemental or full
- Appraisal staking, RW staking and final
- Field control data

Data is maintained in Trimble Geomatics Office™(TGO) and Trimble Business Center (TBC) software with CADDS, calculation and reporting functions; Trimble Survey Controller; and SDMS Survey Data Management System, an AASHTO-ware product, Civil 3D (C3D) and CAICE.

Regions currently capture much raw survey data in electronic format,
scan hardcopy records to image (.pdf format) files, and store data on
each region LAN. The Regional Survey Coordinator maintains data.

Retention Justification: Records have long-term value to perform
future survey and platting work and for background evidence related
to WisDOT legal actions. This is data that are the raw measurements and have the same retention value as the survey fieldbooks

RETENTION: PERMANENT

00180C00. ENGINEERING CONTROL SURVEYS **P** **PERM** **N**

Engineering control surveys provide horizontal and vertical control in support of transportation improvement projects using conventional and GNSS surveying techniques.

Records in this series may include, but are not limited to:
- Engineering control survey data or information
- Digital observational data
- Analysis/adjustment files
- Other documentation regarding the project
- Engineering Control Surveys Static GNSS information
- Any other information relative to the project

The complete Engineering Control Survey record is maintained by the Region office. See RDA 01025-000 - for the Engineering Control Surveys Static GNSS.

Retention Justification: These records may be used for project engineering, insurance and environmental purposes. For future work, WisDOT may reuse the data instead of completely re-surveying the sites. Records can have long-term value, especially for roads that have not been reconstructed for a long time and roads that have been jurisdictionally transferred to another agency.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then may be destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: PERMANENT

00180D00. ENGINEERING CONTROL SURVEYS STATIC GNSS (1989-2004) **EVT+100** **SHSW** **N**

From 1989-2004 the Surveying and Mapping Section performed static Global Navigation Satellite System (GNSS) surveys in support of District/Region Engineering Control Survey projects.

The complete Engineering Control Survey record is maintained by the Region office. See RDA 00180-C00 for the Engineering Control Surveys.

Retention Justification: These records may be used for project engineering, insurance and environmental purposes. For future work, WisDOT may reuse the data instead of completely resurveying the sites. Records can have long-term value, especially for roads that have not been reconstructed for a long time and roads that have been jurisdictionally transferred to another agency.

Reason for creation: this is a subset of RDA 00180-C00. These records are no longer created. RDA will be closed after records reach their final retention.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then may be destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date of survey creation) + 100 years and transfer to WHS

00190000. HIGHWAY STRUCTURES INFORMATION SYSTEM (HSIS) MASTER DATA **EVT+10** **SHSW** **Y**

The Bureau of Structures maintains the HSIS application to inventory and manage all highway structures for which the WisDOT has responsibilities as defined in 23 C.F.R. pt. 650 and Wis. Adm. Code ch. Trans 212. WisDOT also uses HSIS to accomplish required reporting to the Federal Highway Administration (FHWA).

Types of structures include bridges, culverts, retaining walls, noise barriers, and overhead sign structures.

Master data for each numbered structure may include, but is not limited to the following:
- Structure Inventory: structure description, classification type (bridge, retaining wall, sign, etc.), location, material
- Route, detour and traffic data
- Load rating design computations
- Engineering data
- Inspection data (beginning in 1993)
- Maintenance data

Retention Justification: The information is kept for the life of the structure (approximately 75 years) plus another 10 years after the structure is demolished. HSIS data is critical for other WisDOT programs that access or extract data. The State Trunk Network (STN) inventory database uses HSIS data in route assignment for carrier oversize/overweight permits. HSIS data for bridge and structures is

also used to determine funding level. Data has long-term (life of structure) administrative and reference value to ensure that the WisDOT complies with requirements to construct, monitor and maintain highway structures over time.

PII information may include but is not limited to: names of structure inspector and inspector id number, design engineers PE license numbers, etc.

RETENTION: EVENT (Date structure is demolished) + 10 years and transfer to WHS

00190A00. HIGHWAY STRUCTURE DATA ENTRY FORMS, DOCUMENTS, AND FILES EVT+10 DEST Y

Records in this series are forms and documents providing data and documentation for each transportation structure. Some of this information is entered into HSIS or scanned and uploaded into the system. Others are additional information on the structures that is retained elsewhere or in other systems.

Records in this series may include, but are not limited to:
- Load Rating Input File
- Permitting Input File
- Designer Computations and Inventory Superstructure Design Run
- Pile Driving Reports
- Shop Drawings for Steel Bridges, Sign Bridges, Prestressed Girders, High Mast Poles, Retaining Walls, Floor Drains, Railings and all Steel Joints
- Mill Tests, Heat Numbers & Shop Inspection Reports for all Steel Main Members
- Hydraulic and Scour Computations, Contour Maps and Site Report
- Subsurface Exploration Report
- Structure Survey Report
- Other forms and documents added related to the maintenance and repair of the structure
- Structures Design Engineer Plan Drawings & Models – CADDS files

PII information may include but is not limited to: names of structure inspector and inspector id number, design engineers PE license numbers, etc.

The information is kept for the life of the structure (approximately 75 years) plus another 10 years after the structure is demolished.

This RDA also includes records previously covered in RDA 00576-000 which is now closed.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date structure is demolished) + 10 years and destroy confidentially.

00191000. STRUCTURE FIELD INSPECTION REPORTS - INSPECTOR NOTES AND SUPPO EVT DEST N

Highway Structures are inspected prior to the opening of the structure to traffic and at prescribed intervals thereafter. To determine the condition, strength or load carrying capacity of a bridge or other structure, it is necessary to have a complete description of the structure as built, any modifications since it was built and its present condition. Records in this series document the field inspection, performed by the region personnel, ultrasonic engineer, or other specialty inspector.

Records in this series may include, but are not limited to:
- Inspector's records
- Related background materials
- Related correspondence inspections
- Supporting documentation including region materials related to ancillary types of highway structures

Inspectors maintain inspection reports and significant background materials until the inspection is finalized and loaded (entered or scanned) into HSIS. They may also continue to maintain convenience copies, though not considered records, of the paper documents for reference purposes. These may be retained until no longer needed.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date information is loaded into HSIS) + 1 day and destroy

00192000. MERRIMAC FERRY OPERATIONS FILE EVT+50 SHSW Y

This records series documents WisDOT oversight of Merrimac Ferry operations and maintenance, including WisDOT Maintenance records. Ferry operational reports are received from Columbia County.

Records in this series may include, but are not limited to:
- Ferry operations logs/diaries currently maintained on the ferry
- County ferry operational reports and counts: traffic, number of vehicles, vehicle types, fuel used, operational costs, days operated, down time, maintenance activities, etc.
- Significant correspondence related to ferry operation, maintenance, problems, etc.
- Photos (starting in 1933)

PH Information: Records identify the names of ferry operators, county personnel and Wis DOT staff.

Retention Justification: Records in this series are used to administer/maintain the ferry facility. These records are also used to support continued funding and operation of the ferry service, for planning, statistical and transportation research purposes. All records related to operations for a particular ferry boat are maintained together. Boats are replaced after several years of operation.

Includes records previously included in RDA 00209-000 Merrimac Ferry County Daily Time & Operations Daily Detail Reports - Paper which is now closed.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Last day of the calendar year in which records are created - provided no records of boat currently operating are transferred) + 50 years and transfer to WHS, provided no records of boat currently operating are transferred

00193000. EXCESS AND SURPLUS LANDS FILES **P** **PERM** **N**

In the process of acquiring land, the DOT may acquire land in excess of that needed for a project. When lands are not needed for transportation purposes, the Department declares the land as Surplus in order to sell or lease it.

Records in this series include, but are not limited to:
- Advertisement
- Bids
- Conveyance documents
- Form declaring land as excess
- Location Map
- Property Description and Plat
- Property Inventory Report - acreage and value of land specified, generated by READS
- Project related correspondence
- Quit Claim Deed (official WisDOT recording in Conveyance Document file)
- Related correspondence
- Related records that identify property characteristics
- Submission of paperwork/approvals to WisDOT Secretary and Governor.

Permanent retention justification: Land may be sold with certain restrictions. It is imperative that these records remain permanently to prove compliance with surplus land disposal procedures and to resolve potential disputes regarding the character of the terms and conditions of the sale, which can arise at any time and through the years after a parcel has been conveyed.

These documents contain pertinent information that is not available at the County Register of Deeds.

The official records in this series may exist in paper, electronic, or microfilm format in different regions and in the central office bureau and the retention will apply to the applicable official records format. When the paper or microfilm files are digitized, they will be kept until verified for quality control
Purposes and then destroyed.

Note: Includes records from the following now superseded RDAs:
RDA 00194-0 - Surplus Right-of-Way Land Sale Files and
RDA 00194-a - Surplus Land Sale Case Files - Microfilm.

RETENTION: Permanent

00196000. WISDOT LOCAL PUBLIC AGENCY (LPA) LOCAL ROAD PROJECT FILES **EVT+6** **DEST** **N**

When state or federal funding is involved; WisDOT maintains certain records for oversight purposes. Records are generated by the local government. Local road project file records may include, but are not limited to:
- Admin revisions to offering price
- Awards of damages
- Deeds and conveyance documents
- Jurisdictional offers
- Local agency contacts.
- Nominal payment parcel report
- Nominal payment waiver for appraisal -
- Offering price reports (if state or federal funds are in Real Estate)
- Project related correspondence
- Relocation documents
- Sales study /project data book

- WisDOT and LPA certification

The official records in this series may exist in-paper or electronic format and the retention will apply to the applicable official records format. When the paper files are digitized, they will be kept until verified for quality control purposes and then destroyed.

RETENTION: EVENT (Date of project financial closure per Final Cost Statement) + 6 years and destroy

00198000. FIIPS IMPROVEMENT PROJECT SUMMARY DATA **P** **PERM** **Y**

This records series covers FIIPS summary data elements that supply summaries for analytical and statistical purposes as well as skeletal details to look up additional project information located elsewhere.

Project Summary Data may include, but is not limited to:
- Project information
- Funding data
- Project responsibility data
- Location data
- Closed projects summary funding data

Permanent Retention Justification: The Program Finance Section needs access to this project improvement data at the improvement project level indefinitely. This data has ongoing analytical value and may also be needed to identify and locate related records long after highway projects are completed, in the event of contractual disputes, claims and product liability issues.

RETENTION: Permanent

00199000. FIIPS IMPROVEMENT PROJECT DETAIL DATA **EVT+25** **DEST** **Y**

FIIPS data is used for transportation project management decision-making to plan, estimate, fund, and track project changes. Detailed FIIPS data in this series is collected as the project progresses throughout its development life cycle.

Project detail data may include, but is not limited to:
- State Transportation Improvement Program (STIP) reference; Transportation Improvement Program (TIP) number; other data for working with the Metropolitan Planning Organizations (MPOS)
- Concept Definition Reports (CDRs)
- Project materials quantities
- Non-design/master group information
- Subscription and delegation information
- Project families
- Federal obligations
- Funding level and participation
- GIS location
- Non-management project roles
- Federal Highway Administration Form 37 (FHWA-37)

RETENTION: EVENT (Date project is financially closed) + 25 years and destroy confidential

00201000. OVERSIZE / OVERWEIGHT (OSOW) SINGLE TRIP OR MULTIPLE TRIP PERMIT **EVT+4** **DEST** **Y**

Single trip permits authorize a single motor carrier for a one time movement that may also include a return trip upon request. Multiple trip permits authorize a single motor carrier for multiple movements during a specified period of time.

Permit types may include: general, industrial interplant, mobile home, raw forest, grain/coal/iron ore, military, agricultural transportation, other emergency, garage/refuse/recyclable scrap, vehicle train, permits, houses, windtowers, bridge beams, etc.

Records in this series includes, but are not limited to: original/renewal application and related correspondence for all motor carrier single or multiple trip permits applications, issued permits, permit denials or permit cancellations requests, financial notations, insurance certification, permit supporting documentation and any related correspondence applicable to the type of permit issued.

RETENTION: EVENT (End of the year in which the Permit expires) + 4 years and destroy confidential

00205000. PERMIT LOGBOOKS & INDEXING MATERIALS **P** **PERM** **N**

These logbooks index various types of permit records from when all permits were issued. Both BHM and the regional offices maintain their own logbooks and indexes for the permits that they issue.
Records in this series may include, but are not limited to:
- Permit logbooks
- Indexing records
- Policies
- Correspondence
- Conference minutes, etc. for driveway, road/street connection, utility and work on highway right-of-way permits

Permanent Retention Justification: These records are needed due to potential legal issues over time involving these permits such as resolving utility coordination issues on highway improvement projects and driveway permit revocation. Summary indexing information

needs to be retained to retrieve hard copies of permits, track permit/compliance history, monitor compliance, and provide administrative/statistical permit reporting.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: PERMANENT

00206000. WORK ON HIGHWAY RIGHT-OF-WAY (WHROW) PERMIT FILES EVT+2 DEST Y

Records in this series are the completed application/permit to work on highway right-of-way and related correspondence. These permits are required under Wis. Stat. § 86.07(2)(a) when work is performed in the STH ROW to install/perform:

- Landscaping
- Surveying
- Vegetation removal
- Soil borings
- Accident investigation and clean-up
- Contaminated soil removal

Requirements for working in highway ROW under WisDOT jurisdiction are specified in Wis. Admin. Code ch. TRANS 231 and in WisDOT's Highway Maintenance Manual.

Records in this series may include, but are not limited to:
- Description of the proposed work
- Maps, detail drawings, construction methods, types of materials, and the length of time needed to complete the work
- Permits issued to enforce non-compliant or illegal actions
- Related correspondence

DTSD regional offices issue most permits. BHM issues permits that cover a large geographic area (overlapping multiple regions) or the entire state. The permit is in effect until an activity has been completed, a permit has ended, a revised or amended permit supersedes a permit, or a permit is revoked. A WHROW permit typically has a short-term impact on the highway ROW.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date work is completed; or Date when permit is amended, superseded, expired or revoked) + 2 years and destroy confidential

00206A00. WORK ON HIGHWAY RIGHT-OF-WAY (WHROW) PERMITS ASSOCIATED WITH P PERM Y

Certain types of WHROW permits may have a long-term, rather than temporary impacts on a state trunk highway (STH). Permits covered in this records series are generally associated with the construction of an access (connection) previously authorized by WisDOT under the Controlled-Access Highways provisions of Wis. Stat. § 84.25, or with permanent appurtenances constructed in the highway. A WHROW permit may also be issued in conjunction with the removal of an unpermitted STH connection.

These permits are required under Wis. Stat. § 86.07(2)(a) when work is performed in the STH ROW to install/repair/remove:

- Storm sewers
- Groundwater monitoring wells
- Drainage pipes and drainage tile
- Frac sand transported by pipe or conveyor
- Municipal welcome signs under Wis. Stat. § 84.30(2)(hm) and § 86.19(1n)

These types of permit records are processed and retained the same as STH Connection (Driveway) Permits Files. Similar types of materials are included in the files.

Records in this series may include, but are not limited to:
- Permits
- Supporting documentation
- Related correspondence

Permanent retention justification: These permits are needed for potential legal actions that may arise with ROW permits associated with accesses authorized under Wis. Stat. § 84.25 or to establish responsibility for functioning, malfunctioning, or abandoned appurtenances.
When the permit authorizes construction of a STH connection subject to Wis. Stat. § 84.25 access control, all the reasons for retaining driveway permit files set forth in RDA 00008-000 for driveway permits apply.
When the permit authorizes construction of permanent appurtenances, all the reasons for retaining utility permit files set forth in RDA 00007-000 for utility permits apply.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: PERMANENT

00207000. HIGHWAY ACCESS MANAGEMENT SYSTEM (HAMS) ELECTRONIC PERMIT M P PERM Y

All driveway and work on highway right-of-way permits (for road/street connections) that the regions or central office issue are scanned into the HAMS database containing WisDOT's real estate, highway access plats and permit information.

Permit data includes, but may not be limited to:
- Active, revoked, rescinded or suspended permits
- Applications that have been denied or summarily dismissed
- Relevant correspondence and supporting materials
- Scanned permits

Once issued, a STH connection permit remains in effect until cancellation by the property owner or local agency, expiration of a temporary permit date, expiration of a construction completion date without the connection being constructed, or revocation by WisDOT.

Permanent Retention Justification: For proper STH system access management, WisDOT must have accurate records identifying complete highway permit histories. Records are essential to monitor compliance with legal requirements, permit new or revised connections, and provide sufficient evidence for legal actions including litigation.

RETENTION: PERMANENT

00208000. MERRIMAC FERRY MONTHLY OPERATION SUMMARY DATA P PERM N

Columbia County submits Ferry Operator Daily Detail Reports to WisDOT. Records in this series are the ferry's monthly report summaries which includes the following data:
- Number of Trips
- Vehicle Types (Cars, trucks, buses, etc.)
- # of gallons of Fuel
- Down time
- Opening and closing dates

Permanent Retention Justification: Currently, this data is contained in a spreadsheet to which new information is added every year in new tabs. Existing information in the spreadsheet is never deleted when new information is added. This is a cumulative record of monthly summary data. Data has ongoing value for statistical purposes and to document ferry usage over time. This is a living document and new information is added to the previous one.

RETENTION: Permanent

00215000. STN LOCATION CONTROL MANAGEMENT (LCM) DATA P PERM N

STN linear referencing information is essential data used by WisDOT. This data provides the basis to locate and analyze related data such as pavement type, crashes and other road related information. LCM data supports multiple transportation functions including program management, planning, design, construction, maintenance, safety, and operations.

STN LCM data includes, but is not limited to, roadway links and reference sites, official WisDOT mileage, reference points, roadway chains (geometry), and posted routes.

Permanent Retention Justification: Data collected provides current and historical STN infrastructure representations. Data has ongoing reference, statistical, and analytical value for all transportation system functions related to the State Trunk Network. This file is the base data to integrate tabular information about the STN. WisDOT personnel uses STN LCM data to integrate and analyze roadway data features such as pavement type, traffic volume, crashes, etc. This data supports DOT program management, planning, design, construction, maintenance, and operations.

RETENTION: Permanent

00216000. STATE TRUNK NETWORK (STN) INVENTORY ANNUAL DATA P PERM N

This is the lifecycle physical and administrative roadway inventory data of the STN. It describes numerous detailed highway features including, but not limited to, medians, shoulders, bridges, railroad crossings, access controls, truck routes, functional classification, boundary controls, etc. This data meets federal and state reporting requirements.

The data covered here reflects the state of roadways at the end of each calendar year from the STN Inventory Data. (See RDA 00216-B00).

Permanent Retention Justification: The STN annual inventory data has value within the Department for analytical, research and

statistical purposes. Current year data may be reviewed against previous year snapshots and used to track changes to STN segments over time or to compare the status of the STN statewide. This data has ongoing value to support multiple functions including planning, design, construction, maintenance, and operation of the transportation network, including the construction and realignment of roads. They provide an official tabular compilation of the cumulative and historical impacts of administrative and jurisdictional changes on state highways.

RETENTION: Permanent

00216B00. STATE TRUNK NETWORK (STN) INVENTORY DATA EVT DEST N

This is the lifecycle physical and administrative roadway inventory data of the STN. It describes numerous detailed highway features including, but not limited to, medians, shoulders, bridges, railroad crossings, access controls, truck routes, functional classification, boundary controls, etc. This data meets federal and state reporting requirements.

This records series covers the DB2 file containing current STN inventory data and also the Field Data Collection (FDC) currently covered in RDA 00219-000 which is now closed

Tables provide data about the last update to a table, including date of update. It does not link to previous historical records because the focus is to capture inventory information on the current roadway.

This data is used to create the STN Inventory Annual Data covered by RDA 00216-000.

RETENTION: EVENT (DATE DATA IS SUPERSEDED BY UPDATED DATA) AND DESTROY.

00216C00. STATE TRUNK NETWORK (STN) INVENTORY DATA - DAILY EXTRACTS EVT+50 DEST N

This is the lifecycle physical and administrative roadway inventory data of the STN. It describes numerous detailed highway features including, but not limited to, medians, shoulders, bridges, railroad crossings, access controls, truck routes, functional classification, boundary controls, etc. This data meets federal and state reporting requirements.

WisDOT generates inventory extract files daily (Monday through Friday) which includes additional GIS information. This information is used to support operational use and reporting. Nightly extracts of the STN data are replicated from the STN Inventory Data system (RDA 00216-B00) to the WisDOT Oracle databases which allow non-mainframe business systems access to this data. This same STN data is available in a GIS context for analytical purposes in conjunction with 'Location' data.

Retention Justification: STN Inventory Data extracts provide basic information for ongoing WisDOT operations and detailed data that are useful for roadway design, construction, analysis, statistics, and assessments. This records series covers those sequential data snapshots, maintained in Oracle and/or available in GIS context.

RETENTION: EVENT (Date data is created) + 50 years and destroy

00218000. HIGHWAY PERFORMANCE MONITORING SYSTEM (HPMS) - YEAR END DATA P DEST N

HPMS data identifies the extent, highway condition, performance, use, and operating characteristics of the nation's roadways. FHWA requires each state DOT to annually provide this data to FHWA per federal law in a specification provided by FHWA.

Data in this records series includes collected data and data taken from other WisDOT applications annually including, but not limited to, STN, WISLR (Wisconsin Information System for Local Roads), Pathway (pavement condition and geometrics), Jackalope (traffic data), and TAFIS (Traffic Analysis Forecasting Information System). These data are converted to federal specifications, integrated, and then submitted to FHWA. HPMS connects this disparate data with a common geo-referencing system.

Permanent Retention Justification: The HPMS supports the Federal-aid highway program in terms of highways system performance. It is used to track road inventory, conditions, jurisdiction, geometrics, and performance of the U.S. highway system. It supports the apportionment of Federal funds to the States. The FHWA requires this data as the basis of appropriating over $800 million in highway program funding each year. Permanent retention will be consistent with the retention of this data at the federal level.

RETENTION: PERMANENT

00218A00. HIGHWAY PERFORMANCE MONITORING SYSTEM (HPMS) - SAMPLE SECTIO EVT+0 DEST N

HPMS data identifies the extent, highway condition, performance, use, and operating characteristics of the nation's roadways. FHWA requires each state DOT to annually provide this data to FHWA per federal law in a specification provided by FHWA.

Data in this records series includes HPMS sample sections and associated attributes. These data are collected from the field. Sample sections consist of data items reported for select portions of a given roadway system (e.g., each of the seven different functional classifications of roadways). The sample data is used to represent similar conditions on the roadways of a similar roadway system after expansion. This data feeds into the HPMS year end data – see RDA 00218-000.

A sample section record lives on until the road it represents has changed enough that it can no longer be a good sample section. At that time the sample section is deleted.

RETENTION: EVENT (Date when road represented in sample changes and sample is no longer valid) AND DESTROY

00222000. **WISCONSIN INFORMATION SYSTEM FOR LOCAL ROADS (WISLR)** **P** **PERM** **N**

WISLR is a web accessible system used by local governments and WisDOT to manage local road data, make decisions, and comply with federal and state requirements. WISLR combines local road data with GIS mapping technology to display data in a tabular format, on a map, or both. Local governments are required to report the pavement condition of roads under their jurisdiction to WisDOT. Local governments use WISLR's data entry, query, analytical, and spreadsheet functions to organize, analyze, update and edit their data.

WISLR local road data may include, but is not limited to:
- Surface width
- Surface type
- Surface year
- Shoulder
- Curb
- Road category
- Functional classification
- Pavement condition ratings

Retention Justification: WISLR data has ongoing value to track local road changes over time. It has ongoing reference, statistical and policy research value to WisDOT.

RETENTION: Permanent

00224000. **UTILITY COORDINATION FILES** **EVT+6** **DEST** **N**

Records in this series relate to utility coordination for state or local projects.

Records in this series may include, but are not limited to:
- Project notification, cover letter and related exhibits
- List of known utilities in the project area
- System maps from utilities
- Utility coordination meetings comments
- Project plan submittal, cover letter, plans and related exhibits
- Utility work plan, work plan approval and supporting documentation
- Utility Funding Agreements between WisDOT or LPA and utilities to pay for moving lines, cables, pipes, poles or other utility facilities prior to, or during, construction projects
- Utility Temporary Construction Easement forms
- Utilities Article of the Special Provisions
- Utility Status Report
- Other supporting documentation
- Related correspondence

Confidentiality Note: System maps and related materials submitted by utilities can be confidential if the utility shows they are granted confidential status as Critical Infrastructure Information by Department of Homeland Security (DHS) under 6 C.F.R. pt. 29, or granted confidential status as Critical Energy Infrastructure by the Federal Energy Regulatory Commission (FERC) under 18 C.F.R. §§ 388.112 and 388.113, or are accepted by the Department as a trade secret under Wis. Stat. §134.90(1)(c).

See Real Estate Program RDA 00120-000 – Real Estate Conveyance Files for Quit Claim Deeds and Conveyance of Rights in Lands. For utility permit records, see RDA 00206-000 Work on Highway Right-of-Way (WHR/W) Permits and Case Files; RDA 00206-A00 Work on Highway Right-of-Way (WHR/W) Permits involved with STH Connections or LPA see RDA 00007-000 - Utility Permits and Case Files.

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RETENTION: EVENT (Date of project financial closure) + 6 years and destroy confidential

00224B00. **COMPLIANCE REVIEW REPORTS** **EVT+6** **DEST** **N**

Records in this series are reports that document WisDOT or LPA program audits of each region or LPA for compliance with policies and processes. The Central Office Utility Unit conducts audits of utility coordinators to assure consistent compliance with program policies and practices.

Records in this series may include, but are not limited to:
- Audit reports
- Supporting documentation
- Related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated

timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date of final audit completion) + 6 years and destroy

00226000. TRANSPORTATION UTILITY MANAGEMENT SYSTEM (TUMS) UTILITY COMPA **EVT** **DEST** **N**

The TUMS system maintains master data on each utility company and its service area in order to perform utility coordination.

Data may include, but is not limited to:
• Utility name
• Identifiers
• Service area data
• Public Land Survey System (PLSS) location
• Facility type

RETENTION: EVENT (Date facility information is superseded) and destroy

00226A00. TRANSPORTATION UTILITY MANAGEMENT SYSTEM (TUMS) UTILITY COORD **EVT+6** **DEST** **N**

Data in this system is used to track the progress of utility coordination during each project.

RETENTION: EVENT (Date of project financial closure) + 6 years and destroy

00235000. EMERGENCY TRAFFIC OPERATIONS (ETO) EVACUATION PLANS, REPORTS **EVT+3** **DEST** **N**

WisDOT works with numerous partners including state and local agencies, law enforcement, emergency response teams, tow companies and other public and private organizations to develop emergency traffic operation plans which are used in assisting responders in emergency incidents.

Records in this series may include, but are not limited to:
- ETO/Emergency Evacuation (EVAC)/Alternate Routes - Emergency Traffic Operations/Evacuation/Alternate Route Plans,
- Maps and Guidance documents
- Incident Management Plans
- Supporting documentation
- Related reports
- Related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format. When the paper records, or any other format, are digitized they will be kept until verified for quality control purposes and then destroyed.

RETENTION: EVENT (Date information is updated, superseded or discontinued) + 3 years and destroy

00236000. TRAFFIC CONTROL PLANS **EVT+2** **DEST** **N**

Plans created by WisDOT Regional Traffic Engineers and/or TMC personnel to deal with emergencies, serious traffic incidents or special events and work zone temporary traffic plans. Records in this series may include but are not limited to:

- Emergency and Special Event Traffic Control Plans: traffic control plans to deal with emergencies, serious traffic incidents and/or special events (for example: Summerfest, State Fair, sporting events and conventions that involve crowds).
- Work Zone Temporary Plans: temporary traffic plans created to address alternative routes, detours, access to businesses, time delays, etc. related to construction activities on Wisconsin
roads.
- Related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format. When the paper records, or any other format, are digitized they will be kept until verified for quality control purposes and then destroyed.

RETENTION: EVENT (Project completion or plan superseded) + 2 years and destroy

00237000. SPECIAL TRAFFIC STUDY PROJECT REPORTS **EVT+2** **SHSW** **N**

Includes WisDOT traffic study reports on traffic engineering, safety and traffic flow study projects. Projects are produced in BTO, by Regional Traffic Engineering Staff and/or by Traffic Engineering consultants.

Report topics may include:
- Special travel studies
- Bypass impacts
- National scans of best practices
- Other state traffic initiatives, newer technologies to monitor and manage traffic

Special regional studies/reports may include:

- Speed studies
- Intersection safety/highway segment safety studies
- Signal/signal system operations
- Intersection traffic count program
- Intersection Control Evaluation (ICE) report
- Traffic analysis models/simulations

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format. When the paper records, or any other format, are digitized they will be kept until verified for quality control purposes and then destroyed.

RETENTION: EVENT (Date reports are superseded or obsolete) + 2 years and transfer to WHS

00238000. TRAFFIC DECLARATIONS EVT+10 DEST N

Traffic declarations allow an agency to declare certain requirements on a roadway by law. WisDOT has statutory authority to develop and modify the following traffic declarations:
- Speed Zones declarations
- Through-Highway declarations
- Parking declarations

Declarations remain in effect until WisDOT replaces them with a new declaration. In addition, information would be obsolete if the road is either transferred to another jurisdiction or is replaced by a new road. In that instance, the declarations would be discontinued.

Records in this series may include, but are not limited to:
- Declaration permits
- Supporting documentation
- Related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format. When the paper records, or any other format, are digitized they will be kept until verified for quality control purposes and then destroyed.

RETENTION: EVENT (Date declaration is discontinued or superseded by new declaration) + 10 years and destroy

00239000. TRAFFIC IMPACT ANALYSIS (TIA) CASE FILES - APPROVED AND DENIED TIA EVT+10 DEST N

Engineering consultants study potential traffic impacts of a proposed traffic generator (i.e., new development) to develop the TIA and submit it to the WisDOT Regional office as a requirement for obtaining any permits.

After the TIA is approved, the development may take many years before completion. WisDOT needs to retain the approved TIA to assure that the development is consistent with the terms and conditions of the approved TIA and related access permits.

WisDOT also maintains denied TIA records in case a revised/updated TIA proposal is submitted.

Records in this series may include, but are not limited to:
- Approved TIA study reports
- Denied TIA records
- Supporting documentation
- Related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format. When the paper records, or any other format, are digitized they will be kept until verified for quality control purposes and then destroyed.

RETENTION: EVENT (Date of TIA approval provided project completion OR date of TIA denial) + 10 years and destroy

00241000. HIGHWAY LIGHTING PLANS - PLANS SPECIFICATIONS & ESTIMATES (PS&E) EVT+3 DEST N

Plans for WisDOT owned lighting are created through Project Design Section projects. The initial plans for WisDOT owned lighting are included in the highway lighting PS&E. The plan set for the entire project is kept in the Bureau of Project Development.

However, the highway lighting plans of the PS&E are kept by the regional traffic units. They are responsible for maintaining and operating the lighting. The regional traffic units maintain these lighting plan sheets and any modifications/updates to lighting plans are done only in the Region Traffic Unit. When modifications are done to the plans they become the official record and are kept by the regions.

Records in this series may include, but are not limited to:
- Highway lighting plans
- Specifications and estimates related to lighting
- Related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format. When the paper records, or any other format, are digitized they will be kept until verified for quality control purposes and then

destroyed.

RETENTION: EVENT (Date lighting plan is superseded or date lighting structure is removed or replaced by a new lighting structure) + 3 years and destroy

00242000. FLASHING BEACON PLANS EVT+3 DEST N

Flashing Beacons are intersection control beacons installed and used only at an intersection to control two or more directions of travel. Intersection control beacons are intended for use at intersections where traffic or physical conditions do not justify conventional traffic signals but where high crash rates indicate a special hazard.

The plans show where these beacons are installed. WisDOT engineers or consultant engineers develop flashing beacon plan sets. The Region Traffic Unit is responsible for maintaining and operating the flashing beacons.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format. When the paper records, or any other format, are digitized they will be kept until verified for quality control purposes and then destroyed.

RETENTION: EVENT (Date the beacon is removed or replaced) + 3 years and destroy

00243000. SIGNAL INVESTIGATION REQUEST, STUDY AND DECISION - APPROVED ANI EVT+3 DEST N

A Signal Investigation Study evaluates the needs for installing a proposed new traffic control signal on a State Trunk Highway.

Records in this series may include, but are not limited to:
- Signal investigation request form
- Investigation study completed by consultant
- BTO approval or denial
- Supporting documentation, correspondence, photos, maps, etc.
- ICE report
- Signal warrants
- Related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format. When the paper records, or any other format, are digitized they will be kept until verified for quality control purposes and then destroyed.

RETENTION: EVENT (Signal life: replaced or removed) + 3 years and destroy

00244000. PERMANENT TRAFFIC SIGNAL PLAN FILES EVT+7 DEST N

Records in this series are permanent traffic signal plan sets for projects designed and constructed in WisDOT regions and non-projects. After installation, plan sets are used for program administration including traffic signal inspections, review, repair and maintenance activities.

Traffic signal plan set records may include, but are not limited to:
- Signal plan sheet - identifies signal plan, intersection location, equipment and geometrics
- Sequence of operations sheet
- Intersection and other site-specific information. Each plan is a customized modification of standard plans and specifications.
- Cabinet drawing
- Signal timing/controller program

Each region maintains files of plan sets within the particular region.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format. When the paper records, or any other format, are digitized they will be kept until verified for quality control purposes and then destroyed.

RETENTION: EVENT (Date signal plan is modified or replaced) + 7 years and destroy

00245000. TEMPORARY TRAFFIC SIGNAL FILES EVT+7 DEST N

Temporary traffic signals are installed in cases of highway construction, detours or other temporary need for a traffic signal (construction staging). Each region maintains the official paper version of temporary traffic signal plan sets within the region. Plans are used until the project is completed and the temporary signal plan is removed from the site.

Records in this series may include, but are not limited to:
- Signal plan sheet
- Sequence of operations sheet
- Temporary signal timings
- Intersection and site-specific information
- Related correspondence and other supporting documentation.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record

format. When the paper records, or any other format, are digitized they will be kept until verified for quality control purposes and then destroyed.

RETENTION: EVENT (Date project is completed and signal removed

00246000. GENERATOR AND GUIDANCE SIGNAGE REQUESTS & TRAFFIC MAINTENAN(EVT+5 DEST N

BTO develops standards and regions determine the need and install and maintain regulatory, signs, warning signs and route signs on the right-of-way. Regions receive requests to install Regulatory signs, warning signs, route signs, and permitted signs for which regions grant permission or approve permits for locals to install on the highway. Records documenting reasons for denial need to be retained for a period in case the request is resubmitted.

Records in this series may include, but are not limited to:
- Justification for signs and agreements
- Permits to install signs
- Traffic maintenance agreements
- Supporting documentation provided to approve or deny the request and the completed agreement.
- Records, including justification for signs and agreements, need to be retained while the signs are in place.
- Related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format. When the paper records, or any other format, are digitized they will be kept until verified for quality control purposes and then destroyed.

RETENTION: EVENT (Date of denial or date sign is discontinued/removed) + 5 years and destroy

00247000. SERVICE SPECIFIC INFORMATION SIGNS (SIS) RENTAL AGREEMENTS EVT+10 DEST N

Wisconsin participates in a national program to provide motorists with directional information for services via Specific Information Signs (SIS). This program is authorized under Wis. Stat. § 86.195 and it provides local businesses signage on highways. A SIS contractor administers the program.

Records in this series may include, but are not limited to:
- Completed application to participate in SIS program
- Rental agreement, specifying rental agreement terms and conditions
- Agreement updates and amendments
- Related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format. When the paper records, or any other format, are digitized they will be kept until verified for quality control purposes and then destroyed.

RETENTION: EVENT (Date the agreement terminated or superseded by updated agreement) + 10 years and destroy

00248000. SERVICES SPECIFIC INFORMATION SIGNS (SIS) MASTER INVENTORY DATA EVT+10 DEST N

WisDOT's SIS program manager maintains an electronic inventory of all signs, panels and rental agreements on Wisconsin highways. Data is currently maintained in a database that identifies signs, rental agreements, locations, counties, installation and agreement dates and other administration information.

RETENTION: EVENT (Date the agreement terminated or superseded by updated agreement) + 10 years and destroy

00249000. SERVICES SPECIFIC INFORMATION SIGNS (SIS) INVENTORY REPORTS EVT+10 DEST N

Records in this series are annual and quarterly reports prepared by the SIS contractor and submitted to the BTO. The report provides summary information on all SIS signs in Wisconsin, including:
- Number of sign panels and number of sign structures
- Location of SIS signs by intersection and region
- Checks remitted for quarterly rental fees collected

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format. When the paper records, or any other format, are digitized they will be kept until verified for quality control purposes and then destroyed.

Supersedes RDA 00249-AOO - Services Specific Information Signs (SIS) Quarterly Reports

RETENTION: EVENT (Date reports are created) + 10 years and destroy

00250A00. QUALIFIED SIGN MANUFACTURERS LIST EVT+1 DEST N

The WisDOT maintains a list of qualified Tourist Oriented Directional Sign (TODS) manufacturers. Businesses that qualify for a TODS may contact any of the listed manufacturers to obtain sign manufacturing cost estimates. The list identifies the manufacturing firm, address, telephone, and contact information.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format. When the paper records, or any other format, are digitized they will be kept until verified for quality control purposes and then destroyed.

RETENTION: EVENT (Date list is superseded or updated) + 1 year and destroy

00251000. TOURIST ORIENTED DIRECTIONAL SIGN (TODS) APPLICATIONS / PERMIT FII EVT+10 DEST N

Under Wis. Stat. § 86.196, qualifying businesses, services or local attractions may have advertising signs that provide directional information. Records in this series include:
- Completed TODS Application/Permit
- Business Panel Order form with specifications on business panels and pricing and camera-ready artwork for production of panels. Businesses provide their own panels or have a sign manufacturer produce the business panels as part of the order form.
- Related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format. When the paper records, or any other format, are digitized they will be kept until verified for quality control purposes and then destroyed.

RETENTION: EVENT (Date permit is approved or denied) + 10 years and destroy

00251A00. TODS INVENTORY LISTING EVT+10 DEST N

This record is a listing of all Tourist Oriented Directional Signs (TODS) in the State. The listing is updated annually to list all approved TODS signs.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format. When the paper records are digitized they will be kept until verified for quality control purposes and then destroyed.

RETENTION: EVENT (Date list is superseded or discontinued) + 10 years and destroy

00252000. TRAFFIC ASSET MANAGEMENT INVENTORY MASTER DATA EVT+7 DEST N

BTO and Regions use inventory management systems to create and maintain continuous inventory and maintenance records for state signing, pavement marking, traffic signals, lighting, and intelligent transportation system devices. Master data includes:
- Asset inventory
- Maintenance inventory
- Reports
- Firmware versions (controllers, computer programs, other traffic signal components)
- High resolution data (WisBOOM)
- Adaptive and Traffic Responsive Data
- Centracs and TACTICS Data
- Connected Vehicle data (Signal Phasing and Timing)
- Conflict monitor test results
- Fiber_agreements and assignments
- As-builts for both fiber/communication and field devices

RETENTION: EVENT (Date data is superseded or device is removed or replaced) + 7 years and destroy

00253000. SIGN PLATE CADD DRAWINGS EVT DEST N

BTO creates sign plate designs using Computer Aided Design Drawing (CADD) software. Drawings include specific sign design information as required by the Wisconsin Manual on Uniform Traffic Control Devices standards

RETENTION: EVENT (Date the 2nd to the last version of the drawing file is superseded) and destroy

00255000. ADVANCE TRANSPORTATION MANAGEMENT SYSTEM (ATMS) TRAVEL TIME EVT+10 DEST N

Using ATMS electronic detectors, closed circuit television cameras, ramp meters and variable messages signs, WisDOT monitors and logs freeway travel times. Detailed travel time log data is kept for 10 years, then superseded and destroyed.

RETENTION: EVENT (Date log is superseded) + 10 years and destroy

00255A00. ATMS CAMERA IMAGES EVT DEST N

The ATMS system captures still picture images of the freeway every three minutes and posts the image to the WisDOT web site. Images are updated continuously by the next image.

Images are replaced every 3 minutes.

RETENTION: EVENT (Image superseded by next image) and destroy

00255B00. ATMS LANE DETECTOR DATA EVT+20 DEST N

The ATMS computerized system collects data on lane volume, speed and occupancy information every 5 minutes from every detector in the state system. This data is detailed traffic statistical information on Wisconsin highway use. The UW-Madison Traffic and Operations Safety (TOPS) Lab maintains the official data for WisDOT and is responsible for archiving data for business research purposes.

Retain raw data for 20 years and destroy, provided it has been analyzed and summarized in traffic impact and other research studies.

RETENTION: EVENT (Date of creation) + 20 years and destroy (provided data has been analyzed and summarized)

00255C00. ATMS CLOSED CIRCUIT VIDEO NON-INCIDENT RECORDINGS EVT+0/1 DEST N

The WisDOT captures continuous video from each CCTV cameras on the freeway and major arterial system, using the ATMS system. CCTV camera images provide WisDOT and other first responders a valuable tool for not only monitoring traffic conditions, but also for monitoring activities at major incident scenes. The video in encoded in the field and decoded at the TMC.

Currently, all the cameras on the digital video system are being archived for 72 hours (3 days). The video files are divided into 15-minute intervals throughout the day. Each evening at midnight the oldest day's files are deleted.

RETENTION: EVENT (Date of creation) + 3 years and destroy

00255E00. ATMS CLOSED CIRCUIT CAPTURED INCIDENTS / EVENTS VIDEO RECORDIN(EVT+0/3 DEST N

WisDOT captures continuous video from each CCTV cameras on the freeway and major arterial system, using the ATMS system. CCTV camera images provide WisDOT and other first responders a valuable tool for not only monitoring traffic conditions, but also for monitoring activities at major incident scenes.

This records series covers monitoring and surveillance video recordings with captured incidents and events that can lead to investigations or claims and any related records.

WisDOT will move off any video with incidents that may need further review from the archive video hard drives to a saved video folder, and retain it for 120 days from the date of creation. The retention meets the statute of limitations to file a claim against any agency.)

Note: Recordings must be kept until all investigations, claims, legal proceedings, open records requests have been fulfilled or no longer needed. Appropriate procedures must be in place to ensure the record is available when needed/requested.

Reason for creation: Records previously covered under 00255-C00. New RDA needed because these records have a different retention.

RETENTION: EVENT (Date of creation) + 120 days and destroy

00256000. LANE AND RAMP CLOSURE REQUEST DATA EVT+20 DEST N

The Lane Closure System is part of the UW WisTransPortal system which tracks lane and ramp closures statewide. Lane closure data may be needed for statistical analysis purposes along with detector data to see if a lane closure had a significant impact on detector statistics.

RETENTION: EVENT (Date lane closure period ends) + 20 years and destroy

00257000. STATEWIDE INCIDENT NOTIFICATION PROCESS (SINP) INCIDENT DATA AND EVT+3 DEST N

The WisDOT maintains a system containing key data on traffic incidents. Information is submitted through the SINP process by a Control Room Operator or law enforcement official, identifies unplanned incidents and provides summary information and statistics related to unplanned incidents (special events and
construction), freeway service patrol assists, DMS usage, system maintenance, etc. The records series may also include related correspondence or exhibits and is used for performance reports, research and training.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format. When the paper records, or any other format, are digitized they will be kept until verified for quality control purposes and then destroyed.

Supersedes RDA 00257-AOO Statewide Incident Notification Process (SINP) Incident Master Data

RETENTION: EVENT (Incident termination date) + 3 years and destroy

00257B00. STATEWIDE INCIDENT NOTIFICATION PROCESS (SINP) INCIDENT MONTHLY EVT+3 DEST N

WisDOT generates required monthly and quarterly performance reports of the following traffic incidents: unplanned incidents, incident statistic summary, planned incidents (special events and construction), freeway service patrol assists, DMS Usage, Travel Rate Index, System Maintenance, and TMC Incident Notification.

Yearly performance reports include unplanned incidents, incident statistic summary, planned incidents (special events and construction), freeway service patrol assists, DMS Usage, Travel Rate Index, System Maintenance, and TMC Incident Notification. Reports need to be retained to view incident history over time and for planning and administrative purposes.

Supersedes RDA 00257-COO Statewide Incident Notification Process (SINP) Annual Performance Reports which are now included under this RDA

RETENTION: EVENT (Date reports are superseded) + 3 years and destroy

00258000. DISADVANTAGED BUSINESS ENTERPRISE (DBE) FIRM CERTIFICATION FINA EVT+3 DEST Y

Records in this series contain the financial records of certified DBE firms that are required to be submitted annually for evaluation of certification status.

Records in this series may include, but are not limited to:
- Company owner personal federal tax returns
- Company federal tax returns
- Financial and operational records, including balance sheets and income statements for the most recent three years
- Loans, insurance, bonding agreements and other financial reports if applicable
- Related correspondence

Information in these files may contain personally identifiable information (PII) such as applicant's name, address, telephone number, email address, social security number or Federal Employer Identification Number, and other detailed business information relevant to the application.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date of financial records submittal) + 3 years and destroy confidential

00259000. PRIME CONTRACTOR DBE FIRM REPLACEMENT REQUESTS EVT+6 DEST N

In certain cases, when a DBE contractor cannot perform the committed work, the prime contractor will request to change their DBE commitment.

Records in this series may include, but are not limited to:
- DBE Commitment Form
- Documentation that the original DBE contractor cannot fulfill the commitment
- Evidence of Good Faith effort to utilize the committed DBE
- Approval for replacement DBE firm
- Related correspondence

Reason for creation: Records are part of a new process required by the Federal FAST ACT Transportation Bill of 2015 and Title VI non-discrimination provisions of the Civil Rights Act.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date of final project payment audit) + 6 years and destroy

00260000. LIST OF DBE CERTIFIED FIRMS EVT DEST N

WisDOT maintains a Unified Certified Program (UCP) directory of certified firms as required per 49 C.F.R. § 26.11. The directory identifies all DBE- certified firms in Wisconsin and includes firms that are certified by federally approved agencies: Dane County, Milwaukee County, City of Madison and WisDOT. WisDOT is the custodian of the UCP directory and partner agencies are required to publish it. The directory is updated on a regular basis as new certifications are approved. Prime contractors are required to solicit DBE certified firms from this list when a contract has assigned DBE goals.

Information in the list may include, but is not limited to:
- Name of DBE firm
- Contact information
- Categories of work in which DBE firms certified to perform, i.e., construction, supplier, trucking, etc.
- North American Industry Classification System (NAICS) codes

Information in these files may contain personally identifiable information (PII) such as business's name, address, telephone number, email address and other detailed personal information relevant to the business.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated

timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date list is superseded by an updated list) and destroy

00261000. DBE SUPPORT SERVICES AND CONSULTING INFORMATION / MATERIALS EVT+2 DEST N

Once certified, WisDOT offers one-on-one consulting and technical assistance to DBE firms. If/when firms use these services, relevant consultation records that specifically deal with the firm's needs may be included in the DBE files.

Records in this series may include, but are not limited to:
- Handouts
- Information
- Guides and training materials developed to provide support services and consulting to DBE firms, including management services in business plan development, financial package preparation, accounting systems, bonding and marketing assistance, and other technical assistance

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

Note: Statewide GRS ADM00012 does not apply since unique training materials are developed for every DBE firm that requests them.

RETENTION: EVENT (Date of training completion) + 2 years and destroy

00262000. DISADVANTAGED BUSINESS ENTERPRISE (DBE) POLICY, PLANS, AND GOA EVT+3 SHSW N

Per 49 C.F.R. pt. 26, WisDOT must document its interpretation of the federal laws and regulations to implement the objectives of the DBE program to ensure DOT is running a compliant program.

Records in this series may include, but are not limited to:
- DBE program plan which includes contract specifications
- Overall DBE annual goals including public comments
- WisDOT Secretary signed assurances
- All DBE related workflows and processes
- Background information on federal DBE program creation and modifications
- WisDOT policies affecting DBE program
- FHWA plan approval

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

Note: Statewide GRS RDA ADM00017 does not apply since these records are Federal requirements and not agency strategic plans.

RETENTION: EVENT (Date plan is superseded) + 3 years and transfer to Wisconsin Historical Society

00263000. LABOR COMPLIANCE CONTRACT PROJECT FILES EVT+6 DEST Y

Records in this series document the highway construction prime contractor's compliance with provisions governing employment and payment of persons hired by contractors, subcontractors and suppliers to perform contract work. WisDOT contracts with federal funding require nondiscrimination and goals and timetables for minority and female participation in the contract; payment of a predetermined minimum prevailing wage; and payroll recordkeeping and reporting. The contractor and subcontractor are required to provide records to the WisDOT Labor Compliance Specialists.

Records in this series may include, but are not limited to:
- Weekly Payroll Report form: Payroll number and project identifiers, lists all employees by name, classification, with hours worked; wages earned; fringe benefits paid to plans, programs or directly to employees; employee check information and deductions.
- Compliance Statement to Accompany Contractor's Weekly Payroll signed by the contractor/subcontractor or agent: For the payroll period, the statement certifies that all employees on the project were paid wages earned, identifies exceptions and explains deductions and fringes as necessary.
- Specialist spot checks and observations: Records of observations, spot interviews with employees, records checks for laborer and mechanics classifications, checks of timekeeping methods, payday and paycheck examination records, complaints and responses.
- Poster checklist.
- Field interviews documentation.
- Labor compliance preconstruction summary.
- Project closeout checklist.
- Related correspondence.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date of project financial closure per project final cost statement) + 6 years and destroy confidential

00266000. CONSTRUCTION CONTRACT EEO REVIEW REPORTS EVT+6 DEST N

WisDOT conducts Equal Employment Opportunity (EEO) reviews to determine contractor compliance with contract provisions for Federal Aid Construction Contracts (Form FHWA 1273).

Records in this series may include, but are not limited to:
- Meeting notice and WisDOT request for documents
- Contractor's records, notes and documents supporting the company's EEO and Affirmative Action performance: EEO discrimination policy, Affirmation Action Plan, employment application form, samples of recruitment letters.
- Compliance Review Questionnaire EC-702 completed by contractor.
- WisDOT report - including recommendations and review findings.
- Follow up letters and correspondence with contractor.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date report is finalized) + 6 years and destroy

00267000. CONTRACTOR LABOR COMPLIANCE REPORTS EVT+6 DEST N

Labor compliance reports are required to be submitted to WisDOT Central Office Labor Compliance Supervisor.

Records in this series may include, but may not be limited to, the following reports:
- Semi-Annual FHWA Form 1494:
This report identifies number of contracts awarded and total dollar
amount awarded - only for Federal Aid Contracts. Submitted on April 30 and October 30.
- Federal Aid Highway Construction Summary 1392:
Submitted September 25. This report is a compilation of all of the 1391 forms submitted. The 1391 form provides an employment snapshot - submitted annually by contractors working on Federal aid construction projects with contracts over $10,000.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date of report submittal) + 6 years and destroy

00268000. WAGE COMPLAINT / INVESTIGATION OF LABOR VIOLATIONS EVT+6 DEST Y

WisDOT investigates wage complaints as required by Wis. Stat. § 103.50 and Wis. Stat. § 84.062, and the Federal Davis Bacon Act. The investigation process occurs at the regional level initially. If not resolved, it is then appealed to WisDOT Central Office, Labor Compliance Section.

Records in this series may include, but are not limited to:
- Wage complaint in writing
- Notice to contractor
- Examination report of time cards, payrolls and other employment records
- Documentation of all steps taken to attain compliance
- Related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date claim resolved) + 6 years and destroy confidential

00270000. OUTDOOR ADVERTISING NONCONFORMING SIGN FILES EVT+20 DEST Y

Sign coordinators create and maintain files to monitor individual outdoor advertising signs within their jurisdiction and assure compliance with laws and requirements.
Records in this series may include, but are not limited to:
- Files identifying nonconforming-grandfathered signs installed prior to the 1972 sign control law or erected legally after the law was enacted. Such signs do not meet the requirements for a new sign permit but need to be monitored until removed or legally relocated
- Coordinator communications with sign owners and/or landowners, including letters, memos, e-mails and notes documenting telephone calls
- Communications with BHM verifying sign removal, owner change, etc.
- Photos, graphics, layouts, sketches, field notes, etc.

- Enforcement actions, removal orders, hearing decisions

Retention will begin after the permit is terminated and the sign is removed whichever is later. Both events must take place.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT When permit is terminated and sign is removed. Retention will start once both events have taken place) + 20 years and destroy confidential

00271000. HISTORIC OUTDOOR ADVERTISING SIGN INVENTORY RECORDS, PERMIT LC P PERM Y

This records series covers old photos, sign permit logs and inventory cards used to track signs, some of which were erected prior to the current regulations for the program. Pre-existing signs were grandfathered into the program. Data contained in logbooks and on cards has been partially migrated to the OASIS system.

Permanent Retention Justification: Detailed inventory records and logs are routinely used as evidence to support legal actions with sign companies related to original sign dimensions, components, specifications or annual permit fee assessments. WisDOT needs these original inventory logs and photos for monitoring purposes and enforcement actions. These constitute the best evidence of the earliest outdoor advertising signs, including those grandfathered into the program (erected before the inception of the program). Enforcement actions may also recur when companies or individuals alter or re-erect signs even after ordered to remove them. No other sign inventory documentation exists. Records vary in each region office and may provide a view of each sign along a highway in series, rather than sorted into individual sign files. These records have value both with respect to each individual sign and together as evidence of signs and conditions in a given area. Records are retained permanently.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: Permanent

00272000. OUTDOOR ADVERTISING PROGRAM ENFORCEMENT ACTIONS, HEARINGS A EVT+10 DEST N

BHM maintains files of advertising sign appeals and hearings for policy research purposes and to assure consistent interpretation of regulations. Records in this series document WisDOT actions to remove illegal signs and enforce the law. Files may include the following:

- Correspondence with sign owners related to non-payment of fees
- Warning letters
- Orders to correct a problem or remove non-compliant signs
- Hearings & Appeals decisions, litigation records, settlement agreements

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date of final decision) + 10 years and destroy confidentially

00273000. OUTDOOR ADVERTISING ANNUAL FEE BILLING CORRESPONDENCE EVT+5 DEST Y

Records in this series include sign owners' responses to annual fee assessments. Records identify amount paid, check number, follow-up correspondence related to sign changes and unpaid fees or fee disputes.

BHM keeps fee records until payment structure's issues are resolved and fees on all signs have been collected.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date all sign fees collected) + 5 years and destroy confidential

00274000. OUTDOOR ADVERTISING PROGRAM MASTER INVENTORY DATA P PERM N

Since 2001, data on outdoor advertising signs has been maintained in the Outdoor Advertising database. This records series is a master inventory of all controlled signs.

Data for each sign record includes the following:
- Sign and Permit Data: Unique # that functions as the permit number and a sign reference number, issue date, install date, sign owner name and contact information, size/type, active/inactive status, removal date or none, installer
- Sign location data: Region, county, highway, sign owner, landowner name and contact information, zoning, municipality
- Photos of signs and material scanned into the system such as a location map
- Annual fee assessment and payment data

Data on active sites is continuously updated as long as the sign exists. Data on inactive signs (generally, sign removed) is flagged as not active. No information is overwritten.

Permanent Retention Justification: Data is retained even after signs are removed for compliance and enforcement purposes. Data has ongoing statistical, reporting and administrative value.

RETENTION: Permanent

00276000. OUTDOOR ADVERTISING PROGRAM PUBLIC INFORMATION AND GUIDANCE EVT+2 DEST N

The program provides sign control information, including

- Outdoor sign regulations
- Permit fees and annual fee information
- Procedures and forms
- Program personnel: Sign coordinators and program manager

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period

RETENTION: EVENT (date information is superseded by updated version) + 2 years and destroy

00277000. OUTDOOR ADVERTISING PROGRAM POLICY MANUALS, HANDBOOKS AND (EVT+20 SHSW N

Records in this series document Outdoor Advertising Program policies and procedures. Records include program manuals, handbooks, standards, specifications, practices, procedures, and other guidance for sign coordinators and other staff implementing the program. Topics include the following: Sign access, annual meeting materials, Bonus, banners, electronic changeable messages, directional signs, 1991 FAP records, Federal Highway Administration (FHWA) reviews, effective control, forms development, database conventions, illegal signs, licensing, local issues, measuring between signs, measuring from nearest intersection, nonconforming signs, Outdoor Advertising Association of Wisconsin (OAAW) proposed legislation, on-premise signs, other states and NABHA, permitting, political signs, RFP development, real estate related materials, scenic easements and byways, general regulations, policies and interpretations, removing signs, rule revisions, zoning and unzoned areas, Wis. Stat. § 84.305 vegetation removal applications, unauthorized vegetation cutting incidents.

Administrative GRS RDA ADM00023 does not apply as these records relate to worker instructions to do task-specific work to ensure compliance with policies and procedures and federally mandated compliance for the program.

These records need to be retained for the specified period of time after they are superseded. This is needed for administrative and legal purposes and to reference sign compliance.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date policy is superseded by updated materials) +20 years and transfer to WHS

00279000. AIRPORT INVESTIGATIONS AND REPORTS P PERM N

Consultants perform all airport design work, but WisDOT has conducted various subsurface investigations for airports, to characterize subsurface conditions for the design of runways, taxi-ways, parking aprons, buildings and towers. WisDOT coordinated with consultants and the Division of Transportation Investment Management (DTIM) - Bureau of Aeronautics to determine project needs and an appropriate subsurface investigation to determine the necessary information for project design.

Records in this series may include, but are not limited to:
- Written Soil Investigation Report and recommendations
- Borings
- Soil tests and lab analysis of soil samples

Retention Justification: These records document the integrity and safety of airport facilities and foundations. Records provide geotechnical, scientific analytical data for airport infrastructure. WisDOT no longer conducts these investigations. Records however have permanent value because information is useful for future work at the airports.

RETENTION: Permanent

00280000. INCLINOMETER INVESTIGATIONS AND REPORTS **P** **PERM** **N**

Inclinometers are used to check for and/or monitor soil mass movements below the ground surface, i.e., slope stability problems. Inclinometer data can be analyzed to determine the depth where deformation within the slope is occurring; the extent of lateral movement occurring within a sliding mass; the rate at which sliding is occurring, and whether movement is accelerating or decelerating; the effect construction activities may be having on marginally stable natural slopes; and the effectiveness of remedial actions which may have been taken to preclude further slope movement. The analysis and reports document the field measurements, analysis methods, and recommendations for potential treatments of the soil movement.

Retention Justification: This information is needed to monitor and document the integrity and safety of highway structures and roadway foundation. The inclinometers are installed below ground to monitor past or future movements that may lead to roadway instability. Records provide geotechnical, scientific analytical data for roadway infrastructure.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: Permanent

00281000. PILE DRIVING INVESTIGATIONS AND REPORTS **EVT+0/3** **DEST** **N**

WisDOT uses the pile driving analyzer (PDA) equipment to conduct dynamic field tests that monitor pile driving and the capacity of driven piles during installation. The device can also be used to investigate pile driving inconsistencies during driving.

This work is done for transportation structures with deep foundations such as bridges, retaining walls, etc.
The analyzer can be used to:
- Monitor/check the pile load capacities during driving
- Check the pile driving hammer performance
- Monitor and/or check structural integrity of a pile
- Help determine the proper pile hammer selection, and
- Set the pile driving criteria

Records in this series may include, but are not limited to:
- Instrument generated records
- Pile reports
- Other related documents

These records need to be maintained for the life of the structure, which is generally several decades.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date the existing structure is removed) + 3 months and destroy

00282000. GEOLOGIC AND GEOPHYSICAL INVESTIGATIONS & REPORTS **P** **PERM** **N**

Geologic Investigations: WisDOT conducts Geologic investigations to address various issues. Typically, these investigations are performed to determine the specific geology of a site and subsequently relate this geological history to the proposed project.

Records in this series may include, but are not limited to:
- Geologic Reports
- Site photographs
- Background Geologic references
- Field review and measurement information

Geophysical Investigations: WisDOT personnel conduct geophysical investigations of the earth. Investigations relate to planned or ongoing highway design and construction projects but can also be conducted on a regular basis to determine potential subsurface concerns and problems.

Records in this series may include, but are not limited to:
- Seismic and Resistivity data, analysis and reports used to determine depths to differing soil layers, water table, and/or bedrock.
- Ground Penetrating Radar (GPR) analyses and reports. GPR is a non-invasive subsurface investigative technology used to locate physical underground anomalies.
- Vibration Monitoring, analyses and reports: WisDOT project construction creates ground vibrations from heavy traffic, pile driving operations or blasting, that can damage adjacent structures. Vibration monitoring equipment measures and records vibrations created.

- Corrosion testing, analyses, and reports: These are conducted to estimate the life of metal structures, i.e., culverts or steel piling, placed in contact with soil and/or water.
- Falling Weight Deflectometer (FWD) testing, analysis, and reports: This is nondestructive field testing conducted to determine subgrade strength or stiffness.
- Supporting field instrumentation results, data, etc.

Retention Justification: These investigations have ongoing value. Records are needed to document the integrity and safety of highway structures and roadway foundations. Records provide geotechnical, scientific analytical data for roadway infrastructure. The vibration monitoring information is also needed to refute potential lawsuits regarding vibrations.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: Permanent

00284000. SALT STUDY & GROUNDWATER STUDIES, INVESTIGATIONS & REPORTS P PERM N

Salt Studies: WisDOT conducts salt studies that are performed to determine the effects of road salt on the surrounding environment including water, soil, and vegetation. These studies have ongoing operational value to the department to plan, design, construct, and maintain highways.

Groundwater Studies: WisDOT conducts Groundwater studies to address various highway design and construction project needs and concerns. Groundwater analyses at a particular site may include determining the pattern of groundwater flow, depth, and/or chemical composition. These studies have ongoing operational value to the department to plan, design, construct and maintain highways.

Records in this series may include, but are not limited to:
- Final reports
- Field data
- Analysis methodologies
- Supporting documentation

Retention Justification: To document the integrity and safety of highway structures and roadway foundations. Records provide geotechnical, scientific analytical data for roadway infrastructure. New studies build upon previous study data and results.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: Permanent

00286000. HIGH VOLUME WASTE REUSE STUDIES P PERM N

WisDOT conducts studies dealing with high volume waste product reuse. Typical products previously investigated include fly ash, bottom ash, foundry sand, pottery cull, broken glass, and rubber tires. The depth and detail of a study depends on the material, desired waste use, involved private and government agencies, requested information, etc. These studies have ongoing operational value to the department to plan, design, construct, and maintain highways.

Retention Justification: These records document the integrity and safety of highway structures and roadway foundations. Records provide geotechnical, scientific analytical data for roadway infrastructure. New studies build upon previous study results.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: Permanent

00287000. FOUNDATION AND SOILS GUIDELINES, DIRECTIVES & POLICIES EVT+5 DEST N

WisDOT Geotechnical Engineering Unit establishes guidelines and policies pertaining to geotechnical issues and investigation methodology. Documents in this series are created to ensure consistency and uniformity throughout the state.

Records in this series may include, but are not limited to:
- the Geotechnical Bulletin (design guidance manual)
- Geotechnical Manual
- Other guidance documents, etc.

ADM00023 will not apply as these policies, guidance, and directives are used by both internal and external users. Some of these records
include program staff task-specific instructions used to ensure that proper procedures are followed to manage the program and to meet compliance with program requirements.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date information is superseded or becomes obsolete) + 5 years and destroy

00288000. GEOTECHNICAL ENGINEERING PROJECT LIST **P** **PERM** **N**

This ArcGIS/Access database tracked geotechnical information from 1970-2014, including soils reports, studies, and site investigation reports, and links these projects to geographical locations. The Access search and query capabilities permit links to .PDF versions of reports, boring logs, and CADD drawings. The ArcGIS/Access data elements include locational parameters, i.e., county, township, range, section; Project ID or design ID number; investigation type conducted; highway and structure numbers; and links to PDF versions of reports including: text, CADD drawings, boring logs, and other geotechnical data. No data is deleted.

Information in this system includes, but is not limited to:
- Basic project information (ID, type of work, highway and structure numbers, etc.)
- Project locational information
- Links to .pdfs of Geotechnical reports, original soil bore logs, CADD drawings of boring, etc.

Note: pdfs of geotechnical report, logs, drawings, etc. are covered under RDAs: 00991-000 and 00992-000.

Retention Justification: This database will allow us to find past geotechnical projects in a geographic area of interest. This information is needed for current projects that are being completed in the same geographic area. The information from past projects provides background information on subsurface conditions for current projects. Project related information provides geotechnical, scientific analytical data for roadway infrastructure

RETENTION: Permanent

00291000. REGION PAVEMENT DESIGN REPORT (PDR) **EVT+6** **DEST** **N**

PDRs are used for plan development for highway construction projects. The reports may contain structural designs, life cycle cost analysis and recommendations to the project development staff on the pavement for the proposed projects. Reports are prepared by WisDOT's Regional Pavement Engineer, other WisDOT staff or consultants.

Records in this series may include, but are not limited to:
- PDRs
- Local Roads PDRs received by the regions

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date of project financial closure per final cost statement) + 6 years and destroy

00291A00. REGION PDR SUPPORTING DOCUMENTATION **EVT+6** **DEST** **N**

Records in this series cover background materials used for the development of the final PDR.

Records in this series may include, but are not limited to:
- Work plans
- Timelines
- Status reports
- Schedules

Messages, correspondence and PDR outputs, communications between region personnel and consultants or other interested parties.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date of project financial closure per final cost statement) and destroy

00292000. STATEWIDE ANNUAL PAVEMENT DESIGN REPORT REVIEW **CR+5** **DEST** **N**

Annually, the pavement unit reviews a sampling of PDRs to ensure compliance with policies and guidelines included in Chapter 14 of WisDOT's Facilities Development Manual (FDM), and other project development policies and requirements.

Records in this series may include, but are not limited to:
- WisDOT Pavement Type Selection Report Review of statewide PDRs
- Review related information
- PDR review comments

The PDRs review is undertaken to determine what needs to be updated or changed in Chapter 14 of the FDM – Pavements. It is also used to determine if more training needs to be provided to the pavement designers.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Creation) + 5 years and destroy

00294000. PAVEMENT RESEARCH STUDY RECORDS **EVT+25** **DEST** **N**

The pavement unit conducts in-house research studies and oversees research studies contracted to outside researchers to evaluate pavement design, construction methods and materials on selected stretches of highway. Studies have statewide applicability. End products of studies are pavement research reports that provide the technical basis for developing and revising pavement policy and guidance materials on pavement issues such as:

- Feasible pavement design alternatives
- Performance evaluations of pavement structures
- Noise and texturing
- Performance-related concrete and/or hot mix asphalt (HMA) pavement specifications
- Pavement surface treatments

Records in this series may include, but are not limited to:
- Study report
- Study overview, including work plan and methodology
- Significant literature and/or bibliographical notes
- Data, statistics, significant survey notes and photos and interim assessments that are not included in final public document

These records are needed for ongoing reference and future research purposes.
The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Report published) + 25 years and destroy

00294A00. PAVEMENT RESEARCH STUDY RECORDS SUPPORTING DOCUMENTATION **EVT** **DEST** **N**

Records in this series are routine work papers used to track the status and process of conducting a pavement research study. Records have short-term reference value until the particular study is finalized.

Records in this series may include, but are not limited to:
- Timelines, routine status reports, schedules, procedural and administrative materials.
- Raw data, computations, messages, and working study report drafts.
- Editorial comments and suggestions; correspondence between research and WisDOT staff.
- Data from other states' pavement research studies, including copies of reports, etc.

Routine research study work papers may be destroyed after the study is finalized.

RETENTION: EVENT (Date study is finalized) and destroy

00296000. PAVEMENT LAYER AND BASE INVENTORY MASTER DATA **EVT+10** **DEST** **N**

These records provide WisDOT with a detailed layer and base inventory of the existing pavement structure for Wisconsin roadways using base data extracted from project plans, as-built plans, and new construction data. Data elements include location of a pavement, pavement construction year, pavement layer components, and pavement project treatment information.

Layer and base data is used for pavement design and reporting purposes and provides a general look at Wisconsin pavements for research, analytical, and statistical purposes. Base data supports roadway funding and investment of resources, transportation planning, legal and regulatory research, e.g., to analyze and assess road loading (truck weights), pavement damage caused by super loads, public safety, etc.

Cumulative data has value for the life of the stretch of roadway, until the data is completely superseded (roadway completely rebuilt).

RETENTION: EVENT (Date roadway is completely rebuilt) + 10 years and destroy

00297000. PAVEMENT PERFORMANCE INVENTORY - BASE DATA RECORDS EVT+10 DEST N

Pavement Performance Inventory – Base Data Records
The Pavement Data Unit in the Division of Transportation Investment Management (DTIM) assesses the condition of all state road miles yearly. Data is typically collected in the summer of one year and published the following spring.

This data is used to measure, analyze, and evaluate pavement performance. Base data supports the Pavement Inventory File (PIF) system, the Pavement Management Decision Support System (PMDSS), reporting to FHWA's Highway Performance Monitoring System (HPMS), and development of the highway improvement program.

Records in this series exist in three generations (G) of system implementation:

- G1: This system used a proprietary data collection, storage, and management system (Mandli Communications) to record and classify pavement distress and International Roughness Index (IRI) data. Pavement distresses were classified and summarized using a Wisconsin-specific index called the Pavement Distress Index (PDI). PDI used field observations to identify the type and severity of pavement distresses on a given sample. A mathematical expression was then used to calculate the PDI rating. PDI was retired in 2008 and is now considered obsolete.

- G2: This system used the same Mandli Communications system as G1 to record and classify pavement distress and International Roughness Index (IRI) data. However, pavement distresses were classified and summarized using the Pavement Condition Index (PCI). PCI is a national standard (ASTM D6433) created in the 1970s by the U.S. Army Corps of Engineers and recognized by governmental agencies and professional groups. PCI has been used since 2008.

- G3: Starting with the 2018 data collection season, a new proprietary system (Pathway Services) has been used to collect, store, and manage pavement distress and IRI data. This system continues to use PCI to classify and summarize pavement distresses.

The records produced for each generation are unique to both the proprietary system and the indices used for analysis. The initial or raw data collected under each system should be retained, as should the analytical output ultimately serve up to other systems such as PIF and PMDSS. These may include digital images of the pavement surface (downward facing images), readings from sensors (e.g. inertial profiler, GPS), and manual and automated distress identification surveys. These may be stored as relational database records or individual flat files.

RETENTION: EVENT (Data is published) + 10 years and destroy

00298000. PAVEMENT INFORMATION FILES (PIF) MASTER PERFORMANCE DATA P PERM N

WisDOT evaluates pavement performance inventory data and enters it into the PIF system. Data records are broken into unique one-mile sections of roadway. Each section of roadway has a unique primary key attribute called a sequence number. Section attributes include pavement distress, ride, and location data. PIF data is used for reporting and transportation planning purposes. Records in this series exist in three generations (G) of system implementation:

- G1 – PDI-based PIF: This generation of PIF used a Virtual Storage Access Method (VSAM) application to access alphanumeric tables on the department's mainframe. It used four tables to describe a pavement section: section description, asphalt concrete distress, Portland cement concrete distress, ride. New observations were appended to the table files. Calculations for pavement condition used a Wisconsin-specific system called the Pavement Distress Index (PDI). This system was retired around 2010.
- G2 – PCI-based PIF (Mandli Communications): In 2008, the department started using the Pavement Condition Index (PCI) to assess pavement condition. A new MS Access-based system was developed to create, manage, and serve PIF data to users. The base data for this generation used data collected by the department's Mandli Communications automated pavement survey system. This system collected asphalt concrete distresses, Portland cement concrete distresses, and ride. Sample surveys were completed on 0.1-mile samples from each mile-long pavement segment. This system was retired in 2018.

- G3 – PCI-based PIF (Pathway Services): This generation of PIF is similar to G2 in that it is PCI-based and collects pavement distress and ride data. However, the department started using a new system in 2018 to collect those data. This generation of PIF was created to reflect new data structures in the new system and to introduce flexibility that will allow for expanded system coverage.

Retention Justification: Pavement Information Files (PIF) performance data is essential for roadway planning, design, project development, research, legal, budgeting and other legal and administrative purposes. PIF is a key system for the WisDOT to generate pavement reports and statistics, comply with federal reporting requirements; respond to requests for information and provide statistical data supporting transportation planning, research, and highway design and construction projects. Pavement information has ongoing value to analyze cost impacts, including consumer vehicle and damage costs vs. highway maintenance budgets. When pavements fail, this data is used to meet public interest concerns, support WisDOT legal/liability issues and respond to legislators.

RETENTION: Permanent

00298A00. PIF REGULAR OUTPUT REPORTS EVT+20 DEST N

The PIF system generates several annual reports and 5-year average data reports, using ride and distress data collected. DTIM Pavement Data Unit maintains reports for reference and research purposes. Reports identify general characteristics, contractor and similar information that has value when a roadway section prematurely fails or conversely when it has an extended lifespan.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date report is superseded by updated report) + 20 years and destroy

00299000. PAVEMENT PERFORMANCE ANALYSIS (PMDSS) REPORT DATA EVT+10 DEST N

The Pavement Management Decision Support System (PMDSS) is an analytical system that generates detailed data reports of pavement performance, treatment recommendations, and pavement structural history to facilitate project development and initial scoping. The Pavement Management Engineer analyzes and evaluates how pavements are performing using pavement distress and ride survey data (loaded from Pavement Information Files - PIF); projects how long a pavement will last; and determines appropriate corrective actions and improvements to be taken on a pavement.

PMDSS data elements include: particular roadway identifiers; pavement condition factors (ride and distress data); future projections of pavement useful life; and recommended corrective actions and treatments. PMDSS records are site-specific pavement reports and important background documents that WisDOT managers use to develop highway improvement plans, including six-year highway plans.

Records in this series may include, but are not limited to:
- Pavement performance and treatment recommendations
- Pavement structural history reports summarizing operations that have occurred at a given location

RETENTION: EVENT (Date report is finalized) + 10 years and destroy

00316000. DISAPPROVED, SUSPENDED AND DEBARRED CONTRACTOR LIST EVT+20 DEST Y

Wis. Admin. Code § Trans 504.03, requires the WisDOT to compile and maintain a current, consolidated list of debarred, suspended and ineligible contractors. The list is used to ensure that WisDOT does not solicit offers from, award contracts to, or consent to subcontract with listed contractors (specified in Wis. Admin. Code § Trans 504.04). Per statutory requirements, the list contains the following information about each debarred or suspended contractor:

- Names and addresses
- Cause or causes for each debarment or suspension.
- Any limitations on, or deviations from, the normal effect of debarment or suspension.
- Effective date of the debarment or suspension and, in the case of a debarment, termination date.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date of termination or suspension) + 20 years and destroy confidential

00317000. HIGHWAY LET PROJECT CONTRACT FILE EVT+6 DEST N

The WisDOT contracts for highway construction projects, under Wis. Stat. § 84.06(3) and (4). Projects are funded with federal highway funds, per 23 C.F.R. pt. 172.5 and Wis. Stat. § 84.01(3). Negotiated contracts let to bid for highway design and construction projects include both highway improvement and maintenance work. Contractors are selected through a negotiation process.

Records in the contract file may include, but are not limited to:
- Contract Transmittal Form (DT25 or equivalent form): Recommendation to Governor for Contract and Bond Approval
- Contract
- Contract Correspondence
- Contract bonds (bid, payment and performance)
- Contractor Warranty

BPD maintains information about the construction project for the duration of the project, filed by project ID. When a construction contract consists of more than one project ID the construction project file is filed by the lowest project ID for the contract. The contract is retained to provide for contract administration including consultant management oversight, evaluation of work operators, post letting design, construction contract accounting, construction finals completion, enforce labor provisions, evaluation of construction materials quality, and warranty expiration.
Confidential information: Engineer's estimate and bid tab information, prior to award, are confidential. The release of this information may compromise the integrity of the competitive bidding process and cause harm to contractors and the Department. The engineer's estimate is confidential before, during and after the letting. The engineer's estimate should not be released outside the department with the exception of the Federal Highway Administration (FHWA) and engineering consultants working directly for the department on the

project in question.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Project final cost statement date and / or warranty expiration date (if it applies), whichever is later) + 6 years and destroy confidential

00318000. EMERGENCY AND TRAFFIC MITIGATION CONTRACT FILES EVT+6 DEST N

The WisDOT negotiates special emergency repair contracts when it is necessary to respond quickly to roadway and/or structure damage. Traffic incidents may result in accidental damage to bridges, signals, lighting or guardrails. Floods, tornados or other natural causes may cause weather damage. In these cases, the Department awards contracts for emergency highway repair projects, waiving standard bid requirements to maintain highway safety and traffic flow.

Records in the contract file may include, but are not limited to:

- Contract Transmittal Form (DT25 or equivalent form): Recommendation to Governor for Contract and Bond Approval
- Negotiated contractual agreement
- Contract modifications
- Contract correspondence – award letter, contract execution letter, DBE information
- Payment and performance contract bond
- Contractor warranty bond

Confidential information: Engineer's estimate and bid tab information, prior to award, are confidential. The release of this information may compromise the integrity of the competitive bidding process and cause harm to contractors and the Department. The engineer's estimate is confidential before, during and after the letting. The engineer's estimate should not be released outside the department with the exception of the FHWA and engineering consultants working directly for the department on the project in question.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Project final cost statement date and/or warranty expiration date (if it applies), whichever is later) + 6 years and destroy confidential

00319000. BID ANALYSIS MANAGEMENT SYSTEM / DECISION SUPPORT SYSTEM (BAM EVT+50 DEST Y

The WisDOT maintains master data related to bidding let projects in an Oracle database. Components of the system are used to enter and collect contract data, which is ultimately uploaded to AASHTOWare tables in the AASHTOWare Project Oracle database which is part of the WisDOT Contract Management System.

Data in the system includes, but is not limited to:

- Project information
- Contractors
- Contractors bid information
- Award dates and contract execution dates
- DBE goals

Data tracks the letting process through the contractual award process and through contract management to final close. Data summarizes each bid cycle, bidders, bids and contracts awarded.

Confidential information: Engineer's estimate and bid tab information, prior to award, are confidential. The release of this information may compromise the integrity of the competitive bidding process and cause harm to contractors and the Department. The engineer's estimate is confidential before, during and after the letting. The engineer's estimate should not be released outside the department with the exception of the FHWA and engineering consultants working directly for the department on the project in question.

Retention Justification: Historical data has ongoing reference value about bid cycles and let contracting, including statistics for bidding practices over time. It is also useful for transportation planning purposes. Summary bid data has long-term value for statistical and reference purposes and legal value to track contractor compliance with bidding requirements over time. Data could also be used to identify possible collusion or bid-rigging activity.

RETENTION: EVENT (Date final voucher is processed) + 50 years and destroy confidential

00320000. PROJECT ENVIRONMENTAL DOCUMENTATION EVT+50 SHSW N

Records series includes environmental documents and all decision-related work papers except hazmat, archaeology and wetland files. Records in this series may include, but are not limited to:

- Environmental Impact Statement (EIS) - Record of decision

- Environmental Assessment (EA) - Finding of no Significant Impact (FONSI)
- Environmental Reports (ER) - Environmental Reports Highway Corridor Files
- Environmental review documents
- Environmental review supporting documentation
- Related correspondence

Retention Justification: Longer retention is needed to provide background information for next project conducted in the same location, and projects that are adjacent or within the same area that may need to refer to information from this project in their documentation, including tiered environmental documents.

GRS RDA FAC00009 does not apply as these documents relate to highway, rails and aeronautics related projects and not to building facilities on individual parcels or land but to long lineal projects involving multiple parcels. This would make it difficult to determine when a document can be disposed because there may be a jurisdictional transfer or sale of only a portion of the facility covered by the document.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

This RDA supersedes the following RDAs: 00321-000 ER Environmental Reports Highway Corridor Files, 00322-000 Environmental Review - project monitoring general files, 00351- 000 EIS-Record of Decision and 00386-000 EA Highway Corridor case files - FONSI. All records originally included in the above RDAs are now covered in this series.

Reason for Creation: This RDA merged records previously covered under RDAs 00321-000, 00322-000, and 00351-000 and 00386-000 which have been closed.

RETENTION: EVENT (Date of the final cost statement of the last phase of the project or project cancellation date) + 50 years and transfer to WHS.

00323000. ARCHAEOLOGICAL & HISTORY ENVIRONMENTAL ISSUES FILE EVT+25 SHSW Y

WisDOT needs to identify archaeological and historical environmental factors that need to be addressed to determine impacts of highway projects. Records in this series track the archaeological environmental review process. Records may include, but are not limited to:

- Comprehensive profiles of particular region, county, municipality, community, including archaeological and history reports and investigations
- Locations and identification of archaeological and historic features, characteristics, studies, statistics, detailed breakdowns
- 16 U.S.C. §§ 470a et seq. - National Historic Preservation Act - Section 106 environmental commitments (archaeological and historical impact mitigation measures)
- Correspondence related to archaeological and historical site or project
- Wisconsin Public Lands Field Archaeological Permit
- Archaeological Resource Protection Act (ARPA) Permits
- Notification letters (Tribes, public, historical societies)
- Project maps
- Determination of Eligibilities (Archaeology and History)
- 16 U.S.C. §§ 470a et seq. - National Historic Preservation Act - Section 106 related historic properties identification, evaluation or mitigation reports
- Archaeological Survey Field Report (ASFR)
- Architecture/History Survey
- Archaeological Literature and Records Review
- Bibliography Archaeological Report (BAR) form

Retention is needed for future WisDOT actions, i.e., to compare long-term human and natural environmental impacts on archaeological and historic sites and to identify impacts over time. In addition, these records need to be retained because there could be an extended length of time between planning and the construction of a project.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Highway project final cost statement) + 25 years and transfer to WHS

00324000. THREATENED & ENDANGERED (T&E) SPECIES PERMITS AND REPORTS EVT+25 SHSW N

WisDOT is required to conduct surveys, generate reports, coordinate with Federal and State agencies, and obtain permits to incidentally take species in conjunction with a project whenever the WisDOT is involved in activities that have an impact on protected species.

Records in this series may include, but are not limited to:

- Correspondence and coordination efforts with the Wisconsin Department of Natural Resources (WDNR) and the United States Fish and Wildlife Service (USFWS or FWS)
- Surveys and reports documenting species surveys, impact evaluation and compliance with legal requirements
- Permits for incidental taking, depredation or other permitted activity related to threatened and endangered species required by the WDNR and/or USFWS
- Materials that document species relocation
- Other related correspondence

A longer retention is needed to comply with federal records disposition requirements from FWS and to ensure that we fulfilled permit conditions.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then
destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date of final report If both conditions apply, the retention is determined by whichever date is later.) + 25 years and transfor to WHS

00327000. WATER RESOURCES & HYDROGEOLOGY INVESTIGATIONS & REPORTS EVT+50 SHSW N

WisDOT actions may impact water resources including groundwater quality, safe drinking water, wells, stormwater, or hydrogeology factors. WDNR regulates water quality per Wis. Admin. Code ch. NR 140-Groundwater Quality; Wis. Admin.Code ch. NR 141-Groundwater Monitoring Well Requirements; Wis. Admin. Code ch. NR 809 Safe Drinking Water; Wis. Admin. Code ch. NR 812 Well Construction & Pump Installation; Wis. Stat. ch. 160-Groundwater Protection Standards; Wis. Stat. § 85.17-Storage of Highway Salt; Wis. Stat. § 85.18-Groundwater Protection; Wis. Stat. § 292.11-Hazardous Substance Spill Law; Wis. Admin. Code ch. Trans 277-Highway Salt Storage and WDNR TS4 Permit.

WisDOT and/or consultants develop reports to investigate water resources and hydrogeology factors to manage WisDOT highway projects and WisDOT parcels.

Records in this series cover a range of water resources and hydrogeology investigation topics not including wetlands. Reports detail water resources environmental impacts, including:
- Water body locator and inventory data - location and severity of impact
- Water chemistry data: surface water, groundwater, stormwater discharges, salt (chlorides) studies, contaminant migration, etc.
- Water Projects, e.g., Stream relocation: field data for channel design, depth and width, etc.
- Physical flow data: environmental investigations and geotechnical investigations, springs, sinkholes, seepage, etc.
- Recommended WisDOT specific environmental abatements and mitigation actions, including coordination with other agencies

Records in this series may include, but are not limited to:
- Statewide water resources reports
- Stormwater annual report
- Region project-specific water resources site reports
- Water resources and hydrogeology investigation records
- Related correspondence
- Investigation data

DTSD Environmental Sections hold the official records for statewide water resources. DTSD Regional offices is the official custodian for project-specific water resources.

Retention Justification: Water resources information has continuous value for as long as the WisDOT maintains an interest in, or responsibility for the geographical location. This existing information can be used for future projects. These reports are necessary to document the compliance with permits and regulations.

These records and data may not relate to a single specific project; thus, the information needs to be kept longer than when a project is financially closed.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then
destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

This RDA now includes records previously included in RDA 00329-000 - Water Resources Master Data which is now closed.

RETENTION: EVENT (Date of the report) + 50 years and transfer to WHS

00328000. WETLAND FILES P PERM N

WisDOT has ongoing responsibilities when projects impact wetlands including monitoring wetlands, reporting to regulatory agencies; and providing evidence of appropriate mitigation actions.

DTSD regional offices retain project specific data as an indicator of WisDOT actions related to wetlands and to respond to regulatory questions and compliance issues, while bank sites cover more than one project.

Records in this series may include, but are not limited to: document WisDOT actions related to wetlands and include:
- Wetland mitigation data, including region project specific detailed data (previously covered under RDA 00330-AOO)
- Reports for Statewide Bank Wetland sites and Wetland Mitigation Bank Accounting System (WMBAS)
- Annual letter reports to Army Corps of Engineers and WDNR
- Reports for onsite and consolidation wetland bank sites
- Wetland mitigation bank system data
- Wetland Delineation Report
- Commitments, site restoration and monitoring records
- Conservation easement identifying deed restrictions
- Wetland mitigation site search, development, design and construction reports
- Related correspondence

Retention Justification: WisDOT has long-term legal responsibilities to monitor and manage wetlands. WisDOT is required to obtain conservation easements on all wetland mitigation parcels; some expire after 30 years (but may be renewed); others are in perpetuity. Records have value beyond completion of highway projects and wetland replacement actions: for future projects nearby, to monitor watershed water
quality and hydrogeology recurring issues; and as background to identify, track and account for wetland replacement and mitigation actions.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then
destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

This RDA now includes records previously included in RDAs 00330-000 - Wetland Mitigation (WMBAS) Master Data - BEES and 00330-AOO - Wetland (WMBAS) Region Detailed Wetland Data which are now closed.

RETENTION: Permanent

00331000. ENVIRONMENTAL SITE ASSESSMENT LISTS AND REPORTS EVT+2 DEST N

Records in this series are lists, reports and other public informational materials about WisDOT environmental projects. Includes lists of projects undergoing screening, distribution lists and other environmental informational materials. These lists and reports notify the public and interested parties of WisDOT environmental review actions, provide environmental information and may identify status of environmental actions.

Records in this series may include, but are not limited to:
- National Historic Preservation Act Section 106 Screening List (project details - identifying WisDOT projects by region and county)
- Areas of tribal interest for project notification
- Forms and requirements by environmental area (agricultural, endangered resources, socio- economic issues, etc.)

RETENTION: EVENT (Date lists and reports are superseded) + 2 years and destroy

00334000. CONSULTANT INDIRECT COST (OVERHEAD) AUDIT FILES EVT+3 DEST Y

Before engineering firms negotiate contracts with WisDOT, they must have an indirect cost (overhead) rate approved by the WisDOT Audit Section. This rate identifies types of project-specific expenses for which the firm can charge. The WisDOT Audit Section either completes the indirect cost audit, approves the usage of an indirect cost rate audited by CPA firms or other state audit department, or approves the usage of an indirect cost rate submitted by a consultant.

Records in this series may include, but are not limited to:
- Consultant Financial Report (CFR)
- WisDOT work papers, computations, analysis and assessment of internal controls
- Other supporting documentation created in the process of establishing an audited indirect cost (overhead) rate.
- Related correspondence

Registry exemption: These records may contain PII that are incidental to the primary purpose for which the records series was created, such as a contractor's personal information, tax information, purchase orders, and records related to procurement.

Note: Related statewide Fiscal & Accounting GRS rdas do not apply to these records as the retention event that applies to these records is triggered by different actions beyond the issuance of the final audit report. This rda relates to audits of indirect cost rates which will be used in audit/final settlement of the contracts that remain active. Because transportation projects may remain active for many years, final cost audits may look at and adjust costs invoiced 10 or more years earlier. The information in indirect cost rates

audits must remain available until final cost audits utilizing those rates are complete.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (hichever is the latest of the following: Date of last project cost audit using the indirect cost rate Or Date of audit report Or Date of CFR approval if there is no audit report) + 3 years and destroy confidential

00335000. CONSULTANT INDIRECT COST AUDIT REPORTS **EVT+3** **DEST** **N**

The Audit Section creates audit reports for consultant indirect cost audits that the section performs. The Audit Section may also approve the use of an audit report completed by CPA firms or other state audit departments. These audit reports provide information needed for business reference purposes and consist of:

- Consultant audited indirect cost (overhead) rates and types of direct expenses that firms charge on WisDOT contracts
  - Report may include final audited indirect cost rate(s) calculation, approved direct costs, and related party transactions
- Related correspondence

Records in this series may include but, are not limited to, audit reports and related correspondence.

Note: Related statewide Fiscal & Accounting GRS rdas do not apply to these records as the retention event that applies to these records is triggered by different actions beyond the issuance of the final audit report. This rda relates to audits of indirect cost rates which will be used in audit/final settlement of the contracts that remain active. Because transportation projects may remain active for many years, final cost audits may look at and adjust costs invoiced 10 or more years earlier. The information in indirect cost rates audits must remain available until final cost audits utilizing those rates are complete.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (whichever is the latest of the following: Date of last project cost audit using the indirect cost rate Or Date of audit report Or Date of CFR approval if there is no audit report) + 3 years and destroy confidential

00338000. AUDIT DATA **EVT+10** **DEST** **N**

The Audit Section maintains an Audit Database to facilitate the audit process for project cost audits and approval of indirect cost rates. Auditors review and approve or adjust payments made to contractors, based on the terms and conditions of contracts, Department policies and federal standards. Select data is included or referenced in Audit reports.

This series includes financial data related to projects, contracts, work orders, contractor and consultant overhead rates, time sheets, evaluations, etc. for the following types of audit functions:

- Prequalification financial ratings
- Project audits
- Non-project audits
- Indirect cost audits
- Grants

Note: Related statewide Fiscal & Accounting GRS rdas do not apply to these records. These records need to be kept for a much longer retention than those available on related GRS rdas. Audit data is used to determine what audit work was done in the past. Federal grants for highway projects may remain open for 10 years or longer. Keeping audit data available facilitates reconciliation of Federal Highway Administration (FHWA) grants and for verification of work done on contracts that have already been audited.

RETENTION: EVENT (Date of audit report) + 10 years and destroy confidential

00341000. HIGHWAY TECHNICIAN CERTIFICATION PROGRAM (HTCP) ADVISORY BOAR **EVT+3** **DEST** **Y**

The HTCP is a program required by the federal government to certified materials testing technicians. The HTCP Advisory Board directs and administers the highway technician certification-testing program.

Records in this series are WisDOT's liaison files that document coordination with the HTCP and WisDOT oversight and monitoring of the highway technician curriculum and course contents. The liaison monitors courses to assure that course content is consistent with technician certification standards and construction specifications.

Records in this series may include, but are not limited to:

- HTCP meeting records: agendas, meeting minutes or notes, and major decisions
- Course observations: Status notes, class updates, and curriculum changes

- Related correspondence

ADM00025 does not apply. This board is not established by legislation or Governor's executive orders.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Meeting date) + 3 years and destroy confidential

00341A00. HIGHWAY TECHNICIAN CERTIFICATION MASTER DATA EVT+6 DEST Y

University of Wisconsin-Platteville (UW-Platteville) maintains highway technician certification data for WisDOT. UW-Platteville receives applications; administers and scores technician tests; and forwards approval data in electronic format to the MTS. UW-Platteville also maintains applications and tests records for the Wis DOT. Most certifications are effective for three years and may be updated annually if/when technicians update their particular qualifications, i.e., successfully pass tests and obtain additional certifications.

Data in this series specifies the particular qualifications of all highway technicians performing sampling/testing work for the WisDOT materials testing laboratory.

Data included, amongst other information: technician names, types of certification, expiration dates of the certifications and employer.

RETENTION: EVENT (Date data is superseded or certification is not renewed) + 6 years and destroy confidential

00342000. CENTRAL MATERIALS TESTING LAB EQUIPMENT INVENTORY LISTS EVT+5 DEST N

The WisDOT Materials Testing Lab, Truax, maintains inventory and equipment lists. Inventory information needed to identify and track lab equipment includes:

- Type of equipment
- Serial no., manufacturer, model no., brand
- Applicable verification (calibration) procedure
- In use
- Instruction manual
- Location
- Responsible party

When equipment is purchased, Testing Lab personnel add the item to the ongoing equipment inventory record lists, concurrently with calibrating the equipment.

FIS00050 will not work to retain these records as we have business requirements to keep them for 5 years for audit purposes. These records get audited by AASHTO approximately every 30 months.
We need to keep the records from prior audits as they are needed to refer back to them during their audits.

RETENTION: EVENT (Date of creation) + 5 years and destroy

00343000. MATERIALS MANAGEMENT LAB EQUIPMENT INSPECTION I CALIBRATION R EVT+5 DEST N

The Testing Lab is responsible for conducting or arranging to conduct, laboratory equipment inspection and/or calibration to meet specified properties and function within required calibration tolerances.

Equipment inspections performed entail temperature, load, average compressive strength, etc. and results determine that the material being tested complies with the physical requirement of the applicable American Association of State Highway and Transportation Officials (AASHTO) and the American Society for Testing and Materials (ASTM) specification to the extent of tests performed and action recommended such as none, repair or
replace equipment.

Reports identify the inspector, apparatus (equipment), standard test procedure by number, calibration equipment used to perform the inspection, location of test, and inspection dates.

Records in this series may include, but are not limited to:
- Inspection and calibration reports
- Supporting documentation
- Related correspondence

Records are filed in the WisDOT central lab or in satellite regional labs along with equipment manufacturers' instructions and literature. Records are indexed into the following categories:

Thermometers

Bituminous Mixtures
Balances and Scales
Soils and Aggregates
Ovens
Hydraulic
Cement
Sieves Shakers
Concrete
Load Testing Equipment
Metals
Liquid Bituminous
Other

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date of calibration test) + 5 years and destroy

00345000. NEW PRODUCT AND METHODS INVESTIGATIONS AND TEST RESULTS EVT+5 DEST N

The Quality Assurance Unit investigates and tests new products and methods for incorporation into WisDOT transportation systems.

New product and methods testing involves reading product literature, monitoring product research initiatives, installing new products for sample testing, reviewing new methods and analyzing results. New products and methods may include: materials for erosion control, weather resistant materials, surface treatment of asphalt products, dowel bars in pavement, rebar coating, etc.

Records in this series may include the following which are collected to perform the product/method tests and evaluate results:

- Product specifications, product literature, technical reference material, scientific journals
- Test plan and methodology
- Raw data, computations, analysis, test results
- Comments on products and methods evaluated: Product/Method Assessment Report (PMAR) summaries of performance results, field experience, issues encountered
- New Products reports
- Continued monitoring reports

RETENTION: EVENT (Date investigation, testing and monitoring is completed) + 5 years and destroy confidential

00346000. MATERIALS (PREQUALIFIED PRODUCTS) FINAL TEST REPORTS EVT+10 DEST Y

The WisDOT Materials Management Section, Central Lab tests and approves materials that may be used for statewide highway construction and certifies suppliers of those materials. WisDOT Central or satellite labs conduct tests for materials that have the most significant impact (safety, cost, wear and use) on Wisconsin roadways and use the Materials Tracking System to analyze data and output final test results. This records series covers final reports of every product tested in house (by Wis DOT Central or satellite labs). Final test results justify whether or not the product, supplier,
or source may be used for Wisconsin products.

Records in this series may include, but are not limited to:
- Final Reports of products that meet prequalification standards - to be included on lists
- Final Report of failed products - will not be listed as prequalified
- Final Reports of non-standard products
- Additional supporting inspections, observations, notes, correspondence or other documentation related to product prequalification.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date of test) + 10 years and destroy

00347000. MATERIALS TRACKING SYSTEM MASTER DATA P PERM N

WisDOT maintains and tracks materials management in the Materials Tracking System. The system lists construction materials that may be used for highway construction, identifies materials test results and may also reference external supporting documents. Master base data identifies products that were prequalified/used and includes:
- Category of materials, prequalification/certification dates
- Final QV test results - WisDOT materials/products sampling
- Document references: document certified report of test
and analysis on file in central or regional lab and other test data is NOT keyed into the system
- Certified source of supply inventory data: e.g., gravel pit, quarry, factory provider, including specific materials tested and certified (sand, rock, etc.) from each site

- May also include data about non-conforming but allowed (accepted) materials used for projects

Retention Justification: Master MTS data is retained to confirm that materials meet quality assurance standards; and to identify particular materials used in highway construction, including roadways and structures. Basic inventory data about the material, including suppliers and sources, has ongoing value to manage materials, compare them, assess durability, track performance, and, should materials fail, deal with legal repercussions.

RETENTION: Permanent

00348000. APPROVED PRODUCTS LISTS **EVT+20** **DEST** **N**

The Materials Management Section compiles and maintains lists of products that are pre-qualified for use on Wisconsin DOT projects. Lists include:
- Pre-qualified products
- Approved suppliers
- Independent third-party plant certifications completed by certifying agencies, such as the American Concrete Pipe Association, National Precast Concrete Association, etc.

Note: The independent 3rd party certifies the plant and documents compliance, either in a notification letter to WisDOT or by posting pre-qualified plants to their web site. WisDOT links to sites and uploads data to WisDOT approved Lists.

Lists are updated annually or more frequently as needed. Central Lab maintains an electronic version with annotated revisions and changes. The list is also available on the Wis DOT website and made available to contractors and the public.

RETENTION: EVENT (Date list is superseded) + 20 years and destroy

00349000. FIELD VERIFICATION: QUALITY CONTROL (QC) AND QUALITY VERIFICATION **EVT+6** **DEST** **N**

When required as per the specification, regional labs test materials for conformance to standard specifications. Labs perform field verification testing and enter data into the MTS for materials tested in the context of highway projects. Only WisDOT or designated agents perform materials acceptance (QV) testing to verify contractor (QC) testing to validate the quality of the product.

Records in this series cover all input source documents and original worksheets; field data sheets to perform these tests and back up data entry.

Materials Management personnel in regions maintain:
- Raw data, test work sheets, notes, computations, data sheets to track intermediate results created during field tests
- Materials samples: Data and supporting documentation related to soils, aggregates, asphaltic materials, steels, cements, paints, glass beads, geotextiles- raw data and supporting documentation
- Manufacturer's Certified Reports of Tests or Analysis: Reports include manufacturer/supplier information; product name and use; AASHTO and/or ASTM specification standards; lot, batch, heat numbers applicable; physical and chemical test results; certification review notations, WisDOT reviewer notations, comments and approvals; shop drawings as required in standard spec and certificate of compliance
- Hot Mix Asphalt (HMA) and Base Aggregate information
- Vendor Shipment Records

Final results are generated by or entered into the Materials Tracking System (MTS).

Records in this series need to be kept until the highway construction is completed, consistent with retention of the regional project files.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Project final cost statement date) + 6 years and destroy

00352000. MATERIALS REPORTING SYSTEM (MRS) CONTRACTOR QUALITY CONTROL **EVT+10** **DEST** **N**

Highway contractors or their agents perform QC testing and enter project-specific data required per the contract into the Materials Reporting System that is used for materials reporting in the context of highway projects.

Project managers use this data to determine materials payments and compliance with materials specifications in the contract. Data is also useful for statistical purposes. MRS data supports highway project quality assurance and payments to contractors. It also provides a basis to support materials management standard specifications; to assess procedures, recommend changes (i.e., mix designs, materials parameters); for statistical analysis and planning purposes.

Data identifies:
- Concrete pavements data
- Pavement ride data test results
- Concrete structures -fresh concrete and concrete cylinder tests
- Identifies non-conforming materials; MRS includes information for contractors to compute incentives and disincentives, i.e., bonus, penalty and incentive amount estimates

RETENTION: EVENT (Project final cost statement date) + 10 years and destroy

00353000. INDEPENDENT ASSURANCE PROGRAM REPORTS AND DOCUMENTS EVT+7 DEST N

WisDOT is required to provide an unbiased and independent evaluation of all sampling and testing personnel, equipment and procedures used to test highway materials, as mandated by 23
C.F.R. Chapter 1, Subchapter G, pt. 637, subpart B. WisDOT conducts independent assurance tests on the basis of individual testers and test types, including those that WisDOT personnel, designated agents and contractors may generate during the field acceptance testing process.

Records in this series may include, but are not limited to:
• Series of independent assurance program testing reports including observations of sampling and testing, split sample testing and evaluations
• Supporting notes, documentation and relevant background materials

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date of documents creation) + 7 years and destroy

00354000. INDEPENDENT ASSURANCE PROGRAM ANNUAL REPORT EVT+10 DEST N

Annually, WisDOT submits an Independent Assurance Program annual report to the Federal Highway Administration, as required. The report provides detailed results and summary information documenting the WisDOT independent evaluation of its materials management sampling and testing personnel, equipment and procedures.

RETENTION: EVENT (Date of creation) + 10 years and destroy

00360000. PASSENGER RAIL SERVICE PROGRAM FILES EVT+6 SHSW Y

WisDOT administers state and federal funds allocated to Wisconsin for rail passenger service. This records series covers WisDOT program management responsibilities specified in Wis. Stat. § 85.06 for compliance with rail passenger service requirements.

Records in this series may include, but are not limited to:
• Environmental documents and PS&E (Plans, Specifications & Estimates) for passenger rails facilities
• Train AMTRAK sole source contracts for rail passenger service corridors
• Consultant's contracts
• Other contracts and agreements
• Ridership information data from AMTRAK
• Background materials related to passenger rail: ridership and route planning studies, marketing studies, service monitoring records, program funding applications, design and construction files, equipment procurement
• Other related records and correspondence

GRS PUR00010 does not apply to the contracts in this RDA or this program as these records and contracts are not part of chapter 16 of the statutes. They are covered under chapter 85 and follow chapter 84 process.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date superseded) + 6 years and transfer to WHS

00361000. RAILROAD PROPERTY MANAGEMENT FILES P PERM N

This series provides inventory and background information for each rail corridor property owned by the state, as required under Wis. Stat. § 85.08 (Freight Railroad Assistance) and Wis. Stat. § 85.09 (Acquisition of Abandoned Rail Property). Records typically identify land descriptions; document railroad property values and the acquisition process; and provide background for rail service alternatives.

Records in this series may include, but are not limited to:
• Leases and agreements
• Deeds
• Property management related research
• Other railroad property management related records
• Related correspondence

Permanent Retention Justification: These records are essential for ongoing property maintenance, current and future construction projects, and property asset management. Retaining these documents permanently provides historical reference, ensures comprehensive legal protection, facilitates tax and ownership verification, and preserves vital records for resolving potential disputes or

title issues after a sale or other transaction. They also address ownership inquiries and compensation related issues that may arise at any time, even years after acquisition. These documents often contain information not recorded at the County Register of Deeds.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the originalpaper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: PERMANENT

00362000. FREIGHT RAILROAD PRESERVATION PROGRAM (FRPP) - PUBLICLY OWNED EVT+6 DEST Y

This RDA covers records for railroad corridors owned by state, county, or local municipalities or any combination thereof. WisDOT freight railroad assistance is covered under Wis. Stat. § 85.08 Freight Railroad Assistance and Wis. Stat. § 85.09 Acquisition of Abandoned Property.

FRPP grants allow the state to preserve and improve essential light-density lines and provides grants up to 80% of the cost: to purchase abandoned rail lines in the effort to continue freight service; to preserve the opportunity for future rail service; or to rehabilitate facilities, such as tracks or bridges, on publicly-owned rail lines.

Records in this series may include, but are not limited to:
• Field and marketing investigations
• Financial & technical assistance analysis reports
• Federal & state aide allocations
• Photos, track and property conditions
• Construction or improvement progress
• Related correspondence
• Other related records

The Railroads and Harbors Section maintains records for the duration of a particular railroad project /disposal of property. Records are needed to prove ownership of the property and keep track of the property.

ADMIN 406 does not apply as these grants require a longer retention and have specific retention events that determine their retention period and there is a long-term maintenance agreement included in each grant. These records, for the most part, are kept for perpetuity as these records need to be kept until property is sold or transferred to another entity which is rare.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date property is sold or transferred to another entity) + 6 years and destroy confidential

00362A00. FREIGHT RAILROAD PRESERVATION PROGRAM (FRPP) - PRIVATELY OWNE EVT+6 DEST Y

This RDA covers records for railroad corridors owned by private entities such as railroad companies or holding companies. WisDOT freight railroad assistance is covered under Wis. Stat. § 85.08 Freight Railroad Assistance and Wis. Stat. § 85.09 Acquisition of Abandoned Property.

FRPP grants allow the state to preserve and improve essential light-density lines and provides grants up to 80% of the cost: to purchase abandoned rail lines in the effort to continue freight service; to preserve the opportunity for future rail service; or to rehabilitate facilities, such as tracks or bridges, on publicly-owned rail lines.

Records in this series may include, but are not limited to:
• Field and marketing investigations
• Financial & technical assistance analysis reports
• Federal & state aide allocations
• Photos, track and property conditions
• Construction or improvement progress
• Related correspondence
• Other related records

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RETENTION: EVENT (Date contract is terminated) + 6 years and destroy confidential

00363000. **HARBOR ASSISTANCE PROGRAM (HAP) PROJECT FILES** **EVT+25** **DEST** **N**

This record series documents the program application and award process. Records in this series include, but are not limited to:
- Correspondence
- Applications
- Cost/Benefit analysis
- Environmental screening sheets
- Three-year harbor improvement plans
- Draft resolution documents
- Contracts to county, towns, municipalities, agencies, boards of harbor commissioners or private facilities for harbor improvement projects under Wis. Stat. § 85.095.
- Invoices and reimbursement requests

The HAP program is a state funded program. The terms of the grant agreement requires records to be retained for the term of the contract. The term of the contract is 25 years after project completion.

RETENTION: EVENT (Date project is completed) + 25 years and destroy

00365000. **EXTERNAL COMMUNICATIONS** **EVT+3** **SHSW** **N**

These records consist of external communications with media, legislature, and the public related to WisDOT events and programs.

Records in this series may include, but are not limited to:
- News/press releases
- Media advisories
- Speeches and talking points
- Correspondence
- Photos, audio, and video recordings
- Op-ed columns and articles
- Public service announcements

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format.
When the paper records, or any other format, are digitized they will be kept until verified for quality control purposes and then destroyed.

Supersedes RDA 00366-000 - News and Information Releases

RETENTION: EVENT (Creation) + 3 years and transfer to WHS

00371000. **CERTIFIED DISADVANTAGED BUSINESS ENTERPRISE (DBE) FIRM FILES** **EVT+3** **SHSW** **Y**

Records in this series document for-profit businesses seeking DBE certification and annual affidavit approval as Disadvantaged Business Enterprise (DBE) firms, as specified in 49 C.F.R. pt. 26. These are typically small businesses independently owned and controlled by one or more socially and economically disadvantaged persons. To participate in the DBE Program, a firm submits a certification application packet. These application packets document the firm's eligibility to participate in the DBE program.

Records in this series may include, but are not limited to:
- USDOT Uniform Certification Application including notarized Affidavit of Certification
- 3 years of financial records
- Requested Work Area and Geographic Area (Form DT2188)
- Contractor Statement of Experience (Form DT2186)
- Company Annual No Change Affidavit Form
- Personal Net Worth Statement
- Cultural, social and legal aspects of the firm and its principals, including birth/naturalization/ tribal roll certificates
- Partnership/incorporation agreements, board/stockholder minutes
- Firm work history, including business status contracts, on-site reviews, third party/court challenges, hearings, legal decisions, etc.
- Records of WisDOT-specific customized support and/or consulting services provided
- Related correspondence

WisDOT is mandated by 49 C.F.R. pt. 26 to share DBE application documentation of DBE firms with other recipient agencies.

Information in these files may contain personally identifiable information (PII) such as applicant's name, address, telephone number, email address, social security number or Federal Employer Identification Number, and other detailed business information relevant to the application.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date firm is decertified or withdrawn from the program) + 3 years and transfer to WHS

00371A00. INELIGIBLE DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM API EVT+3 DEST Y

Records in this series contain the application files of firms that were ineligible for the program and/or applications that were withdrawn from the program by the applicants.

Records in this series may include, but are not limited to:
- Program application records
- Record of decision
- USDOT appeal records
- Related correspondence

Information in these files may contain personally identifiable information (PII) such as applicant's name, address, telephone number, email address, social security number or Federal Employer Identification Number, and other detailed business information relevant to the application.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date of denial) + 3 years and destroy confidential

00373A00. HIGHWAY PROJECT PLAN INDEX P PERM N

This records series is a summary and index file that the Bureau of Project Development (BPD) maintains. The record provides summary data for highway transportation let (construction) projects. Files, currently MS Access, offer summary reference data and index keys to identify projects, locate related records and information or respond to queries. The data is maintained in two separate index files:

• State Let Project Plan Record: Historical data for every plan that WisDOT let going back to 1920. It includes data from an old Contracts Summary Card file (which has been converted to MS Access). Data elements include project title, type of work, subtitle, county, route, State ID, federal ID. In addition to standard project ID numbers, this file also includes other unique I project identifiers not included in other databases.

• Local Force Account (LFA) Project Plan Record: BPD also has index information for some, but not all, LFA projects. LFA projects involve workforces from counties, villages, towns, municipalities, cities that are currently charged with the work. Similar to the State Let Project Plans, WisDOT maintains file that includes data from a Contracts Summary Card file (which has been converted to MS Access). that includes historical data for LFA projects dating back to 1920. Data elements include project title, type of work, subtitle, county, route, state ID and federal ID. As with the State Let Project Plan above, this file may also include unique project identifiers not included in other databases.

Permanent Retention Justification: Record has ongoing value to WisDOT and may be used to assure that project numbers assigned do not duplicate previous project identifiers. It also provides ready reference to the BPD, engineering staff and legal counsel. These datasets are used to query historical projects data dating back to 1920, locate related files and initiate WisDOT research. It may also be used to address legal issues or disputes.

RETENTION: Permanent

00380000. REAL ESTATE RIGHT-OF-WAY HIGHWAY PROJECT FILES EVT+6 DEST N

Records are created to document, manage and track the overall highway right-of-way project and may include, but are not limited to:
- Conceptual Stage Relocation Plan
- Cost Allocation Encumbrance
- Nominal Payment Parcel Report
- Relocation Order
- Sales Study/ Project Data Books
- Project related correspondence

RETENTION: EVENT (Date of project financial closure per Final Cost Statement) + 6 years and destroy

00380A00. REAL ESTATE PARCEL APPRAISAL, NEGOTIATION, RELOCATION, AND ACQ P PERM N

Records in this series document WisDOT property appraisal, negotiation, relocation, and individual parcel specific acquisition related items for highway right-of-way acquisitions. This does not include final proof of purchase documents, which are included in RDA 00120-000 - Real Estate Parcel Conveyance Files. Records in this series relate to individual parcels, not the entire project.

Records in this series include, but are not limited to:
- Administrative Revision Approvals, Purchase Agreements
- Appraisal documents: State and Owners' Appraisals, Appraisal Review
- Closing Statements, including summary of payments
- Commitments to property owners
- Nominal Waiver of Appraisal for parcels with valuations of $10,000 or less
- Property Negotiations: Parcel negotiation diaries, Offering Price Approvals
- Related correspondence

- Relocation Case Files: Relocation Plan, Relocation Case Reports, Relocation Claims and Summary of Benefits, Relocation Determination of Benefits

Permanent retention justification: It is imperative that these records remain permanently to address ownership inquiries and compensation related issues that can arise at any time and through the years after a parcel has been acquired. These documents contain pertinent information that is not available at the County Register of Deeds.

Note: RDA now includes commitments records.
Supersedes RDA 00380-B- Commitments.

RETENTION: Permanent

00380C00. REVOCABLE OCCUPANCY PERMITS **EVT+10** **DEST** **N**

Records in this series are permits between WisDOT and property owners adjacent to state trunk highway right-of-way (ROW) that authorize the use of Wis DOT land for an encroachment as specified/described in each permit. Wis DOT may issue revocable occupancy permits for existing encroachments on ROW.

Records in this series include, but are not limited:
- Project related correspondence
- Revocable occupancy permit
- Termination letter

The official records in this series may exist in paper or electronic format in the regional offices and the retention will apply to the applicable official records format. When the paper files are digitized, they will be kept until verified for quality control purposes and then destroyed.

RETENTION: EVENT (Date encroachment has been removed by WisDOT or the owner OR date permit has been terminated) + 10 years and destroy

00380D00. REAL ESTATE PROJECT LITIGATION CASE FILES **EVT+6** **DEST** **N**

Records in this series include appeals and litigation records related to the property acquisition process or compensation. Records may include, but are not limited to:
- Litigation Diary
- Litigation Report and Case Summary
- Project related correspondence

The Wisconsin Department of Justice and Wisconsin court system will create case files whenever actions reach the level of court action, and these records will be retained per their retention policies. Wis DOT files may differ from the official court records.

RETENTION: EVENT (Date of resolution of last appeal) + 6 years and destroy

00381000. CONSTRUCTION PROJECT ENGINEER'S & INSPECTOR DIARY **EVT+30** **DEST** **Y**

Construction and Materials Manual (CMM) requires the Project Engineer to complete a diary for each construction contract awarded, including all projects. The Diary is a key final document that describes the project. Diaries provide engineering data, weather, project progress, delays and pertinent project oversight and management information.
Diary information may also include staffing arrival and departure dates; all site information; days charged, controlling operations, additional comments; all personnel working that day, including subcontractors, equipment used; inspectors and their comments.

Records in this series may include, but are not limited to:
- Construction project engineer's diary (may include handwritten notes, sketches, etc. if not transcribed)
- Construction inspector's diary (may include handwritten notes, sketches, etc. if not transcribed)
- Construction project engineer's and construction inspector diaries FieldManager (1995) or AASHTOWare Project (2020) electronic data

Now includes records previously included in RDA
00381-AOO - Construction Project Diary & Inspector's Daily Report - Electronic Data, 1995 - which is now closed.

Retention Justification: These diaries are important records that provide detailed documentation of contract changes, amendments, subcontractors, project status, delays, incidents and activities that occur during roadway construction. It may provide evidence in the event of contractual disputes, claims, product liability issues, etc. that may involve dates and times of activity along a roadway project and other related disputes. Regions use the diary for reference purposes throughout the project and after completion.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date of final project cost statement) + 30 years and destroy confidential

00387000. POOLED FUNDS RESEARCH RECORDS - CONTRIBUTING STATE **EVT+5** **DEST** **N**

WisDOT participates in research that allows states to pool research funding with other federal, state, local and private agencies to undertake larger research activities with a focus on specific topics or geographic locations.

The Transportation Pooled Fund (TPF) Program enables State departments of transportation and other public and private entities, to combine resources to address transportation-related challenges. By combining efforts and resources on high-priority highway research topics, agencies can leverage their research funds.

These records track WisDOT's funding participation as a contributing state in the Pooled Funds Program. Records in this series may include, but are not limited to:

• Funding commitment or pledge
• Funds transfer documentation
• Lead agency acceptance memo
• Supporting documentation
• Related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original
paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date when Transportation Pooled Funds close) + 5 years and destroy

00388000. TECHNOLOGY TRANSFER RECORDS **EVT+5** **DEST** **N**

The research program conducts a variety of technology transfer activities to disseminate the results of research and to communicate existing research and best practices from other agencies and institutions.

Records in this series may include, but are not limited to:

• Peer exchange related records
• Synthesis reports of practices on other states and other agencies
• Research program annual report
• Research results on other states and other agencies best practices
• Supporting documentation
• Related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original
paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date of final report) + 5 years and destroy

00394000. STATE PLANNING & RESEARCH (SPR) ANNUAL WORK PROGRAM - PART B **EVT+5** **DEST** **N**

The State Planning and Research Program (SPR) authorizes federal
funds for multimodal transportation planning and research needs, per 23 C.F.R. pt. 420 - Planning and Research Program Administration.

WisDOT Research Section develops Part B of the Wisconsin Department of Transportation Federal Highway Administration Joint Participating State Planning & Research Work Program for the federal fiscal year (Oct. 1 – Sept. 30). Part B includes the Research, Development and Technology Transfer (RD&T) projects, selected through the department's research management process.

Records in this series may include, but are not limited to:

• Final report
• Supporting documentation
• Background materials
• Periodic progress reports on program implementation
• Amendments to the program
• Related correspondence

See RDA 00063-000 in the WisDOT Planning & Economic Development Records Retention Schedule for the retention of the records of Part A of the SPR Annual Work Program.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original

paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date of approval by FHWA) + 5 years and destroy

00397000. HAZMAT SITE ASSESSMENT AND REMEDIATION FILES **P** **PERM** **Y**

Wisconsin DNR regulates hazardous materials cleanup and reserves the right to reopen cases. Records in this series relate to site investigation and remediation projects for which the Environmental Services section manages the site investigation or remediation project. Records provide evidence of cleanup actions taken.

These records are project files for environmental site investigations required by WDNR and /or the US Environmental Protection Agency (EPA). There are frequent instances when a regulating agency requires the property owner re-address the environmental situation at a site and access to records of previous work conducted on the property becomes necessary.

Pll information in this series includes property owner's information.

Records in this series may include, but are not limited to:
- Site investigation and remediation reports
- Materials handling plans
- WDNR approvals communication documents
- Post construction documentation,
- Global Positioning System (GPS) locations
- Scopes of service for investigation and remediation work
- Other cleanup documentation
- Department liability claims and Department compliance with WDNR requirements
- Reports, permits and solid and hazardous waste remediation requirements as specified in Wis. Admin. Code chs. NR 500, NR 600 or NR 700 series
- Related correspondence

Permanent Justification: Permanent retention of site information is needed to continue to identify whether or not a site (piece of land) was ever identified by the WDNR as a landfill, hazardous waste site, or other type of site that requires long- term maintenance and monitoring. Such uses of the land can have an impact on the environment, so the DOT has a mandate to continue to maintain information and provide answers about regulatory actions related to the sites. Long-term retention of case files is needed to protect the public interest and determine liability for residual contamination that may be discovered in the future.
When construction or excavation is performed on a site, which has undergone environmental remediation in the past, these records are needed to find out exactly what contamination, if any, remains in the subsurface and now must be dealt with or avoided, or what in-place engineering barriers must be protected or replaced. When a property parcel is to be transferred to a new owner, access to these historical records related to environmental contamination is critical to proper legal disclosure and usually demanded by the purchasing party.

Because there is no time limit to the liability of the state for most litigation related to environmental remediation these records must be retained permanently.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

This RDA supersedes the following RDAs: 00350-000 Hazmat Assessment Remediation Project Case Files-WisDOT NOT Responsible Party and 00350-AOO Hazmat Assessment Remediation Project Case Files - WisDOT Hazmat Responsible Party. All records originally included in the above RDAs are now covered in this series.
Reason for Creation: This RDA merged records previously covered under RDAs 00350-000 and 00350-AOO which have been closed.

RETENTION: Permanent

00406000. BORING LOGS NOT DRAWN **EVT+50** **DEST** **N**

Records in this series are typically generated during the early stages of highway development projects, often several years before actual highway construction occurs. Boring logs record visual properties/descriptions and test results for various soil types at particular geographical locations and at various depths. "Not drawn" means that the logs are not CADD drawings and are NOT included in Site Investigation Reports. "Drawn Boring Logs" are included in Site Investigation Reports and/or other types of geotechnical reports.

Retention Justification Logs document the existing subsurface condition which does not change over time, which makes the information useful for future projects on that facility.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date logs are created) + 50 years and destroy

00410000. REGION CONSTRUCTION CONTRACT & PROJECT FILE EVT+6 DEST Y

This RDA covers DTSD regional offices construction contract & project files. It contains detailed supporting documents, construction contract correspondence and related contractual records.

Highway construction project contracts apply to projects under Wis. Stat. §§ 84.06(3) and (4) funded with federal highway funds, per 23 C.F.R. § 172.5 and Wis. Stat. § 84.01(3).

This series covers the records generated by the region construction services coordinator, contract specialist, project engineer/leader and field personnel.

Records in this series may include, but are not limited to:
- Let Contract: Includes special provisions and Additional Special Provision (ASP) and contract subletting.
- Contract Modifications: Change Orders, modifications, amendments, and extension of contract information, with supporting documentation.
- Contract Claim Records: Claims settled at the regional level
- Invoices & Payment Detail
- Erosion Control Implementation Plan (ECIP)
- Project Correspondence
- Project or Contractor Performance Evaluation Issue Files
- Construction Project Finals Records: CMM and region-specific directives required finals records. Finals records include, but are not limited to:

0 Structures Project Records
0 Materials Project Records
0 Source Documents: Delivery tickets, receipts, survey, measurements, computations, haul road logs, etc.
0 Project Pictures and Videos
0 All Other Field Project Records: Close out records, construction permits; Temporary Limited Easements (TLE); etc.

Includes records previously included in RDA 00147-000 - Project or Contractor Issue Files, which is now closed.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date of project final cost statement) + 6 years and destroy confidential

00413000. REMOVAL OF MEMORIALS ON STATE HIGHWAY FILES EVT+1 DEST Y

A memorial is any object placed in the highway right of way for the purpose of marking the site of a fatal crash. Families and friends of crash victims may grieve by placing a memorial near a crash site. However, the placement of memorials within a roadway's right-of-way is not allowed under state statutes.

WisDOT removes a memorial as soon as possible if it poses a safety concern, such as:
- It interferes with roadway safety features or vision
- It negatively impacts the free flow of traffic
- It would be a hazard should it be hit

A memorial will also be removed if:
- It interferes with routine maintenance
- It falls into disrepair

Records in this series may include, but are not limited to:
- Correspondence between individuals, the department and/or other entities about the memorial
- Case related documentation
- Department's related policies
- Information requests

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date of memorial removal or date of final resolution) + 1 year and destroy confidential

00414000. ROAD SALT STORAGE SITES TRANS 277 REGISTRATION AND COMPLIANCE EVT+6 DEST N

Wis. Admin. Code ch. Trans 277 outlines the regulatory process for safely storing roadway salt. Under this requirement, WisDOT is responsible for administering a program to prevent contamination of Wisconsin's surface and ground water with chlorides from road salt storage facilities and practices. Any public or private entity that stores bulk road salt (sodium chloride) indoors or outdoors must comply with these provisions when storing more than 1,000 pounds of bulk road salt for use on a roadway, driveway or parking facility

for the purpose of preventing or removing snow or ice.

Every existing and new salt storage site and structure or stockpile for storing salt, must be registered with WisDOT, regardless if the structure or stockpile is intended for temporary or permanent use for salt storage.

Records in this series may include, but are not limited to:
- Road Chemical Storage Facility Record (DT1871 or equivalent)
- TRANS-277-Compliance-Complaint-Discontinuance-Inspection Record (DT1872 or equivalent)
- Road Chemical Storage Subsite Inspection (DT1873 or equivalent)
- Subsite inspections reports
- TRANS-277-Compliance/Complaint Response (DT2215 or equivalent)
- Region staff and contractor notes and compliance monitoring correspondence

Owners of salt storage sites are required by Wis. Admin. Code ch. Trans 277 to maintain 6 years of salt records.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date of inspection ot date of confirmed compliance / or site discontinuance) + 6 years and destroy

00414A00. MATERIAL STORAGE SITE MANAGEMENT (MSSM) COMPLIANCE DATA **EVT+5** **DEST** **N**

The MSSM system collects salt storage facility and capacity data from salt storage applicants, contractors or WisDOT personnel. Salt data information is collected using forms and information listed in the Road Salt Storage Sites Trans 277 Registration (see RDA 00414-000 above). This record series covers salt storage site compliance data for sites without compliance issues or concerns.

Data may include, but is not limited to:
- Salt storage sites shed locations
- Facility registration data submitted by the applicant
- Compliance data from site inspections and diaries including personal notes, contacts and calendars
- Compliance follow ups
- Facility inspection report

Current site inspection and compliance data is retained until superseded by a subsequent inspection, provided the site complies with all Trans 277 requirements.

RETENTION: EVENT (Date Data is superseded by updated compliance inspection) + 5 years and destroy

00414B00. MATERIAL STORAGE SITE MANAGEMENT (MSSM) SITE NON-COMPLIANCE D **P** **PERM** **N**

This record series covers basic historical non-compliance data about the salt storage site. It provides a reference point to track environmental issues, a trail of WisDOT compliance monitoring.

Data with long-term reference and legal value includes:
- Shed locations: salt storage sites
- Non-compliance issues and concerns from inspection reports

Permanent Retention Justification: These selected MSSM data elements have ongoing administrative and legal value to track salt contamination, groundwater, or other issues that impact the environment as well as public health and safety.

RETENTION: Permanent

00415000. SIRS SALT INVENTORY & USAGE DATA **CR+10** **DEST** **N**

WisDOT purchases salt for highway maintenance from salt vendors, through the purchasing bid and contracting process. WisDOT subsequently uses the salt contract to set a price for any county and municipality to obtain salt for winter deicing purposes. SIRS provides up-to-date salt inventory for purchasing, accounting and planning purposes. Records in this series track salt inventory amounts purchased as well as salt distribution to county or municipality sites.

Data in the system may include, but is not limited to:
- Salt Inventory: total quantity purchased from vendor(s)
- Salt vendor/supplier and cost data
- County salt orders and usage data
- Summary invoicing and financial data

RETENTION: EVENT (Creation) + 10 years and destroy

00416000. WINTER STORM REPORT DATA **EVT+5** **DEST** **N**

The BHM Winter Maintenance unit maintains storm report information in a database. Counties provide storm data to the State Winter

Maintenance Engineer. Data is checked, amended as necessary and added into the database. Data elements include personnel, equipment, resources and hours related to the storm and snowfall, temperatures, etc. data related to the incident. Weather and storm data are used to track storms and weather events that require quick response from counties, state and other responsible parties including resource and cost required. Data is updated continuously to show weather trends; justify winter maintenance efforts; and justify winter budget requests.

Currently, WisDOT runs weekly reports and also compares annual data and develops 5-year rolling averages. Storm report data is maintained in BHM. Data is updated continuously, and pdf reports of the data are uploaded.

Records in this series may include, but are not limited to:
- Storm report data
- County winter storm reports
- Weekly reports
- Summary to-date reports
- Events reports
- Related correspondence

RETENTION: EVENT (June 30th following dtae of receipt) + 5 years and destroy

00417000. ANNUAL WINTER MAINTENANCE REPORT **CR+25** **DEST** **N**

Annual reports provide summary data on WisDOT and county winter maintenance activities and expenditures. Reports identify Winter weather conditions as well as snow and ice control performance including detailed materials, equipment, labor and service costs. Data is a snapshot of winter statistical tables, presented to facilitate comparisons across regions as well as statewide. It summarizes statewide facts and figures and also compiles data for all 72 Wisconsin counties.

Statistics track rising salt and fuel costs, winter severity and other factors that may generate higher than average statewide winter maintenance costs. County responses to rising costs are included, and the report highlights efficient practices. It includes explanations of winter maintenance technologies and best practices, such as anti-icing, pre-wetting, and use of Road Weather Information Systems.

The report contains rolling 5-year averages of winter statistical tables, by county and by region. It is used by county highway departments and has a wide and diverse audience.

The Bureau provides a copy of the report to the Legislature and to the Wisconsin Historical Society (WHS) library.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Creation) + 25 years and destroy

00418000. FROZEN ROAD / WEIGHT RESTRICTION PROGRAM SUMMARY RECORDS **EVT+5** **DEST** **N**

WisDOT manages the following winter road restriction programs and records. From December 1st to May 1st annually, Wisconsin state highways must withstand an extreme range of moisture and temperature conditions from -30 F to +70 F that affect the structural strength of pavements and base materials under the roadway. Three programs take advantage of the frozen pavement and sub-base conditions during the winter months and also protect pavement's weak conditions during the springtime freezing and thawing period. This information is posted on the WisDOT Website for access to commercial vehicles.

The frozen road and weight restriction program includes Frozen Roads, Class II Roads, and Posted Roads.

Frozen Road Declaration Program: Mid-December to late February or early March, certain vehicles are eligible to haul increased weight.

Records in this program may include, but are not limited to:
- ArcGIS Online map identifying which frost zones to which the frozen road declaration applies – updated as required
- Declaration and Suspension of Declaration of frozen roads – formal WisDOT declaration of policy
- Frozen Road Declaration history
- Frozen road maximum axle weight limitations and Raw Forest Products overweight permits
- Class II Weight Restriction Program: Typically, from early March until the first or second week in May, the department may restrict travel of vehicles with overweight permits on certain roads due to the unstable condition of the roadway subgrade during the period when frost is leaving the ground

Class II Roads Program: Records in the program may include, but are not limited to:
- Class II Roadway Restrictions list (updated annually)
- ArcGIS Online map identifying Class II state roads with frost zones to which the class II restrictions apply – updated as required
- Class II Roadway list
- Class II Roads Spring Weight Restrictions history

Seasonal Posted Road Program: Some roadway sections are too weak to withstand even the legal load limit (80,000 pounds) during

seasonal freezing and thawing. These highway sections have signs posted indicating the allowable weight limits during the period normally from the second week in March till late April or early May.

Records in the posted roads program may include, but are not limited to:
- Posted Roads Restrictions list (updated annually)
- ArcGIS Online map identifying posted state roads
- Frost zones to which the restrictions apply – updated as required.
- Posted Roads list
- Posted Roads history

RETENTION: EVENT (Date information is superseded) + 5 years and destroy

00419000. ROAD WEATHER INFORMATION SYSTEM (RWIS) P PERM N

The WisDOT Road Weather Information System (RWIS) network currently consists of 70 sensor sites spread throughout the State. RWIS data consists of atmospheric information (winds, temperature, humidity, precipitation) and road surface information (temperature, subsurface temperature, amount of chemical on the surface, surface condition). Data is gathered every 10 minutes.

Hoosier Company, Inc. (HCI), a WisDOT contracted vendor, collects the data from the sensors and sends it to WisDOT approved users. Data is archived through the Federal Highway Administration's Weather Data Exchange (WxDE). Data is maintained indefinitely.
Permanent Retention Justification RWIS data has ongoing administrative, statistical, legal and research value. WisDOT uses data to analyze road conditions and driver behavior; monitor weather conditions and alert the public; justify policy; and protect public health and safety.

RETENTION: Permanent

00426000. SIX-YEAR HIGHWAY IMPROVEMENT PROGRAM PLAN FILES EVT+6 SHSW Y

WisDOT administers and maintains the highway improvement program covering 11,773 miles of state highways: 743 miles of Interstate freeways and 11,030 miles of state and US-marked highways.

This series covers the records related to the Department's Six-Year Highway Improvement Program Plan and related State Highway Rehabilitation (SHR) subprograms.

The Program Development Section along with the DTSD regional offices develop and maintain the plans and related files identifying six-year highway improvement project schedules and plans, basing decisions on long-range plan recommendations. The six-year highway improvement plans are developed annually on a continuous, rolling basis.

Records in this series may include, but are not limited to:
- Six-Year Program Plan
- List of state highway improvement projects
- Regions project selection recommendations, field reviews and background materials
- Computations and analysis used to evaluate and prioritize projects
- Other background information
- Related correspondence

Records have ongoing value to recommend project funding; develop timetables for the future; and estimate when projects will be initiated.

This RDA covers the records previously included in RDA 00427-000 – State Highway Rehabilitation Project Selection Files – Regions which is now closed.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date Six-Year Plan is superseded) + 6 years and transfer to WHS

00428000. META-MANAGER FILES - STATEWIDE DATA EVT+10 DEST N

Meta-Manager is a management system that consists of a comprehensive set of data and analysis tools distributed to WisDOT DTSD regions to assist developing, managing and measuring the Six-Year State Highway Improvement Program and long-term needs.

Components are geographically integrated corporate data representing:
- Pavement and bridge condition
- Six-Year Program information
- Highway geometric and attribute information
- Highway crashes, highway capacity, etc.
- Pavement and bridge deterioration and improvement "reset" models
- Analysis models for evaluating alternatives, costing, priorities and budget constraints.

This records series covers the statewide data set that the Program Development & Analysis Section creates, containing comprehensive statewide data and region-specific subsets created for each region:
• Excel spreadsheet workbooks containing Meta-manager data sets: base, roadway, pave (unimproved and improved), safety, pave scope, mobility, bridge (unimproved and improved), safety "spot", and crash.
• dBase files containing the same information as the Excel spreadsheet workbooks.
• ESRI shapefile - a geographic representation of the data.

Records in this series also cover records previously included in RDA 00428-A00 – Meta-Manager Data Files – Regions which is closed now.

RETENTION: EVENT (Date data is superseded or updated) + 10 years and destroy

00429A00. STATE HIGHWAY PROGRAMS (SHP) DASHBOARD DATA **CR+6** **DEST** **Y**

The SHP dashboard is a WisDOT internal interactive tool that provides WisDOT staff information on the status and operations of several facets of the State Highway Program, including:
• Allocated Subprograms (3R and Low-Cost Bridge)
• Major Projects Program
• Backbone Rehabilitation Program
• SHR Large Bridge Program
• Highway Safety Improvement Program (HSIP)
• Letting Implementation Plans

The SHP Dashboard is the successor to The Way It Is reports which provided similar information on a monthly basis for over 25 years. The primary benefit of the SHP Dashboard is the ability for WisDOT staff to access more up-to-date information than The Way It Is reports previously provided. The SHP Dashboard also includes the functionality to review data going back to July 1, 2023, as well as current data. Data prior to July 1, 2023, is available in The Way It Is reports.

Note: Six years of data will be available in the dashboard after 7/2029.

RETENTION: EVENT (DATE OF CREATION) + 6 YEARS AND DESTROY CONFIDENTIAL

00430000. REGIONAL OFFICES DESIGN PROJECT & CONTRACT FILE **EVT+6** **DEST** **Y**

WisDOT contracts with engineering consultants for highway design engineering services for design of bridges and highway facilities, under Wis. Stat. § 84.01(13). DTSD regional offices, oversee the contractual process, administers the design contracts and monitors compliance. This RDA covers WisDOT's region design project files, however, it does not include the engineering consultant contract records.

Records in this series may include, but are not limited to:

- Contract Negotiation Records and Supporting Documentation: meeting notes, negotiations records, justification, and approvals internal to the regions.
- Design Project Correspondence: includes all correspondence related to the design project including agreements with other agencies related to design work, utility and railroad correspondence, contact lists, proposed and approved work schedule; progress reports; suspend job notice, property owner correspondence, project contacts; federal oversight, coordination with other state agencies, etc.
- Public Involvement Records: may include press releases, notices, project announcements; public meetings and hearings documentation; public interest findings, etc.
- Design Project Reports:
  - Concept Definition Report (CDR) or other document used to identify initial construction project scope during planning and design stages and Final Scope Certification (FSC)
  - Plans, Specifications & Estimates (PS&E) and Exceptions to Standards.
  - Project Revision Request forms used for region change management and to secure approval for estimate, scope or schedule changes.
  - Encroachment Report

For highway engineering consultant contract records, see RDA 00487-000 - Highway Projects Engineering Consultant Contracts.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date of project final cost statement and/or warranty termination date (if it applies), whichever is later) + 6 years and destroy confidential

00439000. ASBESTOS INSPECTION, ABATEMENT REPORTS AND NOTIFICATIONS OF D **P** **PERM** **N**

These records are federally required in response to regulations on asbestos abatement activity, mandated by the Occupational Safety and Health Administration (OSHA). The regulating guideline for asbestos abatement projects is found in 29 C.F.R. § 1926.1101, Asbestos Standard for Construction. Under those rules, OSHA requires that these records be kept for the duration of ownership of the building or other structures.

Records in this series may include, but are not limited to:
- Asbestos abatement contractors' information
- Scope, reports and manifest records
- Contract scope of asbestos removal, and waste manifest/landfill disposal records
- Notifications of demolition and/or re
novation
- Related correspondence

DTSD Environmental Sections hold the official records for bridges and bridge tender houses. DTSD Regional offices is the official custodian for buildings and other DOT acquired properties.

Permanent Retention Justification: Because there may be no time limit to the liability of the state asbestos litigation, these records need to be retained permanently.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then
destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

Supersedes RDA 00326-000 - Bridge Asbestos Inspection Reports

Reason for creation: RDA covers a broader range of asbestos related records. Records previously covered under RDA 00326- 000 are now included in this RDA

RETENTION: Pernament

00451000. ADOPT-A-HIGHWAY PROGRAM FILES EVT+4 DEST Y

Series includes an organization or individual's application and "adoption" of a specified highway section for litter control.

Records in this series may include, but are not limited to:
- Adopt-A-Highway Freeway/Interstate/Interchange Work Plan
- Adopt-A-Highway Application/Permit
- Approval letter
- Related correspondence
- Program safety related information
- Denied applications and decision documentation
- Denied applications appeals
- Final decisions
- Clean up reports

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date of denial, expiration or termination) + 4 years and destroy confidential

00452000. ADOPT-A-HIGHWAY (AAH) PROGRAM INFORMATION SYSTEM DATA EVT+2 DEST Y

Program region coordinators manage group information such as group location, contact and cleanup reports.

Information contained in the system may include, but is not limited to the following program information:
- Groups or individuals volunteering
- Group number
- Highway segments designations
- Highway signs installed and replaced
- Logs for tracking signs installed and segments assigned
- Bags of trash and recyclables collected
- Deactivated segments or groups

RETENTION: EVENT (Date data is superseded) + 2 years and destroy confidential

00454000. ADOPT-A-HIGHWAY PUBLIC INFORMATION, GUIDANCE AND PROMOTIONAL EVT+3 SHSW N

This record series includes any materials or documents used to promote the program including, but not limited to:
- Brochures and publications
- Program procedures and forms
- Adopt-A-Highway Safety Tips informational video

Administrative GRS RDA ADM00012 does not apply as these records need to be transferred to WHS rather than to be destroyed as

final disposition as mandated in the GRS RDA.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date information is superseded) + 3 years and transfer to WHS

00467000. CONTROLLED ACCESS HIGHWAY CASE FILES - PAPER RECORDS EVT+5 DEST N

Access control under Wis. Stat. § 84.25 authorizes WisDOT to designate portions of State Trunk Highway (STHs) as controlled-access highways. FDM Procedure 7-15-1 details the process.

Records in this series may include, but are not limited to:
• Copy of Class 3 newspaper notices published in newspapers, per Wis. Stats. § 84.25
• Maps identifying the highway and access points
• Authorization for Access to or Across a Controlled-Access Highway
• Notice of Non-Access to or Across a Controlled Access Highway
• Revocation of Authorization for Access to or Across a Controlled-Access Highway
• Related correspondence authorizing access and specifying limitations
• Finding, Determination and Declaration (FD&D): Used to officially designate controlled-access highways under Section 84.25 of the Wisconsin Statutes recorded with County Registers of Deeds
• Proof of Publication of the FD&D as a Class 1 legal notice
• Resolution Agreeing to Control of Access along a Local Street or Highway in Connection with a Controlled-Access Project
• Post Hearing Report
• Justification of decisions made regarding access during the development of the project

See also Access Modification RDA 00701-000.

Paper records are retained for five years after the event provided they are imaged, verified and entered into the electronic system. Refer to RDA 00467-BOO for the retention of the electronic records.

RETENTION: EVENT (Date of recording of the Finding, Determination and Declaration at the Register of Deeds Office and paper records are imaged, verified and entered into the electronic system) + 5 years and destroy

00467A00. CONTROLLED ACCESS DESIGNATION PROCESS DOCUMENTS EVT+5 DEST N

Documents in paper or electronic formats are created and received in the process of determining whether or not to designate a controlled access highway under Wis. Stat.§ 84.25. Records in this series are a combination of administrative records associated with the designation and detailed background materials that do not warrant permanent preservation after the designation decision.

Records in this series may include, but are not limited to:
• Designation requests and related materials, including WisDOT project denial decision
• Paper or electronic project tracking logs identifying deadlines, key decision dates, action items, project status and summary information (location, highway name, and other data about the designation case

Public correspondence and comments solicited and received including e-mail messages not included in the Post Hearing Report.

RETENTION: EVENT (Date of Recording of Finding, Determination & Declaration) + 5 years and destroy

00467B00. CONTROLLED ACCESS HIGHWAY CASE FILES - ELECTRONIC RECORDS EVT+10 DEST N

Access control under state statute 84.25 authorizes WisDOT to designate portions of STHs as controlled-access highways. FDM Procedure 7-15-1 details the process. Records in this series may include, but are not limited to:

• Copy of Class 3 newspaper notices published in newspapers, per Wis. Stats. § 84.25
• Maps identifying the highway and access points
• Authorization for Access to or Across a Controlled-Access Highway
• Notice of Non-Access to or Across a Controlled Access Highway
• Revocation of Authorization for Access to or Across a Controlled-Access Highway
• Related correspondence authorizing access and specifying limitations
• Finding, Determination and Declaration (FD&D): Used to officially designate controlled-access highways under Wis. Stat. § 84.25 of the Wisconsin Statutes recorded with County Registers of Deeds
• Proof of Publication of the FD&D as a Class 1 legal notice
• Resolution Agreeing to Control of Access along a Local Street or Highway in Connection with a Controlled-Access Project
• Post Hearing Report
• Justification of decisions made regarding access during the development of the project

See also Access Modification RDA 00701-000.

Reason for creation: Records identified during agency review.

RETENTION: EVENT (Date of recording of Vacation Order for Controlled Access Highway at the Register of Deeds office) + 10 years and destroy

00468000. ABUTTING SUBDIVISION PLAT DOA REVIEW CASE- PAPER FILES **EVT** **SHSW** **N**

Records in this series are WisDOT subdivision plat reviews for properties that impact WisDOT right-of-way interests (abutting, contiguous land, or non-abutting plats).

Records in this series may include but are not limited to:
• Abutting plats, including form DT2091 "WisDOT Subdivision Review Request" with basic information about the plat
• WisDOT letter of comment, certifying either that the Department has no objection or listing objections for each plat submitted for review. NOTE: WisDOT approved plat, recommendations and supporting materials may differ from final plat recorded
• May also contain DOA certified plat, and recording data from county where plat is filed with County Register of Deeds, i.e., recording date, volume, page, document number
• DT1669 Access Covenant (Subdivision): Used when an owner has an interest in land contiguous to a proposed subdivision and a state trunk highway
• Significant correspondence related to the final decision
• Review Time Extension request

These records were kept in paper format until the year 2000. Paper records will be transferred to WHS after they are imaged and stored into HAMS.

See also Access Covenant RDAs 00471-000 and 00471-AOO.

RETENTION: EVENT (Date records are imaged and stored in HAMS) and transfer to WHS

00468A00. ABUTTING SUBDIVISION DOA REVIEW PROCESS DOCUMENTS **EVT+10** **DEST** **N**

Documents in this series are a combination of administrative records associated with the subdivision review and detailed background materials that do not warrant long-term retention in WisDOT. Records in this series may include, but are not limited to:
• Preliminary plats and conceptual plats
• Cover memo from DOA
• Public comments and routine correspondence associated with the subdivision review
• Traffic Impact Analysis (TIA): The TIA may be useful during the subdivision review process, but WisDOT region Traffic and Engineering units maintain the official Traffic Impact Analysis (TIA) Case Files. See RDA 00239-000 of DTSD Traffic & System Operations & Electrical Engineering Retention Schedule
• Administrative materials used to track the subdivision review process, including paper and electronic logs with deadlines, decision dates, action items, subdivision name, location and other summary data related to the review
• Drainage computations

See also Access Covenant RDAs 00471-000 and 00471-AOO.

RETENTION: EVENT (Date of WisDOT memo of objection or non-objection) + 10 years and destroy

00468B00. NON-ABUTTING PLAT SUBDIVISION DOA REVIEW CASE FILE **EVT+5** **DEST** **N**

WisDOT also participates in subdivision plat reviews for non-abutting properties. These properties are not adjacent to or near WisDOT right-of-way or related to planned WisDOT projects. In these cases, WisDOT maintains the final decision letter submitted to the DOA Plat Review Section which is the agency's official record of that document.

RETENTION: EVENT (Date of WisDOT decision letter) + 5 years and destroy

00468C00. NON-ABUTTING PLAT SUBDIVISION DOA REVIEW PROCESS DOCUMENTS **EVT+1** **DEST** **N**

Records in this series are materials created and received for WisDOT to complete a plat review for properties that do not abut WisDOT right-of-way, are not contiguous land to an abutting property and which are not relevant to proposed WisDOT highway projects or interests. After the plat review is completed and WisDOT's decision letter is sent to DOA, plat materials have little value to the Department and only needs to be retained for a short period of time.

RETENTION: EVENT (Date of WisDOT decision letter) + 1 year and destroy

00468D00. EXISTING SUBDIVISION MODIFICATION REQUESTS **EVT+10** **DEST** **N**

WisDOT receives occasional requests to modify restrictions on existing subdivisions. The request is reviewed and a decision is made. Records in this series may include, but are not limited to:
• Decision document and related information that affected the decision

See also Access Covenant RDAs 00471-000 and 00471-AOO.

Reason for creation: Records identified during agency review.

RETENTION: EVENT (Date the subdivision is re-platted, or access control is waived by WisDOT and other public bodies) + 10 years and destroy

00468E00. ABUTTING SUBDIVISION PLAT DOA REVIEW CASE - ELECTRONIC FILES **EVT+5** **SHSW** **N**

Records in this series are WisDOT subdivision plat reviews for properties that impact Wis DOT right-of-way interests (abutting, contiguous land, or non-abutting plats).

Records in this series may include, but are not limited to:

• Abutting plats, including form DT2091 "Wis DOT Subdivision Review Request" with basic information about the plat
• WisDOT letter of comment, certifying either that the Department has no objection or listing objections for each plat submitted for review. NOTE: WisDOT approved plat, recommendations and supporting materials may differ from final plat recorded
• May also contain DOA certified plat, and recording data from county where plat is filed with County Register of Deeds, i.e., recording date, volume, page, document number
• (DT1669 Access Covenant (Subdivision): Used when an owner has an interest in land contiguous to a proposed subdivision and a state trunk highway
• Significant correspondence related to the final decision
• Review Time Extension request

These records were kept in paper format until the year 2000. Paper records will be transferred to WHS after they are imaged and stored into HAMS.

See also Access Covenant RDAs 00471-000 and 00471-AOO.

Reason for creation: Records identified during agency review.

RETENTION: EVENT (Date the subdivision is re-platted, or access control is waived by WisDOT and other public bodies) + 5 years and transfer to WHS

00469000. TRANS 233 LAND DIVISION REVIEW (SPECIAL EXCEPTIONS, VARIANCES) C/ **EVT+10** **DEST** **N**

For a few years (February 1999 thru January 2004) WisDOT had review authority for Certified Survey Maps (CSM), condominium plats, or any other type of land division adjacent to a STH to determine the impact on the state highway system. In these cases, DOA did not coordinate the review process. Wis. Admin. Code ch. Trans 233 was changed in 2004 and WisDOT review is now limited to subdivisions. Records in
this series may include, but are not limited to, the following:

• Certified survey maps, deeds, condo plats (plat of surveys)
• Certified map, forms allowing special exceptions, variances, etc.
• Special exceptions - part of TRANS 233 files in regions, includes requests to modify access controls and to reduce the highway setback line
• Access Covenants. (See Access Covenant RDAs 00471-000 and 00471-AOO)
• Variances: 1999 - 2001, term for special exceptions prior to Trans 233 revision Appeals, requests for modifications to controls in place
• Final decisions

Paper records (including WisDOT memo of objection or non-objection) are retained for 10 years after they are imaged, verified and entered into the electronic system.

All electronic records are kept for 10 years after the date WisDOT controls are vacated.

RETENTION: EVENT (Date paper records are imaged and verified and WisDOT controls are vacated) + 10 years and destroy

00470000. ASSESSOR'S PLAT REVIEW CASE FILES - WIS DOT IMPACT **EVT+5** **DEST** **N**

Records in this series are Assessor's Plat reviews of lands that impact WisDOT transportation current or future projects. Assessor plats are authorized by Wis. Stats.§ 70.27, and must conform to Wis. Stats. §§ 236.15 and 236.20. Wis. Stats. § 236.20 requires that exact widths of streets, easements and alleys be shown. Regional WisDOT staff provides information to surveyors such as access and setback information and correct right-of-way information (i.e., widths, bearings, distances, curves, etc.) to
surveyors who create assessor's plats.

Records in this series may include, but are not limited to:
• Assessor's plat
• Correspondence from DOA Plat Review
• WisDOT review comment memo to DOA Plat Review

RETENTION: EVENT (Date the Assessor's plat is vacated or re-platted) + 5 years and destroy

00470A00. ASSESSOR'S PLAT REVIEW CASE FILES - NO WIS DOT IMPACT **EVT+5** **DEST** **N**

Records in this series document the Assessor Plat review in cases where the plat does not contain properties related to WisDOT highways or other transportation interests.

Records in this series may include but are not limited to:
• Assessor's plat
• Correspondence from DOA Plat Review

• Wis DOT review comment memo to DOA Plat Review

RETENTION: EVENT (Date of memo to DOA Plat Review) + 5 years and destroy

00471000. ACCESS COVENANTS - PAPER FILES **EVT** **DEST** **N**

An access covenant is used to control access in a location with neither an administrative nor acquired control. It is a legal agreement between a property owner and WisDOT to limit the number of access points a property may have on the state trunk highway system. Covenants can be stand-alone documents, negotiated under a permit or created in the course of subdivision reviews.

Records in this series may include but are not limited to:
• Access Covenants
• Access easements if applicable
• Related correspondence and negotiations related to covenants

RETENTION: EVENT (Date the documents are imaged and verified) and destroy

00471A00. ACCESS COVENANTS - ELECTRONIC DOCUMENTS **EVT+5** **DEST** **N**

WisDOT saves access covenants in the Highway Access Management system (HAMS), Oracle database.

An access covenant is used to control access in a location with neither an administrative nor acquired control. It is a legal agreement between a property owner and WisDOT to limit the number of access points a property may have on the state trunk highway system. Covenants can be stand-alone documents, negotiated under a permit or created in the course of subdivision reviews.

Records in this series may include but are not limited to:
• Access Covenants
• Access easements if applicable

Related correspondence and negotiations related to covenants.

RETENTION: EVENT (Date the Covenant is terminated) + 5 years and destroy

00473000. COUNTIES MAINTENANCE AGREEMENTS **EVT+6** **DEST** **N**

Annually, WisDOT negotiates agreements with counties to perform state highway maintenance functions in the particular county. Agreements originate in the Highway Maintenance Regional Offices. Records in this series cover both routine and non-routine maintenance projects.

Records in this series may include, but are not limited to:
• Routine Maintenance Agreements (RMA): RMAs include non-interstate & interstate work for roadways, roadsides, structures and winter maintenance.
• Discretionary Maintenance Agreements (DMA)
• Agreements supporting documentation
• Related correspondence

This RDA also contains the records previously included in RDA
00473-A00 – Maintenance Agreements Supporting Documentation which is now superseded by this RDA.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Expiration date of agreement) + 6 years and destroy

00477000. LEVEL OF SERVICE (LOS) ANNUAL ALLOCATIONS **CR+6** **DEST** **N**

Level of Service is an Oracle budgeting tool for county highway maintenance. The LOS model, in conjunction with other data systems, is used to calculate and allocate highway routine maintenance funds for counties on a calendar year basis. The LOS Program Manager calculates the total funding allocation for each county, using data extracted from other systems.

This records series covers paper and electronic summary and detail data.
LOS detail data is used to calculate county funding allocations for routine maintenance each calendar year. The LOS Program Manager calculates the total funding allocation for each county, based on the size and scope of each county's state-maintained facilities. DTSD regional offices use the prorated funding allocation to determine maintenance details to be included in each county Routine Maintenance Agreement (RMA). The LOS Program Manager uses the Maintenance Program Management (MPM) System to perform data analysis and calculate rates for the LOS model.

Records in this series may include, but are not limited to: Maintenance Machinery Management System (MMMS) – equipment annual rates data:
• State Trunk Network mileage data
• Material Management System (MAMS): Current cost rates for materials used on the state system

- County allocations
- Related correspondence

This RDA includes records previously included in RDA 00477-B00 which is now closed.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Creation) + 6 years and destroy

00479000. COUNTY EQUIPMENT STORAGE REIMBURSEMENT REPORTS CR+6 DEST N

The Highway Maintenance Manual specifies county reporting and reimbursement procedures for WisDOT. The Bureau of Highway Maintenance (BHM), Program Management Section generates reports for current county equipment storage reimbursement. BHM identifies the percentage share of costs for equipment used on state highways and prepares equipment storage reimbursement reports showing what is being reimbursed. These reports are currently generated through the Maintenance Program Management (MPM) system.

RETENTION: EVENT (Creation) + 6 years and destroy

00481000. COUNTY HIGHWAY MACHINERY FINANCIAL ANNUAL REPORTS EVT+6 DEST N

Per Wis. Stat. § 83.01(7)(c) Wisconsin counties are required to report machinery total costs and utilization for every piece of maintenance equipment used annually.

Records in this series may include, but are not limited to:
- Annual financial reports
- Related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date county loads reports into MPM) + 6 years and destroy

00482000. STATEWIDE ANNUAL MACHINERY COSTS RECORDS AND ANNUAL EQUIPMI CR+6 DEST Y

Statewide Annual Machinery Costs Records & Annual Equipment Rate Book
Records in this series include records that the WisDOT auditor uses to establish machinery rate schedules. Current year rates are based on a 5-year rolling average.

Records in this series may include, but are not limited to:
- Equipment cost analysis (ECA) reports (also known as the County Operation of Machinery & Equipment Reports)
- Annual surveys related to machinery output reports
- Rate book schedules
- Equipment Rate Book
- Related correspondence

This RDA now includes records previously included in RDA 00483-000 – Machinery Costs for Year Equipment Rate Book which is now closed.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Creation) + 6 years and destroy confidential

00482A00. COUNTY HIGHWAY EXPENDITURE MICROCOMPUTER SYSTEM (CHEMS) DAT CR+6 DEST Y

CHEMS is an electronic database that counties may use to track highway maintenance activities, share expertise and resources and report to WisDOT. County highway departments use CHEMS to track highway maintenance costs. WisDOT designs and supports CHEMS software and provides it to county highway departments that enroll in the CHEMS program.

Data in this records series includes detailed county highway maintenance activity and expenditure detail data used to track machinery detailed usage and expenditures. Currently the system generates monthly labor, equipment and material usage invoices and uploads them into MPM for approval and payment.

RETENTION: EVENT (Creation) + 6 years and destroy confidential

00484000. MACHINERY EQUIPMENT SURVEY REPORTS SUPPORTING DOCUMENTATIO EVT+1 DEST N

The Machinery Management Committee (MMC) undertakes ad hoc surveys of machinery costs. Supporting documentation includes:
- Product literature, reviews and assessments
- Price trend information
- Inflation and changes in cost factors
- Study of rates charged
- Photos of equipment
- Ad hoc output reports of usage costs, storage, maintenance, etc.

Chapter 2 of the Highway Maintenance Manual identifies the types of county surveys that WisDOT conducts to improve equipment data, contain or reduce actual costs, and plan equipment expenditures.

RETENTION: EVENT (Survey report completed) + 1 year and destroy

00485000. MACHINERY MANAGEMENT COMMITTEE RECORDS EVT+6 DEST Y

The Machinery Management Committee is a subcommittee of the Wisconsin Highway County Association. It consists of WisDOT and county highway commissioners or their representatives. The primary purpose is to address highway cost considerations, reimbursement methodologies, and coordination of effort.

Records in this series may include, but are not limited to:
- Meeting agendas
- Meeting Minutes
- Machinery Survey Final Reports

GRS RDAs ADM00026 or ADM00027 will not work as we need a different retention for this records and this committee does not relate to specific projects or workgroups. This is also an ongoing committee.

PII includes committee members names and county affiliations.

RETENTION: EVENT (Date of meeting) + 6 years and destroy

00486000. ROSTER OF ELIGIBLE ENGINEERING CONSULTANTS REPORT EVT+7 DEST N

WisDOT creates a roster of eligible engineering consultant firms seeking prime contracts in construction and design engineering. Roster data includes:
- Alphabetical listing of all registered consultants without ranking
- Contact information and type of services offered by firm for Wisconsin and other select offices

The roster is updated periodically as needed and posted on the WisDOT internet site.

RETENTION: EVENT (Date report is generated) + 7 years and destroy

00487000. HIGHWAY PROJECTS ENGINEERING CONSULTANT CONTRACTS EVT+6 DEST N

The WisDOT contracts with engineering consultants for highway engineering and related services, under Wis. Stat. § 84.01(13) and per policies specified in Facilities Development Manual (FDM) Chapter 8: Consultant Services.

This record series covers the WisDOT signed contract awarded for a consultant to perform engineering services for a highway improvement project.

Records in this series may include, but is not limited to:
- Changes to consultant contract cost estimate
- Project Revision Request
- Amendment Submittal Checklist
- Consultant selection approval records
- Recommendation to Governor for Contract and Bond Approval
- Awarded contract, amendments including, individual project contracts, master contracts and work orders

WisDOT maintains the highway design contract and deliverables beyond the completion of the design contractual agreement, through the highway construction process per Wis. Stat. § 84.06(3) and (4). The design contract and related records have ongoing value until the transportation project is completed for post letting design work, administrative reference purposes and project oversight.

This RDA supersedes RDA 00488-000 - Design Engineering Consultant Master Contract - Highway Project and RDA 00489-000 - Design Engineering Consultant Work Orders.
Records are exempted from the registry as they relate to procurement by the agency.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date of final project cost statement OR For Master Contracts: Date all projects included in the contract are completed per their final cost statement) + 6 years and destroy confidential

00490000. CONSULTANT CONTRACTING MASTER DATA EVT+10 DEST N

The consultant contract transaction information is maintained and tracked in the Masterworks and in the Contract Administration and Reporting System (CARS) applications in BPD. These applications contain consultants' information and are used to select consultants, create contracts, create invoices, evaluate consultants' performance and generate reports.

Information in the systems may include, but is not limited to:
- Consultant firm information
- Consultant contract selection process information
- Contract execution information including contract terms
- Consultant contract invoice information
- Consultant contract performance evaluation

This information is needed for data analysis covering broad periods of time and to evaluate history and businesses processes and trends overtime.

Records are exempted from the registry as they relate to procurement by the agency.

RETENTION: EVENT (Date of contract closure per final cost statement) + 10 years and destroy confidential

00492000. CONSULTANT SELECTION PROCESS AND ENGINEERING AND RELATED SEI EVT+4 DEST Y

This records series covers WisDOT compliance with federal and state procedures to select engineering consultants for design and construction projects. Based on this process, firms may be awarded one, none or several engineering project or environmental work contracts.

The project selection process includes the following steps in the contract selection process:
- Needs identification
- Solicitation of interest (contract advertisement)
- Consultants Notice of Interest (NOI)
- NOI Evaluations
- Selection and Approval of Contracts
- Construction engineering contracts – solicitation records. Periodic design, construction, planning and other related solicitations. NOI Notice of Interest submitted by consultants to the WisDOT
- Consultant interview materials may include firm presentations
- WisDOT consultant ratings

PII information includes names of consultant employees.

Per 23 C.F.R. pt. 172 and 2 C.F.R. § 200.333, selection process and consultant ranking records must be retained for 3 years after completion of the project.
Records are exempted from the registry as they relate to procurement by the agency.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date of the final project cost statement for the last project under contract) + 4 years and destroy confidential

00493000. CONSULTANT SELECTION SUMMARY & RELATED INFORMATION EVT+5 DEST N

The WisDOT Contract Development Section, BPD provides summary information for each design engineering and construction engineering selection process.

Records in this series may include, but are not limited to:
- Ranked shortlist of consultants
- Contract estimate data
- Historic consultant utilization data
- Related correspondence

Confidential information: WisDOT's contract estimates are considered confidential. The release of this information may compromise the integrity of the contract negotiation process and cause harm to the Department. Department's estimates are confidential before,

during and after the contract execution. The estimates should not be released outside the department with the exception of the Federal Highway Administration (FHWA).

RETENTION: EVENT (Date of consultant selection approval) + 5 years and destroy confidential

00494000. ELIGIBLE ENGINEERING PRIME CONSULTANT REGISTRATION (ROSTER) FIL EVT+10 DEST N

Firms seeking prime construction and design engineering contracts are required to submit engineering registration materials documenting qualifications, in order to be listed on the Roster of Eligible Engineering Consultants. Consultants submit information to become registered consultants as well as to renew their registration periodically. The DBM/BFM Contract Administration Unit, enters data into a consultant contract database and generates the roster of eligible engineering consultants.

Records in this series may include, but are not limited to:
- Consultant registration form & supporting documentation

PII information may include employee names and Federal Employer Identification Numbers (FEIN). Social security numbers (SS#) if provided as a FEIN #. Records are exempted from the registry as they relate to procurement by the agency.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date roster is generated) + 10 years and destroy confidential

00496000. ROADWAY CLASSIFICATION SUBMITTALS EVT+10 DEST Y

Functional classification is a process to group streets and highways into categories according to the character of service they provide. These categories include Principal Arterials, Minor Arterials, and Collectors. Functional Classification defines how roads and streets serves the flow of traffic. The functional classification of public roads also establishes eligibility for state and federal funding.

The Bureau of Planning & Economic Development (BPED) and DTSD regions coordinate with Metropolitan Planning Organizations (MPOs) and local units of government to identify and periodically update functional classifications in urban and rural areas.

BPED also coordinates with the regions, MPOs, and local governments on modifications to the National Highway System (NHS) through the addition or removal of designated routes.

BPED submits proposed functional classification and NHS changes to the Federal Highway Administration (FHWA) for approval and creates updated system maps after approval by FHWA.

Records in this series may include, but are not limited to:
- Highway system classification submittal requests, including supporting documentation, to FHWA.
- Approvals of requested changes from FHWA
- Approving authority response and comments
- Local government concurrence, e.g., Mayoral Letter to WisDOT, Board meeting Minutes, Resolution.
- Background information related to functional classification proposals (data analysis, functional classification criteria interpretation, approval procedures, etc.)
- Related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

Event = Date FHWA approves or denies requested classification changes

RETENTION: EVENT + 10 years and destroy confidential

00496A00. ROADWAY CLASSIFICATION SUBMITTALS - REGION COORDINATION FILES EVT+10 DEST Y

Records series documents region-level highway systems functional classification activities. Regions monitor highway systems functional classifications of public roads in their respective region closely, working with local units of government to identify and initiate functional classification updates and recommend planning or route jurisdiction changes. Region files provide background information documenting public involvement, coordination with local governments and interested parties.

Regions maintain region-specific highway systems classification files to coordinate regional transportation planning, projects, and maintenance. Records provide classification background to support the current highway systems classification and reference materials that may be used for future classification change requests, jurisdictional studies or transfers. Files are superseded by the next approved functional classification map.

Records in this series may include, but are not limited to:
- System classification background materials

- Local governments maps
- Related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date information is superseded) + 10 years and destroy confidential

00497000. HIGHWAY SYSTEM CHANGES / JURISDICTIONAL TRANSFER FILES P PERM Y

WisDOT works with local units of governments to negotiate highway system changes. These changes may include jurisdictional transfers, additions and deletions. Wis. Stat. § 84.02(8)(a) provides authority for WisDOT to make additions or deletions to the State Trunk Highway (STH) system by entering into a jurisdictional transfer agreement with any local unit of government.

Records in this series may include, but are not limited to:
- Transfer agreements for non-STH roads and Wis. Stat. § 84.10 bridges
- Jurisdictional transfers agreements with local units of government per Wis. Stat. § 84.02(3). Jurisdictional transfers due to long term functional and system use changes per Wis. Stat. § 84.02(8)
- Agreements that establish or change Connecting Highways segments
- Supporting documentation
- Related correspondence

PII includes local government and WisDOT officials' names.

Permanent Justification: These records have ongoing administrative and reference value and provide background information related to negotiations with local government officials and decisions. Information may be needed also for future litigation, disputes with local governments and historical reference

This RDA now includes records previously covered under RDA
00497-A00 – Jurisdictional Transfer Studies-Region File, which is now closed.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: PERMANENT

00498000. JURISDICTIONAL REVIEWS - NO ROADWAY TRANSFER EVT+10 DEST Y

Wis. Stat. § 84.02 identifies jurisdictional responsibilities to fund and maintain STH transportation systems. The Bureau of Planning & Economic Development (BPED) assists the region planning staff and local units of government in assessing potential jurisdictional transfers, whether or not transfers are associated with the STH system; and recommends route jurisdiction classification changes to establish eligibility for state and federal funding.

Records in this series are jurisdictional plans and background information related to jurisdictional studies, including analysis, cost calculations, maps and charts related to studies that do not result in jurisdictional transfers.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date review is finalized, and final decision is made or Date jurisdiction review is superseded) + 10 years and destroy confidential

00499000. STATEWIDE TRANSPORTATION PLANNING AND METROPOLITAN & NON-ME EVT+10 SHSW Y

Transportation planning provides technical and financial assistance to Metropolitan Planning Organizations (MPOs), Regional Planning Commissions (RPCs) and local governments to help them develop plans and policies to meet long-range roadway, freight, bicycling, and pedestrian needs in their planning areas.

It includes the development of the Statewide Transportation Improvement Program (STIP) which is a four-year program of the highway and transit projects for the state of Wisconsin.

It also coordinates the review and approvals of MPO Transportation Improvement Programs (TIP); Unified Planning Work Programs (UPWP), RPC Work Programs and associated reimbursement records.

Records in this series may include, but are not limited to:
- Approved MPO Transportation Improvement Programs (TIP)

- Approved Unified Planning Work Programs (UPWP)
- Approved RPC Work Programs
- Associated review and reimbursement records
- Supporting and background documentation
- Related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date superseded or Date program ends) + 10 years and transfer to WHS

00506000. REGIONAL TRANSPORTATION PLANS AND STUDIES EVT+1 DEST Y

Regions develop regional transportation plans and studies that are region-specific rather than statewide in nature. These studies are project-specific rather than related to statewide plans. Records in this series are the final reports and work products of these regional plans and studies.

Records in this series may include, but are not limited to:
- Corridor Management Plan
- Background information
- Region Corridor Mapping Studies per Wis. Stat. § 84.295(10). These studies identify future right-of-way needs for state highways
- Memorandum of Agreements or Memorandum of Understanding between the Department and the local government(s)
- Transportation alternatives studies
- National Environmental Policy Act (NEPA)/Wisconsin Environmental Policy Act (WEPA) environmental documents
- National Historic Preservation Act (NHPA) Section 106 documents
- Recorded official map
- Recorded Notice of Order Establishing Locations & Right-of-Way Widths form
- Finding, Determination and Order

This RDA now includes records previously covered under RDA 00514-000 - Other Regional Transportation Planning Studies which is now closed.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (date Superseded) + 1 year and destroy confidential

00518000. RPC, MPO AND LOCAL GOVERNMENT COORDINATION FILES EVT+10 DEST Y

WisDOT works closely with Wisconsin's 8 Regional Planning Commissions (RPCs), Metropolitan Planning Organizations (MPOs) and local units of government to ensure a comprehensive, coordinated approach to local, regional and state issues affecting transportation planning.

Records in this series provide background and contact information for the RPC, MPO or local unit of government, including local officials. May include mission statements, meeting notices and minutes, summary information on transportation actions and initiatives. Central and region office may maintain current information in order to coordinate WisDOT transportation planning, studies and activities.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (date superseded) +10 years and destroy confidential

00521000. LAND USE, ACCESS MANAGEMENT & ZONING COORDINATION FILES EVT+1 DEST Y

Local units of government have responsibilities for land use and access plans for land adjacent to highways, as well as zoning. WisDOT personnel may provide assistance and advice in these areas in order to coordinate WisDOT transportation planning with local planning efforts.

Records in this series may include, but are not limited to, land use materials that regions maintain as necessary for administrative and reference purposes, such as:
- Local land use plans
- Access management plans
- Zoning ordinances and zoning petitions
- Background information
- Related correspondence and notes

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (date Superseded) + 1 year and destroy

00523000. SCENIC BYWAYS DESIGNATION E FILES **EVT+5** **SHSW** **Y**

The Scenic Byways Program is a cooperative effort between local communities and WisDOT to identify and promote state highway corridors with scenic and/or historical attributes. Scenic byways provide travelers with an enjoyable visual, educational and recreational experience. The program promotes tourism and economic development.

Records in this series may include, but are not limited to:
- Completed Scenic Byway application materials
- Applicant self-assessment of the highway
- Scenic Byways Advisory Committee recommendation
- WisDOT Secretary approval/denial
- Records related to withdrawal from the scenic byway program,
- Related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date route is removed from the program or Date application is denied or withdrawn) + 5 years and transfer to WHS

00541000. CONNECTING HIGHWAYS PROJECTS STATE / MUNICIPAL PROJECT AGREE **EVT+6** **DEST** **Y**

In the course of developing highway projects, the WisDOT negotiates agreements with municipalities. Records in this series are contractual agreements between the WisDOT and municipalities – counties, cities, towns, and villages for cost sharing on State Trunk Highway Improvement projects. Agreements may cover preplanning, planning, design or may be real estate agreements, negotiated to address long-term responsibilities for project use and maintenance. Each agreement specifies issues, responsibilities and liabilities for streets, storm sewers, lighting, sidewalks, existing and/or future parking and other concerns along the State Trunk Highway.

These types of agreements are negotiated at the early stages of the project design and are amended as necessary throughout the design and construction processes. Agreements address long-term responsibilities related to project use, maintenance and funding, including costs for both design and construction. They have ongoing value beyond project close, throughout the life of the roadway and until the agreement is terminated or superseded by an updated agreement. These records are generally very long-term value records. They are kept at the DTSD regional offices.

See specific local programs' RDA schedules (in the Related Records Series table at the end of this document) for the RDAs covering the local programs respective State/Municipal Agreements.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date agreement is terminated or Date agreement is superseded by an updated agreement) + 6 years and destroy confidential

00545000. PROJECT FILESRECORDS MANAGEMENT INDEXI **EVT+25** **DEST** **N**

This records series includes project related records data that identify highway projects. Information includes any type of data used to index files to locate, retrieve, and manage project related files. It includes any type of finding aids or indexes for these files such as file listings, spreadsheets, file reports or other formatted indices.

Records Coordinators develop these indexing files to manage all types of transportation project files, including design projects and construction projects. Data provides basic project identifiers and may include:
- Project identification number, alternate (old system) numbers
- Project title or description
- County name, region number
- Status
- Date of final cost statement, etc.
- Records retention and related RDAs
- Records disposal information (including dates of disposal)
- Files inventory
- Offsite storage data, e.g., SRC box number, box content list, etc.

Retention Justification: This series also covers indices for central office and region-specific files related to other transportation

functions,
i.e. planning, environmental, access, permits, outdoor advertising, etc. Finding aids and indexing data have continuing value after projects are completed and closed out, to identify files that have been destroyed per RDAs, to cross-reference new projects with previous projects; to respond to open records requests, conduct queries, and locate related project long term retention project records, i.e., DSRs, AsBuilts, project diaries, agreements, etc.

RETENTION: EVENT (Date of final cost statement) + 25 years and destroy

00549000. LRIP REJECTED PROJECT APPLICATIONS **EVT+0/6** **DEST** **N**

Records in this series may include, but are not limited to:
- Rejected project applications that do not meet program requirements
- Notes on the decision
- Supporting documentation specifying reasons for rejecting the applications
- Related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date final decision is made) + 6 months and destroy

00550000. PROGRAM ENTITLEMENT CALCULATIONS **EVT+8** **DEST** **N**

Files contain program entitlement calculation tables determined at the beginning of each project application period. These calculations are used to establish the funding levels for each of the program components and are used to provide guidance to the local units of governments of the dollar amounts available to them for potential projects.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date projects in program biennia are closed) + 8 years and destroy

00552000. LRIP PROGRAM REPORTS **EVT+4** **SHSW** **N**

This series includes program-related reports that may be statutorily required, provided to stakeholders or requested by constituents. These reports are distributed quarterly or biennially. These reports include:
- Open Projects Reports
- Project Savings Report
- Wisconsin Transportation Builders Association (WTBA) Report
- Approved Projects Listings, Approved Discretionary Projects Listings

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date report is superseded) + 4 years and transfer to WHS

00554000. LRIP INTERNAL OPERATING PROCEDURES AND MANUALS **EVT** **DEST** **N**

This series covers all internal procedures used by LRIP staff to perform the tasks required to manage the program. These records are used for internal procedures only and serve as documentation for program staff and new employee and backup training. Records covered here include procedures for performing all significant tasks required of an LRIP program manager and include such tasks as:
- Administering discretionary programs
- Processing the administrative fees for the counties
- Developing & distributing the LRIP Biennial Summary Report, Open Projects Report, and WTBA Report, as well as other published documents
- Reviewing project information and entering project data into the LRIP database
- Reconciling project data and appropriations with the WisDOT financial system
- Processing project changes, substitutions, and reimbursements
- Calculating entitlement and other tasks related to the initiation of a new program cycle

ADM00023 does not meet retention requirements and will not apply for these records. These records are program staff task-specific instructions used to ensure that proper procedures are followed to manage the program and to meet compliance with program requirements. Superseded information is not needed once it has been replaced with updated information.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date information is superseded) and destroy

00555000. LRIP PROGRAM BIENNIAL GUIDELINES AND REQUIREMENTS INFORMATION EVT+8 DEST N

This series covers documents included in the biennial information packets used for the training workshops with County Highway Commissioners and large cities and villages. Documents in the packets include:

- Program updates
- Program overview, flowchart, and processes
- Program applications and instructions
- Applicable statutes and administrative rules
- Checklists and contact information
- Samples of documents, including an exception to standards request, engineer's certification, advertisement and affidavit of publication
- Information pertaining to program policy, review and sanctions
- Applications forms, program entitlements, guidelines and criteria, procedures and processes, checklists
- Training information related to the Web application

ADM00012 does not meet retention requirements and will not apply to these records. These records must be retained until the program cycle is closed. Information serves as a frame of reference for project approvals and for communicating program participation, requirements and compliance.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date projects in program biennia are closed) + 8 years and destroy

00556000. LRIP DISCRETIONARY PROJECT SELECTION RECORDS, CORRESPONDENC EVT+8 SHSW N

This series covers records related to the project selection, approval and publicity process for the CHI-D, TRI-D, and MSI-D programs. Records may include:

- Secretary's letters and Governor's letters regarding selected projects
- Documents prepared and used for scoring and ranking discretionary projects
- . Press releases
- Project announcements

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date projects in program biennia are closed) + 8 years and transfer to WHS

00558000. LRIP INFORMATION MANAGEMENT SYSTEM PROJECT DETAIL DATA AND PI EVT+8 DEST N

The LRIP Information Management System is a database used to manage all phases of the LRIP program from entitlement generation to project reimbursement. This includes calculating entitlements and discretionary allocations, storing selected application form data, creating state/municipal agreements, processing requests for reimbursement, producing information used for reconciling funding, tracking project status and creating scheduled and ad hoc reports.

Data includes detailed appropriation information, entitlement and discretionary calculations, funding biennium assignment, funding carryover, project status, demographic and geographic information related to every municipality in the state, location data, municipal contact information, program staff comments and notes, anticipated and final cost information, and contractor names and award dates. The system maintains historical program information that can be used to generate reports.

The series also covers the summary data for all the LRIP program approved projects during a biennia. Data is limited to summary information about each LRIP project: key project dates, project identifiers, name of municipality, costs allocated and final costs. The summary data is considered non-essential.

Program personnel and WisDOT managers maintain summary information for planning, budgeting and statistical purposes.

The LRIP system generates state/municipal agreements between WisDOT and the local units of government, requests for reimbursement, LRIP program reports and ad hoc reports.

This RDA now covers records previously covered in RDA 00558-A00 - LRIP Summary Project Data which is now closed.

RETENTION: EVENT (Date projects in program biennia are closed) + 8 years and destroy

00561000. ORTHO AND GEOREFERENCED IMAGE FILES **CR+25** **DEST** **N**

An orthoimage is a digital aerial image with the distortions due to the camera lens and terrain relief removed. A georeferenced image is a digital aerial image that has been warped to fit a set of coordinates which is less accurate than an orthoimage.

Records in this series may include, but are not limited to:
- Ortho and Georeferenced images
- Supporting files
- Modified digital terrain models
- Analytical triangulation files
- Shape files created and used to clip WROC imagery to specific project limits.

These images can be used as a background for R/W sheets, plan sheets, engineering exhibits, land use maps, resurfacing plans, and public information meetings.

Retention Justification: These records are costly to generate and images may be used for future highway improvement projects. They also have other administrative and legal value. State Patrol may use to investigate incidents; Legal may need for evidential purpose related to real estate property issues, environmental issues, and other legal action. Images are used for WisDOT reference, to view land changes over time.

RETENTION: EVENT (Date of Creation) + 25 years and destroy

00562000. STATEWIDE AERIAL PHOTOGRAPHY **P** **PERM** **N**

This is a collection of images captured by different agencies. It includes old statewide aerial photography project records that are used for environmental studies and locating possible contamination sites.

Records in this series may include, but are not limited to:
- USDA Acquired Imagery, 1937 – 1940 - Consists of paper photos and film negatives (partial subset)
- RC-9 Negatives, 1966 – 1967- RC-9 Aerial Camera was used for this imagery
- Black & White Infrared (BWIR) Negatives - 1978- 1980
- USGS Acquired National Aerial Photography Program (NAPP) Negatives - 1992- 1993
- WisDNR County Negatives - 1986 – 2015 - These were taken annually for wetland inventory and forestry purposes and transferred to WisDOT to be custodians

Permanent Justification: The negatives and prints have ongoing value to plan and develop highway improvement projects; for all types of environmental and land use purposes, and legal actions. WisDOT, other agencies and requesters use these records extensively.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: Permanent

00567000. MILESTONE DATASET ELECTRONIC TRACKING DATA **CR+20** **DEST** **N**

The Surveying and Mapping Section uses an MS Access database to manage photogrammetry (aerial mapping and LiDAR) project schedules and status.

The Milestone system is capable of generating reports and responding to queries for specific needs. It is also used to provide statistics on photogrammetry projects, including date, coverage, sites, etc. Tracks project from request date through delivery of final product.

RETENTION: EVENT (Date of Creation) + 20 years and destroy

00568000. WISCONSIN STATE HIGHWAY MAP AND COUNTY MAP DATA AND SUPPORT **EVT+5** **DEST** **N**

This record includes the electronic (CADDS) data maintained to support Wisconsin State and County mapping. This data provides a snapshot in time of the state and county transportation network, and it cannot be recreated or regenerated from other sources. The state highway map is updated and maintained as multiple digital base files for the specific purpose of printing the State Highway Map as required by Wis. Stat. § 84.02.

The Wisconsin County Maps are updated and maintained as individual digital mapping base files for each of all 72 counties of Wisconsin, for the specific purpose of printing individual county maps. Digital data is available in directories via electronic storage system.

It also includes supporting documentation for the updating and production of the state and county maps.
Records in this series may include, but are not limited to:
- CADDS files
- Background materials
- Records of requests for inclusion in the state map
- Related correspondence

This RDA now includes records previously included in RDA 00568-B00 -Wisconsin State Highway Map and County Map Case Files Paper and Electronic.
The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Superseded) + 5 years and destroy

00568A00. STATE HIGHWAY MAP AND COUNTY MAPS **P** **PERM** **Y**

Records in this series are the official/original maps of each WisDOT map generated for public use, including:
- Folded State Highway Map – dating to 1935
- County map electronic files dating from 1990

Printed maps are distributed widely.

State maps may contain PII data such as pictures of private citizens, governor pictures, etc.

Permanent Justification: This records series is maintained in the Surveying and Mapping section to facilitate ongoing survey and mapping efforts; for research and reference purposes; and as a basis of comparing Wisconsin highways and roadways over time and for historical research

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: Permanent

00569000. RIGHT-OF-WAY PLATS (RW PLATS) **P** **PERM** **Y**

Right-of-Way (ROW) Plats and Acquisition Exhibits
The Geodetic Surveys Unit provides right-of-way plat and Acquisition Exhibits coordination services for WisDOT. Acquisition Exhibits are maps used in specific situations to acquire non-complex periodic temporary interests and total buyout/protective purchase advanced acquisitions. ROW Plats and Acquisition Exhibits are incorporated into the AsLet Highway Improvement Design Plan, and ultimately, into the AsBuilt Construction Plan.

Records in this series may include, but are not limited to:
- WisDOT Right-of-Way plats
- Acquisition Exhibits

All ROW plats and Acquisition Exhibits have personally identifiable information including WisDOT management signatures and names of property owners from whom WisDOT is acquiring interests in the properties. If prepared by a consultant, the plat also includes consultant Professional Land Surveyor (PLS) stamp and signature.

Permanent Retention Justification: Plats and Acquisition Exhibits have ongoing value: future platting efforts; highway design and construction projects, policy and planning; administrative reference and research; and as legal evidence to: delineate existing highway right-of-way, facilitate real estate acquisitions and resolve legal disputes. This resource provides a basis to compare Wisconsin roadways over time and, in addition, these are the records of the right-of-way boundaries of the highway system.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then may be destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: Permanent

00570000. TRANSPORTATION PROJECT PLATS (TPPS) **P** **PERM** **Y**

Transportation Project Plats (TPPs)
A Transportation Project Plat is a scaled graphical representation of the land interests being acquired by the department and shall include sufficient information to be used as the basic document for surveying, preparing property descriptions, and appraising the proposed right-of-way.

This records series covers the official WisDOT versions of TPPs.
Regional Plat Coordinators each maintain the official region-specific
TPPs, with county recording information. TPPs are incorporated into the AsLet Highway Improvement Design Plan, and ultimately, into the AsBuilt Construction Plan.

Records in this series may include, but are not limited to:
- TPPs
- Computer-aided Civil Engineering (CaiCE) Files
- Computer Aided Design and Drafting (CADD) files

All TPPs have personally identifiable information including DOT management signature and names of property owners from whom WisDOT is acquiring interests in the properties. The plat also includes a Professional Land Surveyor (PLS) stamp and signature.

Permanent Retention Justification: TPPs have ongoing value for future platting efforts; highway design and construction projects, policy and planning; administrative reference and research. They also serve as legal evidence to delineate existing highway right-of-way, facilitate real estate acquisitions and resolve legal disputes. TPPs provide a basis to compare Wisconsin roadways over time. In addition, these are the records of the right-of-way boundaries of the highway system.
The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then may be destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: Permanent

00571000. WISCONSIN HEIGHT MODERNIZATION PROGRAM (WI-HMP) AND WI-CORS-N P PERM N

This data establishes survey base points and technology to facilitate surveying efforts and increase survey accuracy and consistency. The purpose is to make elevation data available to governments, businesses, agricultural users and members of the public in the design, construction and maintenance of highways and related infrastructure. It also makes the data available for tracking groundwater and surface water movement, for precise agricultural positioning and for mapping.

The Wisconsin Survey Monument Network consists of a network of monuments in the ground located throughout the state that are used to generate latitude, longitude, and elevation data. The WISCORS Network consists of reference stations statewide that continuously transmit GNSS data to a system server, and the server that receives and processes the data received from the WISCORS Network.

Data and records in this series may include, but are not limited to:
- WISCORS station site locations
- Survey monument positions;
- Original survey books and field notes
- Survey monument descriptions, locations and photos
- GNSS and leveling survey observation logs and data.
- GNSS and leveling data processed observations and adjustments.

Retention Justification: These records serve as the basis of all future positioning needs for the design, construction, and maintenance of all transportation facilities. The data needs permanent retention to ensure validation and value of transportation plats, mapping, flood insurance, acquisition of property, engineering surveys and Geographic Information System data amongst other things. This data serves not only the needs of the Department, but also all public and private entities throughout Wisconsin.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then may be destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: Permanent

00572000. BRIDGE INSPECTION REPORTS EVT+10 SHSW Y

Federal Bridge Inspection Standards require that all bridges and Federal Aid Routes structures be inspected prior to the opening of the structure to traffic and at other prescribed intervals. More frequent inspections are performed for bridges that are posted for load capacity or when warranted by condition.

The Inspection report records may include, but are not limited to bridge identification, location and summary inspection information and conclusions for all types of inspections, including, but not limited to:
- Routine inspections
- Fracture Critical
- Damage – Inspection triggered from bridge incident or failure report.
- In-Depth inspection information
- Interim inspection.
- Underwater, including dive reports
- Movable Bridge Inspections

- Critical findings

PII information may include but is not limited to: bridge Inspectors' names, associated PE numbers and stamps.

The Bureau retains a complete history of inspections for the life of the bridge structure dating back to 1998. Other inspection records prior to 1998 may reside in Regional Offices.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date structure is demolished) + 10 years and transfer to WHS

00573000. ANCILLARY STRUCTURE INSPECTIONS EVT+10 DEST Y

The Bureau of Structures inspects ancillary highway structures prior to the opening of the structure to traffic and at least every 4 years thereafter. Records in this series cover the following types of ancillary structure records:

- Retaining Wall Inspections
- Sign Bridge Inspections:
- Signal Monotube Inspections
- High Mast Lighting Inspections
- Small Bridge Structures (<20' in length) Inspections

Records in this series may include, but are not limited to:

- Ancillary structure inspections
- Inspections supporting documents (ex. sketches photos, inspection related forms)
- Related correspondence

PII information may include but is not limited to: Ancillary structure Inspectors' names and numbers.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date structure is demolished) + 10 years and destroy confidential

00574000. AS-LET STRUCTURE PLANS - HSIS EVT+10 DEST Y

The As-Let Structure Plans are the final plans accepted and signed by the Bureau of Structures for the final letting contract documents. The As-Let plan is uploaded into the HSIS system as a pdf file. As-Let plan Records in this series are limited only to the structure As-Let project plan. The Bureau of Structures maintains a complete history of the structure design, including the As-Let, for the life of the structure to document the structure's design integrity, that it meets highway construction and safety standards.

Records in this series may include, but are not limited to:

- Structures As-Let plan

The Bureau of Project Development maintains the complete AsLet Project plan, i.e., all components of the highway project plans and specifications. See Highway Design and Construction Project Records Schedule.

PII information may include but is not limited to: Bridge designers' names, initials, signatures, seals and licensing number.

RETENTION: EVENT (Date structure is demolished) + 10 years and destroy confidential

00575000. AS-BUILT STRUCTURE PLANS - HSIS P PERM Y

The As-Built documents are the final end result of the construction project, including noted changes to the As-Let plan that were made during actual project construction. The Structures Development Section scans structures As-Built plans into HSIS after the construction project is completed.

Records in this series are limited only to the structure plans included in the As-Built plan.

Permanent Retention Justification: As-Builts are kept permanently to avoid conflicts with future construction.

PII information may include but is not limited to: bridge designers' names, initials, signatures, seals and licensing number.

Note: The Bureau of Project Development maintains the complete AsBuilt project plan, i.e., all components of the highway project. See Highway Design and Construction Project Records Schedule.

RETENTION: PERMANENT

00577000. STRUCTURE HYDRAULIC DRAINAGE REFERENCE DOCUMENTS EVT+1 SHSW N

Structure Hydraulic Drainage Reference Documents
Chapter 9, Section 55 of WisDOT's Facilities Development Manual (FDM) specifies that whenever replacing or installing a bridge or box culvert involving movement of water, hydraulic information is required. WisDOT is required to coordinate all work with the involved regional drainage board, per Wis. Stat. §§ 86.075, 88.87 and 88.89. WisDOT Facilities Development Manual (FDM) Chapter 13 - Drainage, further specifies drainage practices and design requirements for bridges, culverts and other structures.

This record series covers hydraulic and drainage background records and detailed data that the BOS and the regional offices drainage personnel maintain for ongoing analysis and reference purposes.

Records in this series may include, but are not limited to:
- Basin-wide, region-wide drainage and hydraulic data, maps, region drainage board issues and correspondence
- Drainage survey notes and mapping data including location and elevation on ditches, waterways, culvert outlets, existing structures, underground facilities, overhead facilities, etc.
- Hydraulic design general criteria, drainage design methodology for particular types of structures, and related background information
- Drainage issues and concerns including past floods of record, etc.
- Structure Hydraulic Drainage related correspondence

Note: RDA 00190-A00 in this schedule specifies selected highway structure documents that are scanned or entered into HSIS.
Note: WisDOT also assembles and maintains drainage records for each Transportation Design and Construction Project in a separate RDA schedule. See RDA 00145-000 of the Highway Design Projects Records Schedule for records related to individual coordination with regional drainage boards. These records are maintained at the DTSD regional offices.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date information is superseded) + 1 year and transfer to WHS

00580000. STRUCTURES DESIGN PROGRESS FILES EVT DEST Y

In the process of designing bridges and other structures, structures personnel draft preliminary drawings, perform computations and create structures plans. During project development, records in this series are generally finalized, updated and/or superseded. Per Bridge Manual procedures 6.3.4.2 and 6.3.4.3, these records have no value beyond the structures construction process and are not needed thereafter. This may include, but are not limited to:
- All “void” materials
- Miscellaneous correspondence and transmittal letters
- Preliminary drawings and computations
- Prints of soil borings, plan and profile sheets
- Design checker's computations
- Layout sheets
- Elevation runs and bridge geometrics
- Miscellaneous test reports
- Photographs of bridge rehabs

PII information may include but is not limited to: Bridge designers’ names, PE numbers, stamps, etc.

This RDA now contains records previously covered under RDA 00579-000 which is now closed.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date of final structure construction completion report) + 7 days and destroy confidential

00581000. PRESTRESSED CONCRETE PLANT INSPECTION RECORDS AND REPORTS CR+50 DEST N

Prestressed concrete is a specialized type of concrete used for structures. It is defined as: "Concrete in which there has been introduced internal stresses of such magnitude and distribution that the stresses resulting from given external loadings are counteracted to a desired degree. Requirements for prestressed concrete are specified in Chapter 19 of the Wisconsin Bridge Manual.

Annually, the WisDOT Materials Management Section inspects plants that fabricate prestressed concrete girders and materials and prepares an inspection report. In addition, the section receives reports of Quality Verification (QV) that a QV inspector representing WisDOT completes at the plant weekly.

Records in this series describe the file for each prestressed concrete plant that the WisDOT Materials Management Section retains to

monitor the quality of prestressed concrete fabricated at each plant.

Records in this series may include, but are not limited to:
- Plant inspection records
- Plant inspection reports
- Weekly QV inspection reports
- Related correspondence and other supporting information

Retention Justification: Prestressed concrete is a critical component of bridges and other highway structures, and WisDOT maintains records for evidential and legal value. They document product liability issues and WisDOT regulatory quality assurance oversight.

Note: Materials Management Section maintains other prestressed concrete data per the Material Management Records Schedule:
- RDA 00347-000 Materials Tracking System Master Data - MTS Master Data identifies certified sources of supply inventory.
- RDA 00348-000 Approved Products Lists - specifies products that are pre-qualified for use on Wisconsin DOT projects.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date of Creation) + 50 years and destroy

00582000. BRIDGE FAILURE FILES **EVT+10** **SHSW** **Y**

A bridge failure (one that collapses as the result of flooding, being struck by a motor vehicle or the weakening of its members) requires emergency action on the part of the WisDOT. Incidents trigger structure damage inspections.

WisDOT follows National Incident Management System (NIMS) and incident command system (ICS) principles to coordinate responses to highway incidents, including those related to bridges and structures.

Records in this series may include, but are not limited to:
- Background correspondence
- WisDOT incident response records
- NIMS and ICS incident response requirements
- WisDOT critical finding process records (which includes, assessment and response as required

Information in the NIMS and ICS documents may have information related to potential vulnerability of structures.

Note: All damage inspection reports and other bridge inspection reports are entered into HSIS. See RDAs: 00190-000, 00190-A00, 00572-000 and 00573-000.

PII information may include but is not limited to: DSP staff information as well as structure inspectors' names and numbers.

Retention Justification: Retention of these records is needed to ensure that past failures are considered for future operations or modifications of the structure.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date structure is demolished) + 10 years and transfer to WHS

00583000. BRIDGE INSPECTOR CERTIFICATION FILES - APPROVED **EVT+10** **DEST** **Y**

The Bureau of Structures requires various types of structure inspections. Persons who perform these inspections must be certified as inspectors by WisDOT, and the Bureau of Structures follows standard procedures for certification. Records in this series document inspector qualifications and the certification and recertification processes.

Records in this series may include, but are not limited to:
- Inspector application (including name, address, phone, email, inspection area(s), and documentation of bridge inspector qualifications
- Certificates of satisfactorily completed training courses required by WisDOT
- WisDOT notification of approval including assigned inspection number
- Additional supporting documentation
- Certification related correspondence

If inspectors fail to complete updated training or do not apply for continued certification, the certification expires. Records are maintained for 10 years thereafter in case of renewal or in case subsequent inspections identify issues and concerns.

For denied or rescinded inspector certification files see RDA 00584-000 - Structure Inspector Certification Files – Denied and Rescinded/Revoked.

PII information may include but is not limited to: include names of inspectors, contact information, and certification information, inspector numbers, etc.
The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date superseded by updated materials or termination of certification) + 10 years and destroy confidential

00584000. STRUCTURE INSPECTOR CERTIFICATION FILES - DENIED AND RESCINDED EVT+50 DEST Y

This record series includes records of inspectors and applicants who are denied certification approval and those whose certification is rescinded for cause. This record series documents the WisDOT Bureau of Structures decision to deny or rescind the certification for applicants who fail to meet certification standards as well as special cases of inspectors whose certification is rescinded due to poor inspection performance, negligence, problems with inspections, etc.

Records in this series may include, but are not limited to:
- Letter informing inspectors of decision
- Related correspondence

PII information may include but is not limited to: names of inspectors, contact information, certification information, inspector numbers, etc.

Confidential information may include information regarding structure sensitive issues associated with the inspector and the structure inspection related to potential vulnerabilities of structures caused by past deficient inspections.

Long-Term Retention: This series is retained as evidence of the decision in case of a dispute with the applicant; as background information in case the applicant re-applies for inspector certification. In cases of bridge inspections that do not meet requirements, records may have significant legal, evidential value, especially in case of a bridge failure or other problem.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date certification is denied or rescinded) + 50 years and destroy confidential

00586000. FABRICATED BRIDGE COMPONENTS SHOP APPROVAL EVT+50 DEST Y

Fabricated Bridge Components Shop Approval
Bridge components fabricators follow WisDOT's Construction Materials Manual procedure 875.4 to certify that they are capable of consistently supplying bridge fabrication products that comply with pertinent specification and contract requirements.

Records in this series document the certification process and may include, but are not limited to:
- Shop application requesting to be included in the Approved Products List (APL) - written application with information on fabricator's established quality control program to ensure that all materials used to fabricate products comply with applicable specifications and fabricated products consistently meet specifications
- Approved products list (APL) - WisDOT routine or periodic on-site shop inspection report if applicable
- Initial or renewal shop inspection report if applicable
- Proposed modifications in methods or source materials change
- Notice of approval
- Re-approval request
- Record of terminated, withdrawn or lapsed approval

PII information may include but is not limited to: names of certified welders, inspectors, engineers, certification numbers, telephone numbers, addresses, SS numbers, etc. This may be included in the application materials.

Confidential information may include proprietary information, trade secrets (info), patents, etc.

Retention justification: These records are project related records and are only needed until the project is completed and closed. Retention is changed to be consistent with the retention of records related to the overall construction project administration process.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date shop approval is terminated or date related materials are superseded) + 50 years and destroy confidential

00587000. FABRICATION SHOP INSPECTION REPORT - INSPECTOR RECORDS EVT DEST Y

Fabrication Shop Inspection Report - Inspector Records
WisDOT conducts regular inspections of steel fabrication shops that fabricate steel to be used in Wisconsin bridges and other structures, i.e., culverts and/or any type of ancillary highway structure. The Bureau of Structures monitors shop fabrication methods and verifies the materials certification for compliance with standards. The Construction & Materials Manual (CMM) section 8.75 Materials Testing and Acceptance – Structures also identifies records that the fabricator must maintain and have available for WisDOT inspection review.

Records in this series may include, but are not limited to:
- Shop inspection reports
- Shop drawings for steel bridges, sign bridges, prestressed girders, high mast poles, retaining walls, floor drains, railings and all steel joins
- Ultrasonic testing report
- Record of heat numbers
- Certification of structural steel and miscellaneous
- Rejection test reports and follow-up test reports, logs, notes and background materials needed until the inspection is complete

This series covers the inspector's record of the shop inspection.

PII information may include but is not limited to: names of inspectors and certification information, inspector numbers, date of birth, shop employee's information such as names and certification information.

Confidential information may include proprietary information, trademark information, photos of fabrication shop, etc.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date information is Scanned or loaded into HSIS) + 1 day and destroy confidential

00604000. SURFACE TRANSPORTATION PROGRAMS (STP) APPROVED PROJECT FILES EVT+6 DEST N

The STP Rural and Urban Programs (STP-R and STP-U) are managed by both the Local Transportation Programs & Finance Section in the Division of Transportation Investment Management (DTIM) and the Local Program Project Managers in the Division of Transportation Systems Development (DTSD) regional offices.

Each approved project file is the responsibility of the office with the delegated responsibility to manage the project.

Records in this series may include, but are not limited to:
- Program applications
- Executed State/Municipal agreements
- Project contract awards documentation
- Requests for reimbursement
- Project related correspondence

Other supporting documentation may also include:
- Award letters
- Sponsor training certifications
- Advertisements for bid
- Applicable plans
- Project location maps
- Requests for exception to standards
- Bid award and rejection notices
- Documentation confirming contractor payment
- Project tracking logs

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format. When the paper records, or any other format, are digitized they will be kept until verified for quality control purposes and then destroyed.

RETENTION: EVENT (Date of project financial closure per final cost statement) + 6 years and destroy

00605000. CMAQ APPROVED PROJECT FILES EVT+6 DEST N

The CMAQ program is managed by both the Local Transportation Programs & Finance Section in the Division of Transportation Investment Management (DTIM) and the Local Program Project Managers in the Division of Transportation Systems Development (DTSD) regional offices. Each approved project file is the responsibility of the office with the delegated responsibility to manage the project.

Records in this series may include, but are not limited to:
- Program applications
- Executed State/Municipal agreements

- Project contract awards documentation
- Requests for reimbursement
- Project related correspondence

Other supporting documentation may also include:
- Award letters
- Sponsor training certifications
- Advertisements for bid
- Applicable plans
- Project location maps
- Requests for exception to standards
- Bid award and rejection notices
- Documentation confirming contractor payment
- Project tracking logs

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format. When the paper records, or any other format, are digitized they will be kept until verified for quality control purposes and then destroyed.

RETENTION: EVENT (Date of proect financial closure per final cost statement) + 6 years and destroy

00606000. LOCAL ROADS TRANSPORTATION AIDS PROGRAMS RECORDS EVT+8 DEST N

Transportation aids or assistance programs, assist local governments with needed improvements to local roads, highways and bridges or help offset the cost of county and municipal road construction, maintenance, traffic and other transportation-related costs. Each program has different eligibility criteria.

The following programs are included:
- General Transportation Aids (GTA)
- Connecting Highway Aids (CHA)
- Expressway Policing Aids (EPA)
- Disaster Damage Aids (DDA)
- County Forest Road Aids (CFRA)
- Lift Bridge Aids (LBA)

Records in this series may include, but are not limited to:
- Program background information
- Financial Cost Report
- Payment Information
- Calculation process Checklist
- Payment Checklists
- Claim Files
- Funding Calculations
- Funding Distribution Spreadsheets,
- Related Correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format. When the paper records, or any other format, are digitized they will be kept until verified for quality control purposes and then destroyed.

Supersedes RDA 00607-000 - Other Transportation Aids Programs File which are now included in this RDA.

RETENTION: EVENT (Date of last annual payment) + 8 years and destroy

00609000. PROJECT LEVEL TRAFFIC FORECAST REPORTS EVT+25 DEST Y

WisDOT Regions request traffic forecasts for specific highway improvement projects, both rural and urban. Traffic forecast reports provide future traffic volume beyond the estimated time of a highway improvement construction project.

Traffic Forecasting Section maintains WisDOT's official forecasts. Reports have ongoing value for many years after completion of projects for administrative, reference and statistical purposes related to all aspects of transportation planning and system development.

Records in this series may include, but are not limited to:
- Traffic forecast reports
- Assumptions and necessary information to complete forecasts including related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date forecast report is completed) + 25 years and destroy confidential

00615000. CONTRACTOR (BIDDER) PREQUALIFICATION FILE **EVT+6** **DEST** **Y**

Under Wis. Stat. § 66.0901(2) all persons proposing to bid on work to be contracted for by the Department of Transportation are required to establish proof of their competency and responsibility before forms for bid proposals for any such work will be delivered to them, unless this requirement is specifically waived in the advertisement for bids. Contracting firms provide financial data and work experience history to the BPD Proposal Management Section.

Records in this series may include, but are not limited to:
- Plan Holder and Eligible Bidder information
- Bidder Prequalification Statement
- Complete financial information either in specific financial schedules in the statement, or a separate audited or reviewed financial statement, provided it includes all financial information requested in the form.
- Applicant rating determination
- Related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date bidder information is superseded or date of last approval) + 6 years and destroy confidential

00615A00. CONTRACTOR (BIDDER) PREQUALIFIED LIST **EVT+6** **DEST** **Y**

The WisDOT maintains lists of qualified bidders for in each Construction Letting File. Bidders are prequalified and given a Maximum Capacity Rating (the combined value of all work including subcontracts of all classes which a bidder may be awarded and have under contract and incomplete at any one time).

The list contains the following information for each prequalified bidder: Bidder identification number; name and address; business and fax telephone numbers; business type (corporation, LLC, sole owner proprietorship, etc.); qualification expiration data; and bidders rated capacities:
- General Construction
- Grading
- Concrete Pavement
- Asphaltic Pavement
- Gravel and Crushed Stone
- Structures
- Rail Construction or Rehabilitation
- Bridge Painting
- Street or Airport Lighting
- Building Construction
- Incidental Construction

RETENTION: EVENT (Date list is superseded by updated, revised or amended list) + 6years and destroy confidential

00616000. CONSTRUCTION LETTING FILE **EVT+6** **DEST** **N**

WisDOT is authorized to let contracts through competitive bidding processes, under Wis. Stats § 84.06(2). This records series documents WisDOT compliance with federal and state laws and requirements for soliciting, bidding, negotiating and selecting contractors for let highway design and construction projects and the decision selection steps taken in awarding contracts. Records in this series are confidential, including the engineer's cost estimate.

WisDOT makes plans and sample proposals available upon request to contractors prequalified in the construction classification for each proposal.

Records in this series may include, but are not limited to:
- Successful Sealed Bids
- Unsuccessful, unranked bidder documents
- Bid Letting Advertisements
- Engineer's cost estimate
- Unbalanced bid analysis, Awards list, Bidders' Summary and Justification letters
- Bid award reports
- Contract log
- Other bid reports and logs
- Related correspondence

Confidential information: Engineer's estimate and bid tab information, prior to award, are confidential. The release of this information may compromise the integrity of the competitive bidding process and cause harm to contractors and the Department. The engineer's estimate is confidential before, during and after the letting. The engineer's estimate should not be released outside the department with the exception of the FHWA and engineering consultants working directly for the department on the project in question.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record

format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date of project completion per final cost statement) + 6 years and destroy confidential

00617000. TRAFFIC ANALYSIS PROJECT INFORMATION SYSTEM (TAPIS) DATA EVT+20 DEST Y

The TAPIS system, currently in MS Access, is used to administer project-level traffic forecast requests, and it provides reference and indexing data for projections completed by the Section from 2000
to date. Section personnel enter data directly into TAPIS.

Data sources may include traffic impact analysis (TIA) reports, travel surveys, origination/destination studies, traffic models, etc. Data elements include project identifier, type and location of project, region, local and consultant contacts, key project dates, data sources, forecast type, and travel demand model version.

TAPIS provides summary data about traffic impact forecast projections. It is used for project administration, reference and indexing purposes.

RETENTION: EVENT (Date of forecast completion) + 20 years and destroy confidential

00618000. TRAFFIC ANALYSIS FORECASTING INFORMATION SYSTEM (TAFIS) DATA CR+25 DEST N

TAFIS utilizes historic traffic count data collected at locations on the State Trunk Highway (STH) system to forecast future traffic. The Jackalope Oracle relational database is the source ofTAFIS data. The Forecasting Section downloads the traffic counts and may amend the data if necessary.

Data in this system may include, but are not limited to:
- Jackalope system input traffic counts
- Output traffic forecasts

Retention Justification: Cyclical data from previous traffic counts has ongoing forecasting and statistical value for trend analysis. Data in this series is used to generate statewide, regional and project-specific traffic forecast projections and maps. Section staff compare current and older data for regression analysis purposes, to determine future traffic forecast projects based on past growth.

RETENTION: EVENT (Date of Creation) + 25 years and destroy

00619000. TRAFFIC DEMAND MODEL (TOM) FILES EVT+10 DEST Y

The Forecasting Section uses computer modeling software to develop models for traffic forecasting. Models incorporate road networks, land use, demographics, and economic data to replicate existing and future traffic conditions. Models provide the basis to generate traffic projection forecasts and are used for statewide, regional, and project-specific traffic forecasting purposes.

Travel demand models may include, but are not limited to:
- Regional Travel Demand Models (TOM): The Traffic Forecasting Section provides technical assistance to the Metropolitan Planning Organizations (MPOs) and Regional Planning Commissions (RPCs) in these areas to develop, update, and maintain highly complex travel demand models for each area.
- Statewide Travel Demand Model: Covers major highways in the entire state, particularly in rural areas, but in less detail than regional models. Also includes a freight forecasting
model, based on commodity flow data, that results in truck forecasts.

Records in this series may include, but are not limited to:
- Background information
- Significant computations
- Documentation of inputs
- Methodology used to develop the model

RETENTION: EVENT (Superseded by updated model) + 10 years and destroy confidential

00621000. VEHICLE MILES OF TRAVEL (VMT) ESTIMATES EVT+10 DEST Y

The Traffic Forecasting Section analyzes traffic data and conducts studies to obtain forecasting estimates from a broad perspective for transportation planning purposes including Wisconsin Vehicle Miles of Travel (VMT) and official annual estimates for WisDOT. VMT is based on both traffic and highway segment length. Annual estimates provided include:
- Statewide basis estimate
- Estimate by highway jurisdiction
- Estimate by county

VMT Estimates are often incorporated into statewide planning documents such as Connect 2050.

RETENTION: EVENT (Date estimate is created / published)) + 10 years and destroy confidential

00622000. TRAFFIC FORECASTING SPECIAL STUDIES **EVT+3** **DEST** **Y**

The Traffic Forecasting Section creates special traffic analyses and studies as requested. Examples of these analyses and studies include:
- Review traffic impact analyses (TIAs) of major developments
- Statewide tolling feasibility analyses
- Statewide long-range transportation plans

Records in this series may include, but are not limited to:
- Traffic analysis studies
- Future traffic behavior data
- Freight data
- Studies related supporting documentation

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date study is completed) + 3 years and destroy confidential

00655000. TRANSPORTATION PROJECTS COMMISSION (TPC) MAJOR HIGHWAY PROJE **EVT+15** **SHSW** **Y**

The Transportation Projects Commission (TPC) was created in 1983, per Wis. Stat. § 13.489, to evaluate the merits of candidate major highway projects and recommend projects to the Governor and Legislature for statutory enumeration (authorization for construction). WisDOT's Secretary is a non-voting member of the TPC.

WisDOT works with the TPC to hold public hearings, conducts studies or cost estimates, analyzes candidate projects and rank projects according to:
- Safety and congestion
- Economic benefit and cost factors
- Community development, environmental impacts, etc.

The TPC, with WisDOT's analysis and public comments, recommends to the Governor and the Legislature Joint Committee on Finance a list of major highway projects and an appropriate annual funding level to support the ongoing major highway program.

Records in this series may include, but are not limited to:
- Public hearings related records and associated supporting information
- Resolutions for each project
- Project enumeration records
- TPC related materials documenting WisDOT's participation with the TPC
- Related Correspondence

These records retain the history on what has been done in the past related to project selection recommendations. These projects are large, complex, and relatively infrequent and this information is needed to make future decision for future projects.

RDA includes records contained in RDA 00655-A00 which is now closed.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (TPC meeting date) + 15 years and transfer to WHS

00658000. STATEWIDE TRANSPORTATION SYSTEM LONG-RANGE PLANS **EVT+10** **SHSW** **Y**

The Planning Section in the Bureau of Planning and Economic Development develops statewide long-range plans to define Wisconsin's transportation system needs, network of transportation facilities, services, and key transportation policies.

System plans include modal plans, such as the Wisconsin Rail Plan 2030, and multimodal plans, such as Connections 2030 and the State Freight Plan. Long-Range Plans typically have 20 to 30-year planning horizon and are updated every 5-10 years to reflect changes in the needs of the transportation systems and changes in federal legislation.

Statewide plans developed and maintained in BPED include:
- Connections 2030
- Bicycle Transportation Plan 2020
- Wisconsin Pedestrian Policy Plan 2020
- Wisconsin Rail Plan 2030
- State Freight Plan

Records in this series may include, but are not limited to:

- Modal and multimodal plans
- Background and supporting documentation and data
- Plans policies and procedures
- Related correspondence

The final long-range plans are distributed widely as public documents per Wis. Stat. § 35.84. Plans are also available on WisDOT internet site. Plans are used for ongoing transportation planning and administration, historical reference and statistical analysis. They impact all transportation program functions.

This RDA also includes the records previously included in RDAs
00658-A00 - Statewide Transportation System Long-Range Plans- Image and A/V Files and 00658- B00 - Statewide Transportation System Long-Range Plans – Electronic Data which are now closed.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (date Superseded) + 10 years and transfer to WHS

00659000. RUSTIC ROAD DESIGNATION FILES **EVT+5** **SHSW** **Y**

The Rustic Roads program, established in 1973 under Wis. Stat. § 83.42 helps citizens and local units of government preserve Wisconsin's scenic, lightly traveled country roads.

Records in this series may include, but are not limited to:
- Completed application materials and supporting documentation
- City, village, town board/county highway commission/board resolutions
- Rustic Roads Board recommendations
- Records related to denial or withdrawal from the Rustic Roads program
- Related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date route is removed from the program or Date application is denied or withdrawn) + 5 years and transfer to WHS

00660000. TRANSPORTATION ECONOMIC ASSISTANCE (TEA) PROGRAM FILES **EVT+7** **DEST** **Y**

Wis. Stat. § 84.185 and Wis. Admin. Code ch. Trans 510 establish criteria for implementing a process to evaluate and approve TEA program funding to governing bodies, private businesses, and consortiums for road, rail, harbor and airport projects that attract employers or encourage business and industry to locate, remain and expand in Wisconsin. TEA funds are available for transportation improvements that are essential for economic development projects that will begin within three years, have local government endorsement, and benefit the public. The local government applicant must guarantee creation and/or retention of a specified number of jobs within 3-years and retained for an additional 4 years.

Records in this series may include, but are not limited to:
- Program application and supporting documentation
- Agreements
- Press releases
- Evaluation reports
- Environmental clearance documents
- Related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date project is completed) + 7 years & destroy confidential

00662000. LRIP APPROVED PROJECT FILES **EVT+8** **DEST** **N**

The LRIP program is managed by the Local Transportation Programs & Finance Section in the Bureau of Transit, Local Roads, Railroads and Harbors (BTLR), and administered at the local level by Wisconsin's 72 County Highway Commissioners. They are the state's program liaison with the counties' towns, cities and villages. They are also recipients of the program.

Records in this series include LRIP program applications, executed State/Municipal agreements between WisDOT's and local municipalities, project contract awards documentation, requests for reimbursement, and project related correspondences including email messages. Other supporting documentation may include:

- Advertisements for bid
- Applicable road improvement plans
- Engineering certifications
- Project location maps
- Requests for exception to standards
- Cost Effectiveness Findings (CEF)
- Bid award and rejection notices
- Documentation confirming contractor payment
- Project tracking logs
- LRIP Biennial Summary Report
- Discretionary programs' additional documentation

RDA now includes records previously included in RDA 00551-000 - Program Tracking Documents, which is now closed.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date projects in the program biennia are closed) + 8 years and destroy

00663000. STATE INFRASTRUCTURE BANK (SIB) PROGRAM FILES EVT+10 DEST Y

This is a transportation aid program that provides low interest loans, loan guarantees, interest rate subsidies, lease-buy back options and other financial leveraging instruments to help communities provide for transportation infrastructure improvements in order to preserve, promote and encourage economic development or to improve transportation efficiency and mobility.

Records in this series may include, but are not limited to:
- SIB loan applications and supporting documentation
- Loan agreements
- Amortization schedule
- Documentation of repayment
- Related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (date Loan repaid) + 10 years and destroy confidential

00700000. COURTESY REVIEWS OF LAND DIVISIONS AND DEVELOPMENTS FOR LOCA EVT+5 DEST N

WisDOT performs courtesy reviews of land divisions and proposed development when requested to do so by a local government and generates records. WisDOT provides recommendations for changes to the development or requirements that will lessen the impact on the existing transportation system. Records in this series may include, but are not limited to:
- Recommendation letters for improvements to the proposed development or developer's agreement
- Site maps, and proposed development plans

Reason for creation: Records identified during agency review.

RETENTION: EVENT (Date of letter of recommendation to the local government) + 5 years and destroy

00701000. ACCESS MODIFICATION REQUEST CASE FILES EVT+20 DEST N

WisDOT receives requests to change existing access controls for various reasons. Existing access controls include acquired (Wis. Stat. § 84.09), controlled access highways (Wis. Stat. § 84.25), subdivisions (Wis. Admin. Code ch. 236, Wis. Admin. Code Trans 233), and other land divisions (as previously required in Wis. Admin. Code Trans 233 in effect 1999-2004).

Records in this series may include, but are not limited to:
- Request decision document (property owner letter)
- Site map
- Access modification request memo
- Official correspondence (letters & emails)
- Variance letter
- Registered/Certified Mail receipts
- Data supporting the decision, such as pertinent
  * Photos
  * Area maps
  * Traffic data
  * Sketches
  * Ownership records
  * Internal Correspondence (letters & emails)

Reason for creation: Records identified during agency review.

RETENTION: EVENT (Date of decision on the request) + 20 years and destroy

00701A00. ACCESS MODIFICATION REQUEST PROCESS DOCUMENTS EVT DEST N

Correspondence and background data gathered during the decision making process but determined to be not pertinent to the decision.

Reason for creation: Records identified during agency review.

RETENTION: EVENT (Date of decision on the request) and destroy

00702000. DRIVEWAY DENIAL AND REVOCATION APPEALS CASE FILES EVT+20 DEST N

Wisconsin Stat. § 86.073 allows for the review of a Region decision denying a driveway permit request or revoking a permit.

Records in this series may include, but are not limited to:
* Region denial letter
* Permit application
* Final decision document(s)
* Background information supporting the decision, such as
  -Photos
  -Area maps
  -Traffic data
  -Sketches
  -Ownership records

Reason for creation: Records identified during agency review.

RETENTION: EVENT (Date of final appeal decision) + 20 years and destroy

00702A00. DRIVEWAY DENIAL AND REVOCATION APPEALS PROCESS DOCUMENTS EVT DEST N

Correspondence and background data gathered during the decision making process but determined to be not pertinent to the decision.

Reason for creation: Records identified during agency review.

RETENTION: EVENT (Date of final appeal decision) and destroy

00703000. INTERSTATE ACCESS JUSTIFICATION REQUESTS CASE FILE EVT+40 DEST N

Any request to add or modify interchanges or emergency access locations on the Interstate Highway System must be approved by Federal Highway Administration (FHWA) in an Interstate Access Justification Request document. See FDM 7-45.

Records in this series may include, but are not limited to:
- Interstate Access Justification Request
- Meeting notes
- Correspondence related to the request

Reason for creation: Records identified during agency review.

RETENTION: EVENT (Date of final FHWA decision) + 40 years and destroy

00703A00. INTERSTATE ACCESS JUSTIFICATION REQUESTS PROCESS DOCUMENTS EVT+5 DEST N

Correspondence and background data gathered during the decision making process. Records in this series may include, but are not limited to:
- Area maps/photos
- Traffic studies
- Public involvement correspondence
- Alternatives

Reason for creation: Records identified during agency review.

RETENTION: EVENT (Date of final FHWA decision) + 5 years and destroy

00720000. TRANSPORTATION ALTERNATIVES PROGRAM (TAP) APPROVED PROJECT I EVT+7 DEST N

The TAP program is managed by both the Local Transportation Programs & Finance Section in the Division of Transportation Investment Management (DTIM), Bureau of Transit, Local Roads, Railroads and Harbors (BTLRRH) and Local Program Project Managers in the Division of Transportation Systems Development (DTSD) five WisDOT regions.

Each approved project file is the responsibility of the office with the delegated responsibility to manage the project - that responsibility is determined by both geography and project type.

Records in this series include, but are not limited to TAP program applications, executed State/Municipal agreements between WisDOT's and local municipalities, project contract awards documentation, requests for reimbursement, and project related correspondence including email messages. Other supporting documentation may also include:
- Award letters
- Sponsor Training Certifications
- Advertisements for bid
- Applicable plans
- Project location maps
- Requests for exception to standards
- Bid award and rejection notices
- Documentation confirming contractor payment
- Project tracking logs

Reason for creation: Program has no existing RDAs.

RETENTION: EVENT (Date project is certified as complete) + 7 years and destroy

00721000. TAP REJECTED PROJECT APPLICATIONS EVT+4 DEST N

Records in this series include rejected project applications that do not meet program requirements, notes on the rejected decision, correspondence and supporting documentation specifying reasons for rejecting the applications.

Reason for creation: Program has no existing RDAs.

RETENTION: EVENT (Date notification of denial is sent) + 4 years and destroy

00722000. TAP CYCLE SOLICITATION AND GUIDANCE DOCUMENTS EVT+19 DEST N

Records in this series document the administration of a particular program cycle, including documents related to the application review process and policies and guidance for selected projects:
- Funding Level Calculations
- Application Templates
- Application Instructions
- Cycle Guidance
- Cycle Schedules
- State Municipal Agreement (SMA) Templates
- Review Scores
- Review Committee Instruction
- Public Announcements
- The Sponsor's Guide to Non-Traditional Transportation Project Implementation (Sponsor's Guide)
- Correspondence with Metropolitan Planning Organizations (MPO), Secretary's Office and Federal Highway Administration (FHWA) regarding project selection.

Reason for creation: Program has no existing RDAs.

RETENTION: EVENT (Date when application process starts) + 19 years and destroy

00723000. PROGRAM TRACKING DOCUMENTS EVT+2 DEST N

This series includes any related records that track approved projects' status and any related issues concerning the policy or administration of the projects within a given cycle.

Reason for creation: Program has no existing RDAs.

RETENTION: EVENT (Date program cycle is completed) + 2 years and destroy

00900000. PERMITS ISSUED FOR HIGHWAY LIGHTING EVT+4 DEST N

WisDOT BTO reviews highway/street lighting to ensure motorist and pedestrian visibility and issues permits for highway lighting to local units of governments.

Records in this series may include, but are not limited to:
- Highway lighting permits
- Related correspondence
- Supporting documentation

Retention to meet statute of limitations for torts.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format. When the paper records, or any other format, are digitized they will be kept until verified for quality control purposes and then destroyed.

Reason for creation: no existing RDA for these records.

RETENTION: EVENT (Date lighting is removed) + 4 years and destroy

00901000. TRANSPORTATION MANAGEMENT PLANS (TMP) **EVT+20** **DEST** **N**

A TMP is a set of coordinated transportation management strategies and describes how they will be used to manage work zone impacts of a road project. This includes temporary traffic control measures and devices, public information and outreach, and operational strategies such as transportation operations and
incident management strategies.

This information is maintained in the WisTransPortal. This is centralized, web-based system use to manage the preparation, approval and revision process. It provides a searchable online repository of all Wisconsin TMPs, and provides capabilities to leverage TMP information for performance measures, mapping, and integration with other traffic operations and safety data.

The information is housed at UW-Madison Traffic and Operations Safety (TOPS) Lab who maintains it for WisDOT.

Reason for creation: no existing RDA for these records.

RETENTION: EVENT (Construction project completed) + 20 years and destroy

00920000. MOTOR CARRIER AUTHORITY APPLICATIONS **EVT+6** **DEST** **Y**

Motor Carriers are required to have a certificate on file that grants them the authority to operate for hire as an intrastate Local Carrier (LC), Passenger Carrier (PC) or a Rental Company (RC) per Wis. Stat. § 194.23 and Wis. Admin. Code § Trans 175.03. WisDOT provides this authority to the carriers.

Records in this series may include, but are not limited to:
- Wisconsin Rental Company Registration Certificate Application
- Motor Carrier Operating Authority Application
- Fees information
- Related correspondence

Information in these files may contain personally identifiable information (PII) such as carrier's name, social security number, address, telephone number, and email address.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format. When the paper records, or any other format, are digitized they will be kept until verified for quality control purposes and then destroyed confidentially.

Reason for Creation: Records were covered under a different program managed by the Office of the Commissioner of Transportation until the office was dissolved in 1993.

RETENTION: EVENT (Date of cancellation of the authority certificate) + 6 years and destroy confidential

00921000. TEMPORARY CARRIER TRIP PERMITS **EVT+2** **DEST** **Y**

Trip permits are issued to carriers who do not have interstate registration through IRP, but perform interstate transportation on a limited basis.

File contains WisDOT's validated trip permits previously purchased and completed by a motor vehicle carrier. Permits contain the description of a specific vehicle, carrier's name and address, authority number and classification. Also lists owner's name if vehicle is leased.

Records in this series may include, but are not limited to:
- Carrier temporary trip permits
- Related correspondence

Information in these files may contain personally identifiable information (PII) such as carrier's name, address, telephone number, and email address.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format. When the paper records, or any other format, are digitized they will be kept until verified for quality control purposes and then destroyed confidentially.

Reason for creation: Information previously covered under 00203-000 and 00204-000; program was discontinued in 1992 and only the records listed are part of the remaining program.

RETENTION: EVENT (Date permit is issued) + 2 years and destroy confidential

00922000. INTERNATIONAL FUEL TAX AGREEMENT (IFTA) AUDIT FILES **EVT+5** **DEST** **Y**

IFTA allows for the disbursement of fuel tax revenue to all member jurisdictions based on miles traveled and fuel used in each

jurisdiction.
Wis. Admin. Code ch. Trans 152 provides the WisDOT the authority to conduct audits of motor carriers. IFTA requires a minimum of three percent of Wisconsin- registered carriers to be audited annually.

As required by IFTA, audit findings and working papers for each audit completed by the department must be preserved in electronic/digital format for a period of five (5) years or until they have been examined as part of a Program Compliance Review and the Final Report has been issued, whichever is later.

Records in this series may include, but are not limited to:
- Audit findings
- Audit working files
- Related correspondence
- Carrier records
- Other supporting documentation

Information in these files may contain personally identifiable information (PII) such as carrier's name, social security number, address, telephone number, and email address.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format.

IFTA may get amended annually and rules for running the program and retention of records may change as a result. Thus, there is a need for this program to have a separate RDA to ensure it reflects the conditions of the current program.

Reason for creation: Information previously covered under 00122-000 and 00122-A00 along with other files that have different retention.

RETENTION: EVENT (Date motor carrier audit is finalized) + 5 years and destroy confidential

00923000. INTERNATIONAL REGISTRATION PLAN (IRP) AUDIT FILE **EVT+5** **DEST** **Y**

IRP is the system in which motor carriers in Wisconsin register for interstate transportation registration. It allows for the distribution of registration fees according to mileage traveled in each jurisdiction.

Wis. Admin. Code ch. Trans 152 provides WisDOT the authority to conduct audits of motor carriers. IRP requires a minimum of three percent of Wisconsin- registered carriers be audited annually. WisDOT audits what carriers reported, during registration, for miles traveled.

As required by the IRP, audit findings and supporting documentation for each audit completed by the department must be preserved in electronic/digital format for a period of five (5) years or until they have been examined as part of a Peer Compliance Review.

Records in this series may include, but are not limited to:
- Audit findings
- Audit working files
- Related correspondence
- Carrier records
- Other supporting documentation

IRP may get amended annually and rules for running the program and retention of records may change as a result. Thus, there is a need for this program to have a separate RDA to ensure it reflects the conditions of the current program.

These files may contain personal identifiable information (PII) such as carrier's name, social security number, address, telephone number, and email address.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format.
Reason for creation: Information previously covered under 00122-000 and 00122-A00 along with other files that have different retention.

RETENTION: EVENT (Date motor carrier audit is finalized) + 5 years and destroy confidential

00924000. UNIFIED CARRIER REGISTRATION (UCR) AUDIT FILE **EVT+3** **DEST** **Y**

UCR is a federally mandated program for all carriers over 10,000 pounds with any interstate commerce operation. UCR requires the department to audit carriers that claim a lower number of vehicles than the ones actually registered.

As required by the UCR, audit findings and supporting documentation for each annual audit completed by the department must be preserved in electronic/digital format for a minimum of three (3) years.

Records in this series may include, but are not limited to:
- UCR carrier listing
- Audit report
- Related correspondence
- Carrier records

- Other supporting documentation

Information in these files may contain personally identifiable information (PII) such as carrier's name, address, telephone number, and email address.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format. When the paper records, or any other format, are digitized they will be kept until verified for quality control purposes and then destroyed confidentially.

Reason for creation: New program; no existing RDA covering this program.

RETENTION: EVENT (Date motor carrier audit is finalized) + 3 years and destroy confidential

00951000. VEHICLE INFORMATION BULK FILES **EVT** **DEST** **Y**

Chapter 342 of the Wisconsin Statutes requires that certain reports be compiled by the department and made available to the public.

Reports in this series include, but are not limited to:
- ACTSCAN = activity file for vehicle transactions
  Contains no personal information and secured party information is included. Report is issued quarterly listing RENEWAL and TITLE transactions.
- MSR = Manufacturer Safety Report
  Used for recall information and includes personally identifiable information. Report is issued weekly.
- NVR = New Vehicle Report
  The report Includes personally identifiable information and is issued monthly.
- License Plate File
  Lists all current registered license plates and does not show vehicle information. Includes personally identifiable information and is issued semi-annually in January and July.
- VAN = Vehicle - Address - Name
  Includes personally identifiable information and is issued semi- annually in January and July.
- IRP = International Registration Plan
  Contains information on IRP registrations/plates and personally identifiable information. Issued monthly.

Information in these files may contain personally identifiable information (PII) such as name and address.

Reason for creation: Some of these reports were previously issued in paper and/or microfilm format (RDAs 00435-000 and 00438-000 now closed); others are new (not previously covered by an RDA). They are now all electronic only and needed a new RDA.

RETENTION: EVENT (Date a new report is issued) and destroy confidential

00961000. TITLE VI AND NONDISCRIMINATION COMPLAINT CASE FILES **EVT+1** **DEST** **Y**

Records in this series relate to discrimination cases filed under Title VI for any WisDOT program or service or its federal-aid sub-recipients. Cases include discrimination based on race, color, national origin, sex, age, low income, or limited English proficiency.

Records in this series may include, but are not limited to:
- Original complaint and response
- Investigation report
- Interview transcripts
- Supplemental materials, including pictures, receipts, records, and other investigative documents
- Related correspondence

Information in these files may contain personally identifiable information (PII) such as complainant's name, address, telephone number, email address, social security number, medical and other detailed personal information relevant to the complaint.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

Reason for creation: Records were covered under a different program managed by the Disadvantaged Business Enterprise Office until the Title VI Program was created in 2011.

RETENTION: EVENT (Date case is resolved or appeal is completed) + 1 year and destroy confidential

00962000. ADA COMPLIANT CASE FILES **EVT+5** **DEST** **Y**

Records in this series relate to disability discrimination case files under ADA for any WisDOT program or service or its federal-aid sub-recipients.

Records in this series may include, but are not limited to:
- Original complaint and response
- Investigation report
- Interview transcripts

- Supplemental materials, including pictures, receipts, records, and other investigative documents
- Related correspondence

Information in these files may contain personally identifiable information (PII) such as complainant's name, address, telephone number, email address, social security number, medical and other detailed personal information relevant to the complaint.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

Reason for creation: Records were covered under a different program managed by the Disadvantaged Business Enterprise Office until the ADA Program was created in 2011.

RETENTION: EVENT (Date of case resolution) + 5 years and destroy confidential

00963000. WISDOT ANNUAL TITLE VI / NONDISCRIMINATION IMPLEMENTATION PLAN A EVT+5 DEST N

The plan and assurances are the required program policies and procedures WisDOT has in place to ensure continued Title VI compliance of the agency including, but not limited to its sub-recipients, sub-grantees, contractors, sub- contractors and consultants.

Records in this series include, but are not limited to:
- Implementation Plan
- Assurances
- Supporting documentation
- Related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

Reason for creation: Records were covered under a different program managed by the Disadvantaged Business Enterprise Office until the Title VI Program was created in 2011.

RETENTION: EVENT (Date of plan approval) + 5 years and destroy

00964000. WISDOT TITLE VI / NONDISCRIMINATION ANNUAL WORK PLAN UPDATES AN EVT+5 DEST N

This report details the Department's and sub-recipients' accomplishments of the previous year, as well as the work plan for the upcoming year.

Records in this series include, but are not limited to:
- Final reports
- Supporting documentation
- Internal program review records
- External program review records
- Related Correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

Reason for creation: Records were covered under a different program managed by the Disadvantaged Business Enterprise Office until the Title VI Program was created in 2011.

RETENTION: EVENT (Date reports are superseded) + 5 years and destroy

00965000. COMBINED TITLE VI I NONDISCRIMINATION IMPLEMENTATION PLANS AND A EVT+15 DEST N

In the years 1991, 1992,1993, and 2004, both the Implementation Plans and Assurances and the Annual Plans and Accomplishment Reports were combined in a single document. These reports are approved by the Federal Highway Administration (FHWA).

The reports in this series are historical records that have been discontinued.

Reason for creation: An approved RDA is needed to be able to dispose of these records.

RETENTION: EVENT (Date of approval by FHWA) + 15 years and destroy

00966000. FEDERAL-AID SUB-RECIPIENT COMPLIANCE RECORDS EVT+5 DEST N

To obtain funding from WisDOT, a sub-recipient must comply with all Title VI / Non-discrimination requirements of WisDOT and FHWA.

The following information must be submitted to WisDOT. Records in this series include, but are not limited to:
- Sub-recipient agreement and assurances
- Other supporting documentation
- Related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

Reason for creation: Records were covered under a different program managed by the Disadvantaged Business Enterprise Office until the Title VI Program was created in 2011.

RETENTION: EVENT (Date agreement is superseded) + 5 years and destroy

00967000. FEDERAL-AID SUB-RECIPIENT PROGRAM REVIEW RECORDS EVT+5 DEST N

To obtain funding from WisDOT, a sub-recipient must comply with all Title VI I Non-discrimination requirements of Wis DOT and FHWA. Federal regulations require the program to be reviewed for the sub-recipients to be eligible to receive federal aid.

The following information must be submitted to WisDOT. Records in this series include, but are not limited to:
- Sub-recipient Title VI I Nondiscrimination program review (survey)
- Other supporting documentation
- Related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

Reason for creation: Records were covered under a different program managed by the Disadvantaged Business Enterprise Office until the Title VI Program was created in 2011.

RETENTION: EVENT (Date program review is completed) + 5 years and destroy

00968000. ADA SELF-EVALUATION AND TRANSITION PLAN EVT+3 DEST N

The self-evaluation and transition plan are required per 49 C.F.R. pt. 27 and 28 C.F.R. pt. 35 for WisDOT to ensure continued ADA compliance of the agency and its sub-recipients, contractors, and sub-contractors. The series also covers the records needed to manage the ADA program and those required by federal law to document continued ADA compliance of the agency and its sub-recipients, contractors, and sub-contractors.

Records in this series include, but are not limited to:
- Self-evaluation
- Transition Plan
- Supporting documentation
- Program related records
- Related correspondence

Retention per 49 C.F.R. § 27.11(c)(3)

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

Reason for creation: Records were covered under a different program managed by the Disadvantaged Business Enterprise Office until the Title VI Program was created in 2011.

RETENTION: EVENT (Date of plan approval) + 3 years and destroy

00969000. WISDOT TITLE VI / NONDISCRIMINATION & ADA PROGRAMS COMPLIANCE R EVT+3 DEST N

Records in this series include but are not limited to records related to Wis DOT and sub-recipient program reviews and any corrective actions taken by the department or sub-recipients to comply with review recommendations including any related correspondence.

This series does not include records related to facility ADA reviews which are covered under GRS RDA FAC00069.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

Reason for creation: Records were covered under a different program managed by the Disadvantaged Business Enterprise Office until the Title VI Program was created in 2011.

RETENTION: EVENT (Date of approval of plan by FHWA) + 3 years and destroy

00976000. DBE FIRM COMMERCIALLY USEFUL FUNCTION (CUF) REVIEWS **EVT+6** **DEST** **N**

When a DBE contractor is committed to perform subcontract work, WisDOT must monitor whether the firm is performing a commercially useful function and record the results of the review.

Records in this series may include, but is not limited to:
- Documentation of the observations of the DBE performing the assigned/committed work.
- DBE firm proof of performance documentation
- Related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date of final project payment audit) + 6 years and destroy

00981000. SUSPENSION AND DEBARMENT CASE FILES **EVT+20** **DEST** **Y**

WisDOT may suspend or debar any contractors when deemed to be in the public interest under the procedure set forth in Wis. Admin. Code ch.
TRANS 504.

Records in these series may include, but are not limited to:
- Investigation materials
- History of the issue
- Decision to debar or suspend
- Suspension and debarment letters use for reference and for labor compliance in OBOEC
- Certified payrolls
- Related correspondence
- WisDOT notices to the contractor
- Wages Claim forms, logs and evidence from complainants
- Evidence provided by the contractor

Suspension and debarment letters list is kept by Bureau of Project Development - see DTSD's Construction Bid Letting & Contracting RDA schedule RDA 00316-000 - Disapproved, Suspended and Debarred Contractor List.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

Reason for creation: No previous RDA existed for these records.

RETENTION: EVENT (Date of debarment letter or date of letter of most recent enforcement communication to contractor) + 20 years and destroy confidential

00982000. LABOR ISSUES SUSPENSION AND DEBARMENT COMMITTEE RECORDS **EVT+20** **DEST** **N**

The committee meets monthly to review allegations of serious violations of labor compliance by contractors. These monthly reviews keep key decision makers up to date on developments regarding suspension or debarment cases and on investigations that may result in suspension or debarment.

Records in this series may include, but are not limited to:
- Committee's meeting agendas and reports
- Working list of pending issues
- Debarred contractors list of history involving contractors suspended or debarred
- Suspension and debarment committee actions history
- Other supporting related information

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

Reason for creation: No previous RDA existed for these records.

RETENTION: EVENT (Date of committee meeting) + 20 years and destroy

00983000. **LABOR COMPLIANCE STATEWIDE MEETINGS AND TRAINING RECORDS** **EVT+10** **DEST** **N**

WisDOT Labor Compliance Section holds statewide meetings and training sessions with WisDOT labor compliance staff to communicate labor compliance issues, resolution of issues, share best practices, and communicate new requirements. This RDA covers records related to the following:

- Semi-Annual Labor Compliance Statewide In-Person Meeting:
Meetings are held every year in the fall and the spring to discuss labor compliance issues, new requirements, clarification of current compliance requirements, and resolution of issues. Meeting includes additional training sessions on specific topics. These sessions often include representatives from FHWA, United States Department of Labor (USDOL), and OBOEC.

- Monthly Statewide Labor Compliance Teleconference:
WisDOT Labor compliance section holds statewide monthly teleconferences for WisDOT's labor compliance specialists to discuss current issues in labor compliance and do check-ins with each labor compliance specialist.

Records in this series may include, but are not limited to:
- Meeting agendas and minutes
- Session handouts
- Shared information on best practices

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

These records are needed for this amount time to refer back to information shared during these meetings for any decisions made that may affect compliance implementation. Retention in Statewide GRS ADM00012 does not meet the needed retention requirements.

Reason for creation: No previous RDA existed for these records.

RETENTION: EVENT (Date of meeting) + 10 years and destroy

00991000. **SITE-SPECIFIC GEOTECHNICAL INVESTIGATIONS, REPORTS, AND REVIEWS** **P** **PERM** **N**

WisDOT Geotechnical Engineering Unit, or consultants, complete Geotechnical investigations and analyses for various types of localized (i.e. site-specific) sites. A "site" is defined as a geotechnical feature located in a limited geographic area. Examples of "sites" include bridges, retaining walls, noise walls, box culverts, sign/light structures, localized marshes or embankments over soft materials, or other areas/features of limited areal extent. Geotechnical investigations result in reports that characterize subsurface conditions, develop design parameters, detail computations and analysis, and provide recommendations for design and construction purposes.

Geotechnical consultants also complete similar investigations for projects they design. The Geotechnical Engineering Unit maintains the official records of the reports generated by Wis DOT staff, including the analysis and reviews of the consultants' geotechnical investigations and reports. DTSD Regional offices retain the consultant-generated geotechnical investigations.

Records in this series may include, but are not limited to:
- WisDOT and consultants' reports
- Geotechnical Engineering Unit consultant reports reviews
- Slope stability or settlement investigations
- Soil boring logs
- CADD drawings
- Computer-program outputs
- Engineering design computations
- Laboratory test reports
- Site photographs
- Other background and supporting documentation
- Related correspondence

Retention Justification: Soil information has continuous engineering value for as long as the WisDOT maintains an interest in, or responsibility for, the geographical location. Subsurface conditions do not change over time, and this existing information can be used for future projects. These reports are necessary to document the integrity and safety of highway structures, roadway foundations and other transportation facilities. Records provide geotechnical, scientific, and analytical data for transportation infrastructure.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

This RDA supersedes the following RDAs: 00278-000-Consultant Geotechnical Report Review Documents; 00405-000-Soil Survey Investigations and Reports-Structures/ Foundation Technical; 00407- 000-Soil Site Investigations and Reports-Structures (Bridges, Box Culverts & Retaining Walls) and 00409-000-Soil Site Investigation Reports Non-Structure (Complex). All records originally included in the above RDAs are now covered in this series.

Reason for Creation: This RDA merged records previously covered under RDAs 00278-000, 00405-000, 00407-000 and 00409-000 which
have been closed.

RETENTION: Permanent

00992000. NON-SITE SPECIFIC GEOTECHNICAL INVESTIGATIONS, REPORTS, AND REV P PERM N

Regional Soils Engineering Units, or consultants, complete Geotechnical investigations and analysis for various types of non- localized (project) sites. This geotechnical work is generally for projects with longer investigation limits (1000's of feet to miles). Work is typically completed for highway design and construction purposes for use on
transportation projects. Geotechnical investigations result in reports that characterize subsurface conditions, may provide pavement design and roadway design parameters, and provide other geotechnical recommendations for project design, construction, and/or maintenance purposes.

Geotechnical consultants also complete similar investigations for projects they design. The DTSD regional offices retain all records of these investigations. The Geotechnical Engineering Unit maintains the official records of the analysis and reviews of the consultants' geotechnical investigations and reports.

Retention Justification: Soil information has continuous engineering value for as long as the WisDOT maintains an interest in, or responsibility for, the geographical project location. Subsurface conditions do not change over time, and this existing information can be used for future projects. These reports are necessary to document the design recommendations, integrity, and safety of transportation facilities. Records provide geotechnical data and information for transportation infrastructure.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

This RDA supersedes the following RDAs: 00278-000-Consultant Geotechnical Report Review Documents; 00405-A00-Region Soil Survey Reports-Highway Design and Construction Projects and 00409- A00-Soil Site Investigations Report-Non-Structure (Routine). All records originally included in the above RDAs are now covered in this series.

Reason for Creation: This RDA merged records previously covered under RDAs 00278-000, 00405-A00 and 00409-A00 which have been closed.

RETENTION: Permanent

00993000. GEOTECHNICAL ENGINEERING UNIT PROJECT WORK STATUS TRACKING L EVT+0/3 DEST N

The unit maintains a project tracking log to track geotechnical project information and work status/scheduling. The log tracks geotechnical foundation work status, project information, project schedules, project staffing, and other project related/work flow tracking items.

The log is an ongoing repository for open projects. New projects' information is continuously added to the log. Information on a particular project status is continuously updated until the geotechnical work of that project is completed and then deleted from the log three months after completion.

ADM00001 does not apply because a different event triggers the retention of this record. Retention is triggered by the completion of geotechnical work on the project.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

Reason for Creation: These records were split from the records covered under RDA 00288-000 which has a permanent retention.

RETENTION: EVENT (Date geotechnical work on the particular project is completed) + 3 months and destroy

01000000. CONVICTIONS RETAINED FOR LIFE EVT+10 DEST Y

01001000. CONVICTIONS RETAINED 10 YEARS EVT+10 DEST Y

Wisconsin courts send a conviction status report to DMV upon conviction of a driver for an offense that affects their driving privilege. Wis. Stat. § 343.23 requires DMV to retain the following offense(s) for a minimum of 10 years.

Records in this series include, but are not limited to:
- Out-of-Service Order offenses
- Related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record

format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

Reason for creation: These records were previously covered under 00664-000 which has been closed.

RETENTION: EVENT (Date of conviction) + 10 years and destroy confidential

01002000. CONVICTIONS RETAINED FIVE (5) YEARS **EVT+5** **DEST** **Y**

Wisconsin courts send a conviction status report to DMV upon conviction of a person for an offense that may affect their driving privilege. Wis. Stat § 343.23 requires DMV to retain a record of convictions for use in determining withdrawal of driving privileges.

Records in this series include but, are not limited to:
- Commercial motor vehicle convictions: CD; CDL; CFC; CPI; CRD; CSI; CSE; CUL; FOS/RRS/RRG/RRF; LND; POH/IUC*
- Convictions of juveniles/minors: FD; JA; JCS; JID; T; UAL; UID; UCO; FSA; UAO*
- Convictions with points that are vacated, dismissed or appealed
- All other convictions not covered elsewhere in this RDA schedule
- Related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

Reason for creation: These records were previously covered under 00664-000 which has been closed.

RETENTION: EVENT (Date of conviction) + 5 years and destroy confidential

01003000. CONVICTIONS RETAINED THREE (3) YEARS **EVT+3** **DEST** **Y**

Wisconsin courts send a conviction report to DMV upon conviction of a person for an offense that may affect their driving privilege. Wis. Stat. § 343.23 requires DMV to retain a record of convictions for use in determining withdrawal of driving privileges.

Records in this series include, but are not limited to:
- Convictions for specific zero-point offenses: CSR; FFS; FTT; IM; IP; LNP; PUP; UN; UV; FAR; FRA; ORS; MDO*
- Convictions for miscellaneous zero-point offenses: MSC/UTR, RRP, FNC, SLO, SLR, DDH, FYL, RPS, FEM, TCC, PLS, SLL, NSW, SVL, CVL, RVL, DOF, FAV*
- Convictions for zero-point offenses that are vacated/dismissed/ appealed
- Convictions, non-codable (aka 'junked')
- Related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

Reason for creation: These records were previously covered under 00664- 000 which has been closed.

RETENTION: EVENT (Date of conviction) + 3 years and destroy confidential

01004000. WITHDRAWAL OR DENIAL OF DRIVING PRIVILEGE - RETAINED FOR LIFE **EVT+10** **DEST** **Y**

Wisconsin courts can order the withdrawal of driving privileges. Wis. Stat. ch. 343 Subchapter III can require the Department to withdraw or deny driving privileges for a given offense or reason.

Records in this series include, but are not limited to:
- Lifetime revocation: LR1, LR2
- Disqualification cases for lifetime, 3 years and 1 year
- Revocation/suspension for alcohol/other drug related convictions: BAC; GBH; IC; ICU; OCS; NH!; OII; OWI; PAC
- Revocation for noncompliance and records of compliance with driver assessment/driver safety plan: AFU; NCA; NCE; NCF; NCI; NCP; NC1; NCT; 2AR, 3AR
- Cancellation or Denial: FAE/FAK, FRI, FRT, FRE, FAP, FOL; LPI/LHE; LIP; LMR, LPS, LSE; LPI/LBA, LBR, LIE, LPS, LSE; UE/UER, UEK, UES, UKS denial of Hazardous Materials Endorsement
- Related correspondence including termination/reinstatement information

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

Reason for creation: These records were previously covered under 00664-000 which has been closed.

RETENTION: EVENT (Deceased date or if deceased date is unknown, date customer would be 100 years old) + 10 years and destroy

confidential

01005000. WITHDRAWAL OF DRIVING PRIVILEGE - RETAINED 5 YEARS **EVT+5** **DEST** **Y**

Wisconsin courts can order the withdrawal of driving privileges. Wis. Stat. ch. 343 Subchapter Ill can require the Department to withdraw driving privileges for a given offense or reason.
Records in this series include, but are not limited to:
- Suspension/revocation due to canceled or lack of required liability insurance, namely an SR22 insurance certificate (SR stands for
Safety Responsibility)
- Disqualification cases of 60, 90 and 120 days
- 24 hour Out-Of-Service Orders
- Suspension for Failure to Complete (Right-of-Way) Course (FCC)
- Suspension for Failure to Pay (Child) Support (FPS)
- Suspension/revocation/disqualification cases that are released because of court vacating, dismissing or due to an appeal
- Suspension for accumulation of demerit points
- All other withdrawal cases not covered in this or other approved DMV Driver Services RDA schedule
- Related correspondence including termination/reinstatement information

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

Reason for creation: These records were previously covered under 00664- 000 which has been closed.

RETENTION: EVENT (Effective date of withdrawal) + 5 years and destroy confidential

01006000. WITHDRAWAL OR DENIAL OF DRIVING PRIVILEGE - RETAINED 4 YEARS **EVT+4** **DEST** **Y**

Wisconsin courts can order the withdrawal of driving privileges. Wis. Stat. ch. 343 Subchapter Ill can require the Department to withdraw driving privileges for a given offense or reason.

Records in this series include, but are not limited to:
- Cancellations: ADL/ADL; FA/FA; LPI/LBC
- Cancellations or denials that are released, rescinded or terminated
- Related correspondence including termination/reinstatement information

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

Reason for creation: These records were previously covered under 00664-000 which has been closed.

RETENTION: EVENT (Effective date of withdrawal or denial) + 4 years and destroy confidential

01007000. WITHDRAWALS OF DRIVING PRIVILEGE - RETAINED 3 YEARS **EVT+3** **DEST** **Y**

Wisconsin courts can order the withdrawal of driving privileges. Wis. Stat. ch. 343 Subchapter Ill can require the Department to withdraw driving privileges for a given offense or reason.

Records in this series include, but are not limited to:
- Suspension for Failure-to-Pay cases set up for a period of two years or less: FPF; FPJ; FPN; FPD
- Related correspondence including termination/reinstatement information

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

Reason for creation: These records were previously covered under 00664-000 which has been closed.

RETENTION: EVENT (Effective date of withdrawal) + 5 years and destroy confidential

01008000. HABITUAL TRAFFIC OFFENDER (HTO) CASE FILE **EVT+3** **DEST** **Y**

Wis. Stat. § 343.32 allows the Department to withdraw driving privileges when records show a person to be a habitually reckless or negligent operator of a motor vehicle. Wis. Stat. ch. 344 requires proof of financial responsibility for three years following revocation under Wis. Stat. ch. 343.

Records in this series include, but are not limited to:
- Habitual Traffic Offender cases
- Repeat Habitual Traffic Offender cases

- Related correspondence including termination/reinstatement information

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

Reason for creation: These records were previously covered under 00664-000 which has been closed.

RETENTION: EVENT (Date withdrawal case ends) +3 years and destroy confidential

01009000. DAMAGE JUDGMENTS - STAYED, SATISFIED, OR DISCHARGED EVT+3 DEST Y

Upon receipt of a damage judgment from a court arising out of a motor vehicle crash, Wis. Stat. ch. 344 requires the DMV to withdraw the operating and registration privileges of the judgment debtor for five years from the entry date of judgment or until the judgment is stayed, satisfied or discharged.

Records in this series include, but are not limited to:
- Damage judgments from a court that are stayed, satisfied or discharged: DJN; DCI; DCO; DPI; DPO; DJB; DJO; INF; OSJ
- Bankruptcy documents
- Related correspondence including termination/reinstatement information

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

Reason for creation: These records were previously covered under 00664-000 which has been closed.

RETENTION: EVENT (Date damage judgment is stayed, satisfied or discharged) + 3 years and destroy confidential

01010000. DAMAGE JUDGMENTS - NOT STAYED, SATISFIED, OR DISCHARGED EVT+8 DEST Y

Upon receipt of a damage judgment from a court arising out of a motor vehicle crash, Wis. Stat. ch. 344 requires the DMV to withdraw the operating and registration privileges of the judgment debtor for five years from the entry date of judgment or until the judgment is stayed, satisfied or discharged.

Records in this series include, but are not limited to:
- Damage judgments from a court that are not stayed, satisfied or discharged: DJN; DCI; DCO; DPI; DPO; DJB; DJO; INF; OSJ
- Related correspondence including termination/reinstatement information

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

Reason for creation: These records were previously covered under 00664-000 which has been closed.

RETENTION: EVENT (Effective date of withdrawal) +8 years and destroy confidential

01011000. LISTED CUSTOMER INFORMATION EVT DEST Y

Records in this series include but are not limited to:

- Customer notification to opt out of DMV mailing lists
- Notification of customer address change
- Notification of deceased driver
- Notification that customer moved out-of-State
- Related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

Reason for creation: These records were previously covered under 00664-000 and RDA 00223-AOO, Driver Information Section (DIS) Retention Schedule, which have been closed.

RETENTION: EVENT (Date information is superseded OR date applications information is purged from driver record system in accordance with RDA 00100-COO) and destroy confidential

01012000. ALSO-KNOWN-AS (AKA) CASE FILE **EVT+10** **DEST** **Y**

Sometimes DMV identifies discrepancies in the name, date of birth and/or gender that caused the creation of two or more driver records for the same person. Multiple records for the same person must be merged under one primary record.

Records in this series include, but are not limited to:
- Documents confirming the identity of the person
- DMV financial histories for the person
- DMV vehicle abstract lists for the person
- Prints of driver abstracts to be merged and the final, merged abstract
- Related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

Reason for Creation: These records were previously covered under RDA 00223-000, Driver Information Section (DIS) Retention Schedule, which has been closed.

RETENTION: EVENT (Deceased date OR if deceased date is unknown, date customer would be 100 years old) + 10 years and destroy confidential

01013000. VOLUNTARY TEMPORARY SURRENDER CASE FILE **EVT+10** **DEST** **Y**

Wis. Stat. § 343.265 allows the DMV to accept the voluntary surrender of a driver license, including from a person who has a medical condition which may prevent the person from exercising reasonable control over a motor vehicle, and allows a person to apply for a license again, subject to any special examination. DMV needs to retain voluntary surrender records for life to know if any special examination is required.

Records in this series include, but are not limited to:
- Voluntary Temporary Surrender forms submitted because of medical, insurance or other reason
- Related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

Reason for creation: These records were previously covered under 00664-000 which has been closed.

RETENTION: EVENT (Deceased date OR if deceased date is unknown, date customer would be 100 years old) + 10 years and destroy confidential

01014000. DRIVER KNOWLEDGE, SIGNS AND SKILLS TEST RESULTS **EVT+10** **DEST** **Y**

New applicants for a Wisconsin driver license must pass driver knowledge and skills tests to obtain a driver license. Sometimes drivers must pass tests to renew or maintain a valid license.

Records of test results in this series include, but are not limited to:
- Class D (non-commercial) licensing
- Class M (motorcycle) licensing
- Class A/B/C commercial licensing and endorsements to:
- transport passengers
- operate a school bus
- operate a vehicle with airbrakes
- transport hazardous materials
- operate a tank vehicle
- tow double or triple trailers
- operate farm service vehicle(s)
- Any re-exam indicator (that customer is required to pass additional tests)
- Related correspondence

DMV needs to retain the results of knowledge and skills tests for life to ensure the Department has necessary information to reissue licensing products without requiring retesting.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

Reason for creation: These records were previously covered under 00664-000 which has been closed.

RETENTION: EVENT (Deceased date OR if deceased date is unknown, date customer would be 100 years old) + 10 years and destroy confidential

01015000. FINANCIAL RESPONSIBILITY - CERTIFICATE/CANCELLATION OF INSURANCI EVT+5 DEST Y

Wisconsin law requires drivers to file proof of financial responsibility with the DMV to obtain an occupational license, reinstate after revocation and in other circumstances.

Insurance companies often file financial responsibility information electronically with the DMV for their customers. A driver may also mail or email proof of financial responsibility (SR22 insurance certificate) to the DMV, which is scanned, and both the paper and scanned image are kept for 30 days after information is entered into the driver record system.

Records in this series include, but are not limited to:
- Proof of financial responsibility filings SR22/SR26 received electronically in batches from insurance companies
- Single, individual SR22/SR26 filings often received from customer
- Related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

Reason for creation: These records were previously covered under RDAs 00664-000, 00223-000 and 00223-AOO which have been closed.

RETENTION: EVENT (Date WisDOT receives an SR26 certificate, which cancels the effect of the previously-filed SR22 insurance certificate) + 5 years and destroy confidential

01021000. AERIAL IMAGERY P PERM N

Aerial Imagery
Records in this series are vertical and oblique aerial imagery captured for WisDOT.

Vertical aerial images are taken from an aircraft where the camera lens direction is at right angles to the ground and the imagery is parallel to the ground surface. These are the original source materials use to create mapping, digital terrain data and ortho imagery.

High-resolution scans from vertical aerial photos are used in photogrammetric mapping to plan and develop highway improvement projects. Scans of older negatives are created as requested.

Oblique images are taken from an aircraft where the camera direction is at an angle to the ground beneath. Oblique aerial photographs distort perspective and cannot easily be used for plotting and mapping visible features without rectification, but WisDOT personnel use these in documents and for displays. Oblique images are stored in multiple media including negatives, prints, and digital images.

Records in this series may include, but are not limited to:
- Vertical aerial photo negatives (1955-2019)
- Vertical aerial photo scans (2003-present)
- Vertical high-resolution digital aerial imagery (2013 – present)
- Oblique aerial imagery (1972-present)

For images index see Aerial Imagery Index RDA – 00135-A00.

Permanent Retention Justification: Aerial photo images are used to plan and develop highway improvement projects and have ongoing administrative and legal value to the WisDOT. Outdated, archived images are useful for highway and abutting land issues, environmental studies, land management, wetland identification and other land use purposes. These records may also be used for property disputes, litigation, or legal actions. The images are used by WisDOT and other agencies, professional groups and the public. Actual prints are used for pre-and/or post-construction exhibits of wetlands, airports, highway interchanges, and roundabouts. Records have long-term value to maintain and reconstruct highways and as evidence in property disputes, highway incidents, etc. and to investigate environmental issues, such as flooding, for planning and policy.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: PERMANENT

01022000. LIDAR DATA FILES EVT+25 DEST N

LiDAR (Light Detection and Ranging) is a laser imaging technology that can produce a three-dimensional model of the earth surface and objects on the earth surface. LiDAR data files are in a standard LAS file format. These files support the compilation of planimetric maps and digital terrain models for transportation improvement projects.

This series covers all LiDAR data collected for WisDOT by the Survey and Mapping Section.

Records in this series may include, but are not limited to:
- project layouts
- control files
- Google Earth files
- interim delivery MicroStation files
- LiDAR data derived from the original LAS files (for example bare earth data, and model keypoints)

Retention justification: Data has long-term administrative and legal value to WisDOT to continue to manage highway corridors, plan and construct transportation projects and document the impact of projects on the surface of the earth over time. Data is costly to collect, and it may be reused or referenced for transportation maintenance and reconstruction projects.

RETENTION: EVENT (Date of creation) + 25 years and destroy

01023000. STATEWIDE WROC (WISCONSIN REGIONAL ORTHOIMAGERY CONSORTIUM) EVT DEST N

This record series includes orthorectified aerial imagery and LiDAR files acquired through a WisDOT partnership with the Statewide WROC program.

The orthoimagery can be used as a background for R/W sheets, plan sheets, engineering exhibits, land use maps, resurfacing plans and public information meetings.

These LiDAR files can be used for drainage studies, preliminary digital terrain models and planning studies.

RETENTION: EVENT and destroy

01024000. PLANIMETRIC MAPPING AND DIGITAL TERRAIN MODEL (DTM) FILES EVT+25 DEST N

Planimetric mapping and DTM data may be collected from LiDAR data or 3D stereoscopic systems using controlled vertical imagery. Planimetric maps and DTMs are used for planning and designing highway improvement projects. The planimetric maps and DTMs show the conditions that existed at the time the imagery or LiDAR data was collected. This data is considered base data for the regions to supplement or revise as needed.

Records in this series may include, but are not limited to:

- Planimetric Mapping Files – These files show the position of natural and human-made earth features.
- Existing Ground DTM Data - A digital terrain model (DTM) consists of break lines and random points that accurately depicts the undulation of the Earth's surface.
- Translated Files – Planimetric mapping and DTM files are occasionally translated between datums and coordinate systems.
- Photogrammetry Survey Data - Ground control, GPS, inertial measurement unit (IMU), and flight coordinate files are provided by consultants and region staff as input to the Photogrammetry processes.
- Supporting Photogrammetry Project Files
  - DTSD regions provide exhibit maps showing the requested project limits
  - Target documents created to depict the location of the control for each flight
  - Survey data used as input to the analytical triangulation (AT) process to mathematically adjust the vertical imagery to the ground
  - AT Output – A set of binary and ASCII files that are imported to the compilation software for stereo (3D) viewing
  - Consultant and WisDOT proprietary binary and ASCII software files
  - Related correspondence

Retention Justification: These records have long-term administrative and legal value to WisDOT to manage highway corridors, plan and construct transportation projects and document the impact of projects on the surface of the earth over time. Data is costly to collect, and it may be reused or referenced for future projects.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date of creation) + 25 years and destroy

01025000. MONUMENT PERPETUATION DOCUMENTS (MPD) P PERM Y

MPDs are documents that verify that monuments found prior to a transportation improvement construction project, but subsequently disturbed by construction activities, were replaced in the same location.

A monument is a physical object that marks the location of a point determined by survey. Monuments may include, but are not limited to, a brass disk in concrete, iron rods or pipes with or without plastic caps, chiseled X's in the concrete or asphalt, asphalt nails etc. More than one monument may define a location.

All monuments found prior to construction that are disturbed by construction are to be replaced and shown on this document after construction. The vast majority of the monuments that will be found are land parcel lot corners. In cases where there are multiple

monuments near a lot corner, WisDOT is going to replace all monuments found prior to construction and not take the time to resolve which is the actual lot corner. These monuments do not represent the monuments described in RDA 00571-000.

WisDOT personnel or survey consultants develop MPDs. This records series covers the official WisDOT versions of MDPs. Regional offices maintain the official MDPs, MPDs are sent to the appropriate County Surveyor.

PII: All MDPs prepared by WisDOT, may contain personally identifiable information including a signature by the preparer that created the MPD in addition to a Professional Land Surveyor (PLS) stamp. PII may also include names of property owners adjacent to the construction project.

Permanent Justification: MPDs have ongoing value to surveyors researching property corners adjacent to a WisDOT highway right-of-way, future delineation of existing highway right-of-way, facilitate real estate acquisitions, and resolve legal disputes. This resource provides a basis to provide a record of changes to types of property monuments adjacent to Wisconsin roadways over time and in addition, these are the records of the right-of-way boundaries of the highway system.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then may be destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: PERMANENT

01031000. WISDOT ROADSIDE FACILITIES VIDEO RECORDINGS EVT+0/1 DEST Y

Some Roadside Facilities (Highway Rest Areas and Safety & Weight Enforcement Facilities also known as truck scales) have cameras that capture continuous video and some cameras that capture motion activated videos. They record videos inside and/or outside. These facilities are located on primary corridors. These recordings are not monitored. They are stored for at least 72 hours (three days) and are then overwritten as recording space is needed.

GRS RDA FAC00082 does not meet business needs because the Roadside Facilities systems are not monitored. These recordings do not necessarily contain incidents and have a different retention than FAC00082.

Reason for creation: This RDA covers records not previously captured under other RDAs in this business area.

RETENTION: EVENT (Date of creation) + 3 days and destroy.

01032000. WISDOT ROADSIDE FACILITIES EXTRACTED VIDEO RECORDINGS EVT+0/4 DEST N

Some Roadside Facilities (Highway Rest Areas and Safety & Weight Enforcement Facilities also known as truck scales) have cameras that capture continuous video and some cameras that capture motion activated videos. They record videos inside and/or outside. These facilities are located on primary corridors. These recordings are not monitored.

Any requested recording can be extracted from the video archive hard drive and retained for 120 days. The retention meets the statute of limitations to file a claim against any agency

Note: Recordings must be kept until all investigations, claims, legal proceedings, open records requests have been fulfilled or no longer needed. Appropriate procedures must be in place to ensure the record is available when needed/requested. Open records requests related records are retained under GRS RDA ADM00022.

GRS RDA FAC00082 does not meet business needs because the Roadside Facilities systems are not monitored and requested recordings are only extracted if notified within the normal course of business before the recording is deleted. Extracted recordings do not necessarily contain incidents. Requested extractions can be made for any reason. FAC00082 uses incidents as a trigger point for the retention of these records and WisDOT uses the requested recording extractions as the trigger point. In addition, extractions are not limited to claims against the agency.
Reason for creation: This RDA covers records not previously captured under other RDAs in this business area.

RETENTION: EVENT (Date recording is extracted) + 120 days and destroy

01041000. ROADSIDE & LANSCAPE MAINTENANCE RECORDS EVT+2 SHSW N

Roadside & Landscape Maintenance Records
The landscape architect and BHM roadside staff conduct field and plans reviews as well as design for roadside and landscape maintenance which are areas immediately adjacent to the shoulder of the road. The review and design include the documentation related to mowing, noxious and invasive weed control, woody vegetation control, new and remnant prairie management, planting of trees, shrubs, and herbaceous plant material, herbicide application, vegetation inventories and other roadside maintenance activities.

Records in this series cover background materials and work papers used to develop, review and finalize:
- Transportation Landscape Handbook
- Design planting plans and establishment of living snow fence, junkyard screening and roadside facilities
- Corn snow fence agreements
- Remnant prairie inventory, management plans and reports
- Vegetation inventories, control records, management plans and reports
- Roadside management and maintenance plans and materials related to specific highway maintenance projects.

- Related correspondence

Reason for Creation: This RDA was originally part of RDA 00412-000 which is now split into two rdas for records retention reasons. RDA 00412-000 is now closed.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date of project completion) + 2 years and transfer to WHS

01042000. PROJECT DEVELOPMENT ROADSIDE & LANDSCAPE PLANS REVIEW RECOI EVT+2 SHSW N

DTSD/BHM Roadside Unit reviews and provides guidance on corridor aesthetics, visual impact, community sensitive design, and planting plans related to highway projects. This records series may include but may not be limited to background materials and work papers used to develop, review and finalize roadside vegetation management plans. These materials and papers may include the following.

- Reviewer comments and other correspondence related to roadside aesthetics and landscaping
- Visual Impact Assessments (VIA)
- Community sensitive design guidance and reports
- Roadside management and maintenance plans and materials related to specific highway design, construction projects.
- Related correspondence

Reason for creation: This RDA was originally part of RDA 00412-000 which was split into two RDAs for records retention reasons. RDA 00412-000 is now closed.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: (Date final plan is incorporated into the Plans, Specification & Estimates (PS&E) + 2 years and transfer to WHS

01043000. MAINTENANCE DECISION SUPPORT SYSTEM (MDSS) DATA EVT DEST N

The Bureau of Highway Maintenance participates in the MDSS Transportation Pooled Fund (TPF) - TPF-5(347). This system:

- Assesses current road and weather conditions using observations and reasonable inferences based upon observations
- Provides time and location-specific weather forecasts along WisDOT plow routes
- Predicts how road conditions will change due to forecast weather and the application of road maintenance treatments
- Notifies WisDOT of approaching conditions and suggests optimal maintenance treatments that can be achieved with resources available to WisDOT
- Evaluates the reliability of predictions and the effectiveness of applied maintenance treatments for specific road and weather conditions so decision support can be improved

Data is used operationally daily by WisDOT and county highway departments. Data is generated continuously. All data is overwritten after 72 hours. WisDOT may specifically request that an individual storm event data be saved for training purposes. Storm event information is kept per ADM00012. Post-processed data is available on the DTN, Inc. MDSS web interface.

Reason for creation: No existing RDA in place to cover these records.

RETENTION: EVENT (Date of receipt) + 72 hours and destroy

01051000. BRIDGE WEIGHT LIMIT POSTINGS, MAXIMUM VEHICLE WEIGHTS DATA AND EVT DEST N

Records in this series identify bridges that are posted with weight or other restrictions for safety purposes. These load ratings are updated whenever current bridge conditions change. This is limited to bridges on the state highway system. Load rating and posting data is a component of the (HSIS).

Records in this series may include, but are not limited to:

- Load rating data (maximum vehicle weight data)
- Load rating and posting informational materials
- Lists of maximum vehicle weight restrictions for multiple trip permits
- List of the state-owned posted bridges

Retention justification: Only real time data is needed, thus there's no need to keep information once it is superseded it has no value to be retained further. Lists are generated periodically as needed. The Bureau of Highway Maintenance/Freight Management Section generates and maintains these lists.

This RDA includes information from RDA 00578-000 which has been closed.

Reason for creation: Records were not covered by any other approved RDAs.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record

format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date information is superseded) and destroy.

01052000. STRUCTURES SHOP DRAWINGS **EVT+10** **DEST** **N**

Shop drawings are supplementary plans to the approved contract plans that are necessary to complete the work.

Records in this series may include, but are not limited to:
- Structures shop drawings
- Computations
- Transmittal of shop drawings
- Supplemental information
- Related correspondence
- Approved Retaining Wall System engineering documentation

Includes records previously covered in RDA 00588-000 - Structure Transmittal Documents which is now closed.

Reason for creation: Records were not covered by any other approved RDAs.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date structure is demolished) + 10 years and destroy confidential.

01053000. APPROVED FABRICATOR AND APPROVED WALL SYSTEM LISTS **EVT+20** **DEST** **N**

The Structural Metals and Fabrication Quality Assurance Inspection Unit within the Bureau of Structures maintains the lists of approved fabricators and approved retaining wall systems that are pre-qualified for use on Wisconsin DOT projects.

Lists may include, but are not limited to:
- Fabricated Bridge Components
- Steel Bridge Primary Members
- Steel Sign Bridges and Overhead Sign Supports
- Laminated Elastomeric Bearings
- Prefabricated Steel Truss Pedestrian Bridges
- Retaining Wall Systems

The Materials Management Section updates the online lists of approved fabricators as requested by BOS. See RDA 00348-000 - Approved Products List in the Materials Management RDA schedule.

Lists are updated as needed. Central Lab maintains an electronic version with annotated revisions and changes. The list is also available on the WisDOT website and made available to contractors and the public.

Reason for creation: Records were not covered by any other approved RDAs.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date lists are superseded) +20 years and destroy.

01061000. MAINTENANCE PROGRAM MANAGEMENT SYSTEM (MPM) DATA **EVT+20** **DEST** **N**

The Maintenance Program Management System is a web-based system that contains expenditure data by project and activity. It is used as a method of tracking county highway maintenance activities and monitoring funds allocated and expended, as well as a tool for budgeting. MPM is used to generate routine, discretionary and traffic maintenance agreements with counties.

Data in MPM system includes county budgets and invoiced data. This record series covers tracking data related to highway maintenance projects that needs to be retained for ongoing administrative and financial tracking purposes. Data in this records series includes project ID, activity code, and total monthly expenditures.

Reason for creation: This RDA covers the information in the new system implemented in 2019.

RETENTION: EVENT (Date of creation) + 20 years and destroy

01062000. HIGHWAY MAINTENENCE EQUIPMENT INVENTORY **EVT+6** **DEST** **N**

WisDOT reimburses counties for use of maintenance machinery on state roads based on WisDOT approved equipment classification. This information is kept in the MPM system.

Records in this series may include, but are not limited to:
- County equipment inventory list
- County equipment classification requests
- Supporting information (includes photos, product literature, etc.)
- Related correspondence

Supersedes RDA 00478-000 - Highway Maintenance Agreement Classification Request and RDA 00480-000 - County Equipment Inventory Data which are now closed.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

Reason for creation: This RDA merges the records previously covered in RDAs 00478-000 and RDA 00480-000 which are now closed.

RETENTION: EVENT (Date county equipment is disposed of by the county) + 6 years and destroy

01071000. CARCASSES REMOVAL SERVICE REQUEST **EVT+3** **DEST** **N**

WisDOT works with county sheriff's departments and county highway departments to coordinate the removal of deer and bear carcasses from state rights-of-way. Contractors are notified directly by either WisDOT for the CKB program or by the county for the CKD program to dispatch and remove the dead animals.

Records in this series may include, but are not limited to:
- Correspondence between WisDOT, counties and contractors.
- Service requests to contractors.
- Correspondence between WisDOT and Wisconsin Tribes (CKB program only)

RETENTION: EVENT (Last day of the calendar year in which records are created) + 3 years and destroy

01072000. CKD AND CKB PROGRAM REPORTS **EVT+3** **DEST** **N**

Program reports are prepared to summarize CKD and CKB removal activities and disposal methods. These reports are generated periodically.

Records in this series may include, but are not limited to:
- Program reports
- Related correspondence

RETENTION: EVENT (date of creation) + 3 years and destroy

01081000. FCC APPROVED APPLICATIONS **EVT+6** **DEST** **Y**

Municipalities submit FCC applications and supporting documentation to Wis DOT for reimbursement on a fire claim incident based on eligibility criteria.

Records covered in this series may include, but are not limited to supporting documentation including:
- FCC completed application
- Crash Report and other related documents
- Fire Incident Report/Dispatch Log
- Invoice of Fire Call costs
- Correspondence requesting payment (to insurer and responsible party)
- Other application supporting documentation

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date of approval) + 6 years and destroy confidential

01082000. FCC DENIED/REJECTED OR WITHDRAWN APPLICATIONS **EVT+3** **DEST** **Y**

Applications that do not meet approval criteria are denied and municipalities are notified of the decision. Decisions are based on specified selection criteria.

Records in this series may include, but are not limited to:
- Denial notification
- Municipality withdrawal request
- FCC application
- Crash Report and other related documents
- Fire Incident Report/Dispatch Log

- Invoice of Fire Call costs
- Correspondence requesting payment (to insurer and responsible party)
- Other application supporting documentation

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (date of denial notification or date of municipality request withdrawal) + 3 years and destroy confidential

01083000. PROGRAM ELIGIBILITY, SELECTION CRITERIA AND CLAIM INSTRUCTIONS EVT+6 DEST Y

The FCC application form and instructions contain program program guidance, eligibility criteria, specific instructions to complete the form and other program eligibility related records.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date superseded) + 6 years and destroy confidential

01086000. TRAVEL BEHAVIOR DATA EVT+10 DEST Y

Wis DOT gathers information to better understand the travelling public trip patterns, behavior, and other traveling characteristics. Data is compiled to model travel patterns and guide development of transportation improvements and development/evaluation of transportation alternatives, trip patterns, behavior and other traveling characteristics.

The National Household Travel Survey (NHTS) is a type of survey used to analyze statewide travel characteristics over time and to coordinate integration into travel demand model inputs and to prepare trends reports and presentations.

3" party data analysis (INRIX, Streetlight, etc.) is used for different studies lead by the Traffic Forecasting Section which can be shared with anyone who request this information.

Records in this series may include, but are not limited to:
- Travel surveys
- Travel data
- Surveys supporting documentation
- Data analysis
- Related reports

The Traffic Forecasting Section maintains this information, including selected survey background information documenting survey methodology, instructions, problems encountered, notes, etc. for future reference.

RETENTION: EVENT (Date of data receipt) + 10 years and destroy confidential

01087000. PLANNING LEVEL TRAFFIC FORECAST FILES EVT+25 DEST Y

Planning level forecasts are generated for projects on the State Highway System for projects that do not require detailed analysis of future traffic volumes.

Records in this series may include, but are not limited to:

- Planning level forecast outputs from TAFIS or previously completed project-level forecasts
- Generalized and site-specific peak and design hourly factors for use in traffic forecasts (geometric design values)
- Generalized and site-specific heavy truck classification estimates based on highway functional classification and Annual Average Daily Traffic (AADT) (vehicle classification data)
- Planning level traffic forecast report (DTSD regions)

RETENTION: EVENT (Date forecast is completed) + 25 years and destroy completed

01091000. AS-BUILT HIGHWAY PLANS FILE P PERM N

An As-Built document is the official plan that identifies the final (built) state or local road construction or reconstruction project. As Built Plans are finalized when the project is completed. It includes all aspects of the project, especially changes made to the As-Let documents used to initiate the construction contract.

Records in this series may include, but are not limited to:

- Marked-up changes to AsLet plans
- AsBuilt plan for all types of projects in all formats, including highways, structures and local force account projects (includes digital copies from scanned microfilm)
- Standard Detail Drawings (SDDs)

- Bridge plans, structure plans, sign plate plans

Permanent Retention Justification: These plans are essential documents to meet ongoing business needs throughout WisDOT to administer, maintain, resurface or otherwise improve highways and structures, verify right-of-of way boundaries, conduct inspections and assure quality and safety of roads, in accordance with Wis. Stats § 84.06. Plans are also needed for future highway and structures design, construction and maintenance.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then disposed of in the designated matter. The electronic record will then be kept for the full retention period.

01096000. WISLR CERTIFIED MILEAGE RECORDS **EVT+100** **SHSW** **N**

WisDOT uses certified mileage lists with maps and other information to apportion federal highway safety funds and state transportation aid payments.

Records in this series may include, but are not limited to:
- Certified mileage statements showing total county jurisdictional miles by functional class effective January 1 annually
- Summaries of statewide and countywide mileage by jurisdiction and functional classification by municipality
- Detailed inventory listings by road name by jurisdiction for each municipality
- Summary reports for roadway data

Retention Justification: These records have long-term value for annexations, jurisdictional transfers, construction and realignment of roads. They provide official graphic compilations of the cumulative and historical impacts of administrative and jurisdictional changes on highways in all Wisconsin municipalities.

RETENTION: EVENT (Date of mileage certification) + 100 years and transfer to WHS

01121000. TRANSPORTATION RESEARCH PROGRAM OVERSIGHT COMMITTEES AND T **EVT+5** **DEST** **N**

Records in this series cover all materials related to research program oversight committees and teams charged with oversight, accountability and management of program funding and activities.

Records for the following committees are included in this series:

- Wisconsin Highway Research Program Steering Committee
- Wisconsin Highway Research Program Technical Oversight Committees
- Wisconsin Highway Research Program Project Oversight Committees

Records in this series may include, but are not limited to:
- Meeting agendas, minutes, presentations, handouts and background materials
- Records of votes, ballots, decisions and/or actions
- Committee membership rosters
- Committee communication regarding membership or other business
- Other related records and correspondence

Reason for creation: new agency RDA needed because existing applicable GRS RDA ADMIN301 does not apply to these committees or teams and their related records. These committees are not established by legislation or executive order.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date of meeting or document approval) + 5 years and destroy

01250000. UTILITY EXHIBITS **P** **PERM** **Y**

A utility exhibit is a scaled graphical representation of the utility facilities, and the utility land interests and/or rights that are in the project limits. It depicts the utility land interests and/or rights being acquired by the department for the highway project.

It's used to determine the amount that the project sponsor (WisDOT or Local Public Agency) is allowed to reimburse for utility relocations. It aids the project team in determining which utility land interests and/or rights need to be acquired for the project. It's also used by the region real estate unit when negotiating with property owners to display utility easement locations and by the region utility unit when coordinating with utility facility owners.

Records in this series may include, but are not limited to:
- Utility exhibits
- Related correspondence

All utility exhibits have personally identifiable information including DOT employee signatures, and names of property owners from whom WisDOT is acquiring interests in the properties. Most utility exhibits will also include a Professional Land Surveyor (PLS) stamp

and signature.

Permanent Retention Justification: It is imperative that utility exhibits be retained permanently to address future utility land rights issues and to determine future utility facility relocation compensation. It also contains pertinent information that is not available at the County Register of Deeds. This document provides a basis to compare utility facility locations in Wisconsin roadways over time.

RETENTION: PERMANENT

01260000. FLOOD RESILIENCY EVALUATION RECORDS EVT+10 DEST N

Flood resilience is the determination of a location in the state highway system that may pose a flood risk that damages the state highway. These records calculate a flood impact index for every quarter mile segment of state highway network.

Records in this series may include, but are not limited to:
• Flood risk data (rain fall amounts, floodplain, highway elevations, etc.)
• Flood impact index
• Program reports
• Supporting documentation
• Related correspondence

Data will be used by regions to evaluate improvement projects.

RETENTION: EVENT (DATE SUPERSEDED) + 10 YEARS AND DESTROY

01261000. NEEDS ANALYSIS RECORDS EVT+10 DEST N

Needs analysis is a simulated highway program used for budget analysis, performance management and program development. It is often used to create reports for legislative requests regarding budgets for different levels of funding for different improvement programs. The simulation may use a combination of actual project data, that may contain actual project estimates, and simulated projects selected by the model.

Records in this series may include, but are not limited to:
• Reports for legislative requests
• Needs analysis data
o Project prioritization
o List of simulated projects,
o Year by year pavement conditions
o Tabulations
• Related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (DATE DATA IS SUPERSEDED) + 10 YEARS ANDDESTROY CONFIDENTIAL

Dept # /000/ Department Name DTIM, AERONAUTICS

RDA # RDA Title Retention Disposition PII

00170000. MUNICIPAL AIRPORT FILE EVT+20 DEST N

The file contains information related to airport related issues such as impact of airport improvements on a community. WisDOT acts as agent for the county or municipality. File contains correspondence and information for counties and local government units to do airport work.

Records in this series may include , but are not limited to:

- Municipal ordinances
- Economic impact studies
- Communications with the public
- Local governments related correspondence on airport work
- Airport 's operational records regarding size and volume of aircrafts
- Communications regarding airport operations with airport managers and owners
- Other related correspondence

Records are needed to understand the responsibility of the administration of the airport with the airport commission, local government

and the public. The Bureau of Aeronautics is the sole record keeping authority of this information.

The official records in this series may exist in paper or electronic format and the retention will apply to the applicable official record format. When the paper files are digitized, they will be kept until verified for quality control purposes and then destroyed.

RETENTION: EVENT (Date records are created or received by the Bureau of Aeronautics) + 20 years and transfer to WHS

00171000. LOCAL AIRPORT IMPROVEMENT PETITION FILES EVT+25 DEST N

Airport improvement petitions are submitted when a community or county wishes to make an addition or improvement to its airport. In agreement with the municipality, WisDOT acts as the municipality's agent for these projects.

Records in this series may include, but are not limited to:
• Petitions for airport projects
• Notice of public hearings
• Affidavits of publications
• Briefs
• Hearing transcripts
• Examiner's reports and recommendations
• Agency agreements
• Related correspondence and other supporting records

Retention is triggered on the date of the agency agreement and it is based on a petition being valid for 5 years plus a 20 year period to coincide with the lifespan of the airport's master plan.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format. When the paper files are digitized,they will be kept until verified for quality control purposes and then destroyed.

RETENTION: EVENT (Date the agency agreement is signed) + 25 years and destroy

00172000. COMPREHENSIVE AIRPORT IMPROVEMENT MASTER PLAN EVT+40 DEST N

A comprehensive master plan is a snapshot of the existing condition of the airport and a comprehensive look at the anticipated 20-year development plan.

Records in this series may include, but are not limited to:
• Legal papers concerning the development and funding of Master Plans for individual airports
• Final Master Plan report
• Airport Layout Plan
• Supporting information
• Related correspondence and other supporting records

The Airport Layout Plan is the essential planning document used by all airports and is required for federal and state funding.

These are documents required for the life of the airport and are the official records. Retention is based on two 20-year master plan development cycles. Previous plan provides the considerations discussed for airport development which are needed during the development of the new plan.

The official records in this series may exist in paper or electronic format and the retention will apply to the applicable official record format. When the paper files are digitized, they will be kept until verified for quality control purposes and then destroyed .

RETENTION: EVENT (Date plan is superseded) + 40 years and destroy

00173000. AIRPORT PROJECT FILE EVT+50 DEST Y

File contains information dealing with airport planning, design, and airport construction projects.

Records in this series may include, but are not limited to:
• Project applications
• Findings
• Resolutions
• Wage rates
• Agency agreements
• Affidavit of bids
• Directive rejection of bids
• Directive award of contracts
• Contracts and subcontracts
• Vouchers
• Land acquisition/reimbursement , land release (property disposal) and land loan files
• Environmental documentation and statements
• Other related materials and correspondence

Per the Federal Aviation Administration's (FAA) Order 5100.38, the longest "minimum useful project life" is 40 years (buildings), however, these records are needed beyond the minimum useful life of the old facility to help design the new facility.

The official records in this series may exist in paper or electronic format and the retention will apply to the applicable official record format. When the paper files are digitized, they will be kept until verified for quality control purposes and then destroyed.

RETENTION: EVENT (Date of project financial closure) + 50 years and destroy confidential

00174000. AIRPORT CONSTRUCTION PLANS (AS-BUILTS) **P** **PERM** **N**

File contains "As-Built" airport construction plans of airport improvement projects where construction has been completed.

Retention Justification: As-Builts are needed for the life of the facility .An As-Built document is the official plan that identifies the final (built) airport project. It includes all aspects of the project, especially changes to the original bid plan used to initiate the construction contract. Plans are essential documents to meet ongoing business needs to administer and maintain and otherwise improve an airport facility, conduct inspections and assure quality and safety of the facility.

The official record in this series may exist in paper, microfilm or in another digital format and the retention will apply to the applicable official record format. When the paper records, microfilm or any other format are digitized,they will be kept until verified for quality control purposes and then destroyed.

Supersedes RDA 00174-AOO - Airport Construction Plans - microfilm.

RETENTION: Permanent

00175000. AIRPORT FEDERAL SURPLUS PROPERTY FILES **EVT+0/2** **DEST** **N**

Records in this series contain records of transactions for airport equipment obtained by Wisconsin airports through the General Services Administration's (GSA) federal surplus property program for airports. WisDOT acts as the agent for the municipality airports, serving as a liaison between the airport,the Federal Aviation Administration (FAA) and the GSA to facilitate the transaction. WisDOT's role is complete, when the transfer of the equipment to the airport is approved by the FAA and the GSA.

The transaction information is contained on the Federal forms titled "Transfer Order Surplus Personal Property" and may contain attached memoranda. Records in this series may include, but are not limited to:
• Request for equipment
• Confirmation of transaction
• Related correspondence

The official records in this series may exist in paper or electronic format and the retention will apply to the applicable official record format, When the paper files are digitized,they will be kept until verified for quality control purposes and then destroyed.

RETENTION: EVENT (Date the airport receives approval to claim the equipment) + 60 days and destroy

00176000. AIRSPACE OBSTRUCTION & PERMIT FILES **EVT+3** **DEST** **N**

WisDOT is the permitting authority for the "Permit to Erect High Structures ," pursuant to Wis. Admin. Code ch.Trans 56, that may obstruct airspace.

A tall or high structure means any building, structure, tower or other object affecting airspace in the state of Wisconsin. They may include utility lines on or near airport property or land close to airports that could create a hazard. Approved permits are retained until the obstruction is removed.

Records in this series may include, but are not limited to:
- Applications and studies for tall structures
- Approvals for tall structures
- Quadrangle maps showing locations of various tall structures in the vicinity of an airport
- Related correspondence

The official records in this series may exist in paper or electronic format and the retention will apply to the applicable official record format. When the paper files are digitized,they will be kept until verified for quality control purposes and then destroyed.

RETENTION: EVENT (Date the obstruction is removed or date the permit is denied) + 3 years and destroy

00178000. AIRCRAFT REGISTRATION FILES **EVT+10** **DEST** **Y**

Aircraft owners are required to initially register Wisconsin based aircraft per Wis. Stat. § 114.20 and renew registration as required. An aircraft owner is defined as an organization or person(s). Initial aircraft registration and renewals are submitted to the Bureau of Aeronautics by aircraft owner. Application information is entered into BOA's Aircraft Registration Database and then destroyed confidentially upon information verification. Information in the database is Wisconsin's official aircraft registration record.

Records in this series may include, but are not limited to:
• Aircraft and owner registration information

• Registration renewal information
• Registration application information
• Related correspondence

Retention of these records is based on the date of the notice of the sale of the aircraft, date of confirmation that it is no longer based in Wisconsin or date of confirmation when the aircraft is destroyed. Confirmation comes from aircraft owner or FAA.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format. When the paper files are digitized, they will be kept until verified for quality control purposes and then destroyed.

Supersedes RDAs 00178-AOO and 00178-800

RETENTION: EVENT (Date aircraft is sold, is based out-of-state or is destroyed) + 10 years and destroy confidential

00179000. AVIATION EDUCATION FILE EVT+4 DEST N

Files contain information dealing with aviation education and training. In cooperation with the appropriate educational institutions of the state, WisDOT's Secretary formulates programs of aviation education and training and disseminates information regarding such programs while cooperating with other local, regional and national aviation stakeholders.

Records in this series may include, but are not limited to:
• Aviation education and training files
• Correspondence with schools (High Schools, Technical schools, Colleges, etc.), and other agencies and organizations
• General pilot information
• Safety bulletins
• Vocational and career information
• Aircraft usage information
• Other program related information
• Other related correspondence

The official records in this series may exist in paper or electronic format and the retention will apply to the applicable official record format. When the paper files are digitized, they will be kept until verified for quality control purposes and then destroyed.

RETENTION: EVENT (Date program closes) + 4 years and destroy

00623000. PRIVATE AIRPORT FILES EVT+50 DEST Y

These files contain correspondence and information with counties and local government units about private airports, heliports and seaplane bases. Information includes communication with owners regarding the location and operation of the landing facility. Files also contain newspaper articles regarding the airport, heliports and seaplane bases. These landing facilities are privately owned and privately used.

A private airport is an airport that is privately owned and operated by an individual or organization.

Retention justification: These files are the sole and most comprehensive source of information on these airports and the only evidence in existence about these facilities and any correspondence with them . Thus, these records are needed for an extended period of time after they are closed or abandoned.

The official records in this series may exist in paper or electronic format and the retention will apply to the applicable official record format. When the paper files are digitized, they will be kept until verified for quality control purposes and then destroyed.

RETENTION: EVENT (Date private airport closes or is abandoned) + 50 years and transfer to WHS

00627000. AIRPORT SAFETY DATA INSPECTION FILES (5010 PROGRAM) FILES EVT+3 DEST N

The Airport Safety Data Inspection program is the primary means for the collection , maintenance and dissemination of safety information related to airports. BOA inspects public used airports once every three years and files a report with FAA. Bureau of Aeronautics ' role in the airport inspection program is to perform the safety inspection, record all information on the FAA form 5010-1 and enter it into the FAA 5010 program database web portal. The FAA uses this information to publish the Airport Facility Directory.

The inspection report includes current information or existing conditions about the airport including airport owner contact information and airport manager contact information, latitude and longitude coordinates for airport, county where airport is located, runway data, lighting aids, obstruction data, landing length, services, based aircraft,facilities and operations regarding the airport, aerial photo, sketch of runways and list of obstructions found at the airport.

The official records in this series may exist in paper or electronic format and the retention will apply to the applicable official record format. When the paper files are digitized, they will be kept until verified for quality control purposes and then destroyed.

RETENTION: EVENT (Date inspection report is superseded) + 3 years and destroy

00665000. AIRPORT SPECIAL PROJECT FILES EVT+20 DEST N

These files contain information for special projects that are not airport specific. These projects may be pilot service, airport construction or maintenance related. WisDOT may sponsor these projects or may act as the agent for the airport owners.

Records in this series may include, but are not limited to:

- Automated Weather Observation System program files
- Airport System Management projects files
- Runway marking program files
- Statewide sealcoat program files
- Pavement Condition Inspections Reports
- State Airport System Planning records
- Pilot weather briefing program records
- Related correspondence

Retention is based on the State Airport System Plan (SASP), which is the longest lifespan project contained in the special project files - 20 years.

The official records in this series may exist in paper or electronic format and the retention will apply to the applicable official record format. When the paper files are digitized, they will be kept until verified for quality control purposes and then destroyed.

RETENTION: EVENT (Date of project financial closure) + 20 years and destroy

00750000. SIX-YEAR AIRPORT CAPITAL IMPROVEMENT PROGRAM (CIP) PLAN FILES EVT+6 DEST N

The plan is a list of proposed airport capital improvements by year and by airport. It includes type of project, cost estimates broken out by funding source, and project scheduling. BOA develops Six-Year plans annually. The plan changes as airport needs change and as availability of funding changes. The current CIP is maintained in the bureau's airport management system (currently the ASM - Airport System Management).

Records in this series may include, but is not limited to:
- Six-Year Program plans
- Related information
- Background information
- Computations
- Supporting documentation
- Related correspondence

Records have ongoing value to recommend project funding; develop timetables for the future; and estimate when projects will be initiated. The official records in this series may exist in paper or electronic format and the retention will apply to the applicable official record format. When the paper files are digitized, they will be kept until verified for quality control purposes and then destroyed.

Reason for creation: No existing RDA for these records.

RETENTION: EVENT (Date current CIP is submitted to the FAA) + 6 years and destroy

00751000. PERMANENT AIRPORT LAND RECORDS P PERM N

The file contains information related to current and historic airport property for the 97 airports in the Wisconsin State Airport System Plan (SASP) and closed SASP airports. File contains deeds, property surveys, title work, property maps and other survey and real property information.

Retention Justification: Files are needed to understand airport property rights, restrictions and interests in land. They are also needed to develop current and historic property maps and airport layout plan property information required for federal projects and project planning. Files are also needed to research historic acquisitions to support activities related to disposal of airport property or compliance with state and federal grant obligations.

The Bureau of Aeronautics acts as agent for the county or municipality in acquiring and disposing of airport property and it is the sole record keeping custodian for this collection of airport and records.

The official records in this series may exist in paper or electronic format and the retention will apply to the applicable official record format. When the paper files are digitized, they will be kept until verified for quality control purposes and then destroyed.

Reason for creation: Previously covered under an RDA with a shorter retention. Records must be kept permanently.

RETENTION: Permanent

RDA #	RDA Title	Retention	Disposition	PII
00820000.	EVENT BRIEFS	EVT+1	SHSW	N

Event briefs provide details and contextual information that guides the Secretary, Deputy or Assistant Deputy on his or her interactions and activities during an event or meeting.

Depending on the event, briefs may contain substantive information as well as administrative type information. These briefs may be prepared for both internal and external events.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format.
When the paper records, or any other format, are digitized they will be kept until verified for quality control purposes and then destroyed.

Reason for creation: Records previously covered under 00365-000. New RDA needed to keep for a shorter retention period.

RETENTION: EVENT (Date of creation) + 1 year and transfer to WHS

RDA #	RDA Title	Retention	Disposition	PII
00821000.	PHOTOGRAPH, VIDEO, AUDIO AND/OR INTERVIEW RELEASE AUTHORIZATIC	EVT+3	DEST	Y

Forms signed by individuals photographed, recorded or interviewed by the Department releasing rights and claims relating to the photographs or recordings.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format. When the paper records, or any other format, are digitized they will be kept until verified for quality control purposes and then destroyed.

Reason for creation: No existing RDA

RETENTION: EVENT (Date information/record associated to the authorization is no longer used) + 3 years and destroy confidential

RDA #	RDA Title	Retention	Disposition	PII
00822000.	AUDIO VISUAL MATERIALS	EVT+3	DEST	N

Records in this series include photographs, video, audio, and any other audio-visual materials used for any departmental public relation purposes such as agency websites (internal or external), publications, or social media platforms where the department posts information.

Reason for creation: No existing RDA.

RETENTION: EVENT (Date superseded or obsolete) + 3 years and transfer to WHS

RDA #	RDA Title	Retention	Disposition	PII
00048000.	ATTORNEY OPINIONS FILES	EVT+50	SHSW	Y

These records are created because of requests from WisDOT staff, other agencies, legislators, attorneys or the public. Records relate to transportation matters including, but not limited to, driveway revocations, real estate acquisition, drainage damage, public works bid procedures, driver control, vehicle registration and state patrol enforcement.

Records in this series may include, but are not limited to:
- Background materials
- Clarification of the law
- Interpretation of cases, statutes, regulations and other administrative materials relating to transportation including highways, ports and airports
- Related correspondence and other case related communications

Retention Justification: These records are needed to support current or new cases. Transportation facilities typically have design lives exceeding 20 years and records germane to these facilities must be retained through the life of the facility. These records are also needed for future legal research purposes.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date file is closed) + 50 years and transfer to WHS

00049000. SIGN AND ACCESS / DRIVEWAY HEARINGS RECORDS EVT+10 DEST Y

These are transportation hearings that are unique to WisDOT and employ a specific hearing procedure. Sign and access/driveway cases affect interests in real property (real estate). These records are of significant concern because of the frequency and expense of litigation and administrative action including appeals.

Records are created after action by WisDOT to remove a nonconforming sign or prohibit the construction of signs that violate statutes, including, Wis. Stat. chs. 84, 86 and 346; or regulations, including, Wis. Admin. Code. chs. Trans. 200 and 201. Some records may include information about sign acquisition under Wis. Stat. § 84.30.

Records in this series may include, but are not limited to:
- Background material, notices, appraisals and determination of values, and jurisdictional offers
- Correspondence and other documentation of negotiations
- Final decisions and findings/conclusions by administrative judges
- Outdoor advertising information
- Driveway case materials for contested hearings under Wis. Stat. ch. 86 and Wis. Admin. Code ch. Trans 231
- Other related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date case is closed) + 10 years and destroy confidential

00052000. RAILROAD CASES AND REGULATORY INTERVENTION EVT+10 DEST Y

Files are created as part of OGC involvement in representing WisDOT before federal and state regulatory agencies and coordinating WisDOT's regulatory intervention through the administration of various federal and state programs. OGC also provides advice to the Department's Railroads and Harbors Section during railroad condemnation and abandonment cases and assists the Secretary and the Governor to coordinate, recommend and develop the overall direction for WisDOT's regulatory intervention policies.

Records in this series may include, but are not limited to:
- Background materials, correspondence, notices, findings, and decisions regarding regulatory intervention affecting interstate or intrastate railroads
- Information regarding eminent domain pursuant to Wis. Stat. ch. 32. and property management of railroad corridor property owned by the state of Wisconsin as required by Wis. Stat. § 85.09
- Information regarding taxes, utilities and railroad organization, operation, management, regulation, and liability pursuant to Wis. Stat. chs. 190, 192 and 195
- Harbor information related to Wis. Stat. § 85.095 and Wis. Admin. Code. ch. Trans 28

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date case is closed) + 10 years and destroy confidential

00053000. LEGISLATION CASES FILES EVT+6 SHSW N

Files contain background materials and letters relating to proposed and enacted legislation affecting the department both at the state and federal level.

Records in this series may include but are not limited to:
- Bill drafts and introduced bills and analyses
- Fiscal estimates
- Amendments
- Attorney notes and memoranda
- Policy and position recommendations
- Agency position on bills and amendments
- Related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Last date of the biennial legislative session) + 6 years and transfer to WHS

00055000. SERVICE OF PROCESS ON NONRESIDENTS RECORDS EVT+2 DEST Y

The Wisconsin Secretary of Transportation has statutory authorization under Wis. Stat. § 345.09 to accept service of process for lawsuits on behalf of out-of-state motorists. OGC is authorized by the Secretary to accept service of process.

Records in this series may include, but are not limited to:
- Summons and Complaints involving persons residing out-of-state who were involved in traffic accidents in Wisconsin as described in Wis. Stat. § 345.09
- Certificates of delivery
- Related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date documents are mailed by registered mail under Wis. Stat. § 345.09) + 2 years and destroy confidential

00447000. ADMINISTRATIVE LAW HEARING FILES EVT+7 DEST Y

Quasi-judicial proceedings in a wide variety of matters involving the interpretation of law and/or program regulations. They are either performed by state agency administrative law judges or hearing examiners or undertaken by a hearing examiner from another state agency including the Division of Hearings and Appeals in the Department of Administration per Wis. Stat. § 227.43.

Records in this series may include, but are not limited to:
- Motor Vehicle Dealer hearings, findings and decisions as described in Wis. Stat. ch. 218 and Wis. Admin. Code chs. Trans. 137, 138, 139, 140
- Personnel Hearings and matters relating to hiring, unemployment compensation, employee discipline, employee termination, employment discrimination and reclassification
- Related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Latest of the following applicable events: Date of the final decision of the Administrative Law Judge or Date the case is finally decided at the applicable venue if the case is appealed) + 7 years and destroy confidential

00448000. ADMINISTRATIVE LAW HEARINGS - PRECEDENT SETTING OR HISTORICALL EVT+20 SHSW Y

This records series covers Administrative Law Hearings records where the agency Legal Counsel, or other agency management staff, have determined that the case was historically significant or precedent setting.

Records in this series may include, but are not limited to:
- Motor Vehicle Dealer hearings records, findings and decisions as described in Wis. Stat. ch. 218 and Wis. Admin. Code chs. Trans. 137, 138, 139, 140

- Personnel Hearings and matters relating to:
  - Hiring
  - Unemployment compensation
  - Employee discipline
  - Employee termination
  - Employment discrimination and reclassification

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Latest of the following applicable events: Date of the final decision of the Administrative Law Judge or Date the case is finally decided at the applicable venue if the case is appealed) + 20 years and transfer to WHS

00449000. WITHDRAWN ADMINISTRATIVE RULES FILES EVT+10 DEST N

This series contains proposed administrative rules that have been withdrawn by WisDOT under Wis. Stat. § 227.14(6) prior to filing under Wis. Stat. § 227.20. These records are needed because initiatives for these rules may be renewed or may pertain to subsequent rule making efforts.

Records in this series may contain documents as required by Wis. Stat. ch. 227 including:
- Background materials
- Emails, letters and correspondence
- Notices
- Rule drafts
- Code interpretations and statements of policy
- Statements of Scope withdrawn pursuant to Wis. Stat. § 227.135(5)

GRS ADM00003 does not apply because the retention event and final disposition in ADM00003 does not apply to these records.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date of agency withdrawal of rule under Wis. Stat. § 227.14(6)) + 10 years and destroy

01101000. PRECEDENT SETTING PROGRAM FILES **P** **PERM** **Y**

These are records extracted from files covered under the other legal records RDAs listed in this schedule except for RDA 00448-000. They are set apart because WisDOT General Counsel has determined that they warrant permanent retention because of great program significance or because they set precedential value to the Department of Transportation.

Records in this series may include, but are not limited to:
- Annual certifications to federal grant agencies such as Federal Highway Administration (FHWA), National Highway Traffic Safety Administration (NHTSA) and Federal Transit Administration (FTA)
- Significant legal opinions having ongoing utility, such as the one documenting how Wisconsin is grandfathered from the federal truck size and weight limits and declarations of federal Interstate Highways or controlled access highways
- Real estate documents of important Department facilities [for example: State Patrol Academy in Ft. McCoy]
- Significant long term contractual, financial and banking records

Permanent retention justification: Transportation facilities such as highways and bridges may have long design lives and there may be decisions, commitments, maintenance agreements or financing decisions that require longer retentions. This series also includes other records of such import or long-term commitment that they warrant permanent retention.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: PERMANENT

00021000. HIGHWAY PROJECTS FINAL COST STATEMENT FILE **P** **PERM** **N**

Final Cost Statements are created upon highway project financial closing. These records are the official record of project financial cost information and remain long term once, the detailed project file information has met its retention.

Each Final Cost statement includes the following information:
- Project location
- Project ID
- Federal Project Number
- Contractor Name
- Date final contract work completed
- Type and amount of engineering cost
- Total project cost
- Source of funds for project financing

The project final cost statement is the permanent historical record for financial data on highway projects. It is also the record that traces funding sources for the project, as they serve as a reference point for future improvements on the same highway. These records are an essential part of the project record.

The official record in this series may exist in paper, microfilm or in another digital format and the retention will apply to the applicable official record format. When the paper records, microfilm or any other format are digitized, they will be kept until verified for quality control purposes and then destroyed.

Supersedes RDAs 00021-AOO and 00021-B00 - Highway Projects Final Cost Statements File (microfilm and electronic).

RETENTION: Permanent

RDA #	RDA Title	Retention	Disposition	PII
00598000.	FEDERAL TRANSIT ASSISTANCE REIMBURSEMENT PROGRAM FILES	EVT+3	DEST	N

This series covers federal transit programs such rural and urban public transit, rural and urban specialized transit, statewide planning, bus and rail safety, intercity bus, technical assistance and capital investment.

These programs are authorized under 49 USC § 53. The programs provide operating, capital and planning funding to local public bodies (e.g. cities, villages and counties), tribes, transit commissions and non-profit organizations to provide public and specialized transportation services on a reimbursement basis. Examples of projects funded through these programs include service operations, capital acquisitions (e.g. vehicles, equipment, facilitis), mobility management, transit development plans, consultant services and training.

Records in this series may include, but are not limited to:
- Application submittals (project descriptions, budget info, etc.)
- Sub-recipient agreement documentation
- Invoice and payment information
- Vehicle purchase ordering documentation
- Operational reports (ridership, demographics, mileage, etc.)
- Procurement and contract administration documentation
- Oversight, audit and investigation documentation
- Progress report documentation
- Training and scholarship information
- Correspondence

Retention per FTA Circular 5010.1E.

This RDA supersedes RDA #00600-000: Sec. 5307, 5309, 5313/5314
Program File and RDA #00603-000: RTAP Program Files

RETENTION: EVENT (Date the final expenditure report is submitted to Federal Transit Administration (FTA)) + 3 years and destroy

RDA #	RDA Title	Retention	Disposition	PII
00628000.	WISCONSIN TRANSPORTATION ASSISTANCE PROGRAM (WETAP) FILES	EVT+4	DEST	N

This program includes funding from various state and federal sources. The Department of Workforce Development contributes state funding as well as the Department of Transportation under Wis. Stat. § 85.24. Federal funds are also contributed to this program under 49 U.S.C. §§ 5307 and 5311 . Examples of projects funded through this program includes service operations, van pools and vehicle loans.

Records in this series may include, but are not limited to:
- Application submittals (project descriptions, budget info, etc.)
- Memoranda of Understanding between WisDOT and DWD
- Sub-recipient agreement documentation
- Invoice and payment information
- Operational reports (ridership, employment outcomes, mileage, etc.)
- Related correspondence

RETENTION: EVENT (Date the final expenditure report is submitted to the FTA) + 4 years and destroy

RDA #	RDA Title	Retention	Disposition	PII
00800000.	PROGRAMS OVERSIGHT AND COMPLIANCE FILES	EVT+5	DEST	N

As a recipient of federal transit funding, the transit section is required to provide federal and state compliance oversight for the transit programs it manages. The Section is also required to provide compliance and oversight to the local entities that received transit funding from WisDOT.

Review results and compliance follow up may affect future participation in transit programs for transit funding recipients and for WisDOT receiving federal funding.

Records in these series may include, but are not limited to:
- Disadvantaged Business Enterprise semiannual reports
- Compliance Site Review assessment and corrective action files
- Programs Asset Management files (e.g. vehicles, facilities and equipment)
- Funding recipients' entities drug and alcohol testing summary information
- Procurement and contract administration records (e.g. cost estimates, solicitations, evaluation scores, award letters, etc.)
- Charter service requests
- Title VI plans, complaints and other files
- Americans with Disabilities Act service procedure files
- Rail and bus safety plans, audits, investigations and reports
- Annual certifications and assurances of compliance with federal requirements
- Related correspondence

Reason for creation: No existing RDAs

RETENTION: EVENT (Date of receipt of FTA review close out letter) + 5 years and destroy

Dept #	/036/	Department Name	DTIM - TRANSIT

RDA #	RDA Title	Retention	Disposition	PII

Dept #	/038/	Department Name	DTIM - LOCAL ROADS & FINANCE

RDA #	RDA Title	Retention	Disposition	PII

00725000. **CMAQ PROGRAM REJECTED PROJECT APPLICATIONS** **EVT+4** **DEST** **N**

Records in this series include rejected project applications that do not meet program requirements, notes on the rejected decision, correspondence and supporting documentation specifying reasons for rejecting the applications.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format. When the paper records, or any other format, are digitized they will be kept until verified for quality control purposes and then destroyed.

Reason for creation: New RDA needed to cover these documents with shorter retention.

RETENTION: EVENT (Date notification of denial is sent) + 4 years and destroy

00726000. **CMAQ CYCLE SOLICITATION AND GUIDANCE DOCUMENTS** **EVT+19** **DEST** **N**

Records in this series document the administration of a program cycle, including documents related to the application review process and policies and guidance for selected projects:
- Funding Level Calculations
- Application Templates
- Application Instructions
- Cycle Guidance
- Cycle Schedules
- State Municipal Agreement (SMA) Templates
- Review Scores
- Review Instruction
- Public Announcements
- Emission Benefits Calculations
- The Sponsor's Guide to Non-Traditional Transportation Project Implementation (Sponsor's Guide)
- Correspondence with other agencies
- Other related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format. When the paper records, or any other format, are digitized they will be kept until verified for quality control purposes and then destroyed.

Reason for creation: previously covered under 00605-000, but records need a longer retention.

RETENTION: EVENT (Date when application process starts) + 19 years and destroy

00727000. **PROGRAM TRACKING DOCUMENTS (00727000.)** **EVT+2** **DEST** **N**

This series includes any related records that track approved projects' status and any related issues concerning the policy or administration of the projects within a given cycle.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format. When the paper records, or any other format, are digitized they will be kept until verified for quality control purposes and then destroyed.

Reason for creation: New RDA needed to cover these documents with shorter retention.

RETENTION: EVENT (Date program cycle is completed) + 2 years and destroy

00730000. **STP PROGRAMS REJECTED PROJECT APPLICATIONS** **EVT+4** **DEST** **N**

Records in this series include rejected project applications that do not meet program requirements, notes on the rejected decision, correspondence and supporting documentation specifying reasons for rejecting the applications.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format. When the paper records, or any other format, are digitized they will be kept until verified for quality control purposes and then destroyed.

Reason for creation: New RDA needed. These records are needed for a shorter retention.

RETENTION: EVENT (Date notification of denial is sent) + 4 years and destroy

00731000. STP PROGRAMS CYCLE SOLICITATION AND GUIDANCE DOCUMENTS EVT+19 DEST N

Records in this series document the administration of a particular program cycle, including documents related to the application review process and policies and guidance for selected projects:
- Funding Level Calculations
- Application Templates
- Application Instructions
- Cycle Guidance
- Cycle Schedules
- State Municipal Agreement (SMA) Templates
- Review Scores
- Review Committee Instruction
- Public Announcements
- Related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format. When the paper records, or any other format, are digitized they will be kept until verified for quality control purposes and then destroyed.

Reason for creation: previously covered under RDA 00604-000, but documents are needed for a longer retention.

RETENTION: EVENT (Date when application process starts) + 19 years and destroy

00732000. PROGRAM TRACKING DOCUMENTS (00732000.) EVT+2 DEST N

This series includes any related records that track approved projects' status and any related issues concerning the policy or administration of the projects within a given cycle.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format. When the paper records, or any other format, are digitized they will be kept until verified for quality control purposes and then destroyed.

Reason for creation: New RDA needed. These records are needed for a shorter retention

RETENTION: EVENT (Date program cycle is completed) + 2 years and destroy

00735000. LOCAL BRIDGE PROGRAM APPROVED PROJECT FILES EVT+6 DEST N

The Local Bridge program is managed by both the Local Transportation Programs & Finance Section in the Division of Transportation Investment Management (DTIM) and the Local Program Project Managers in the Division of Transportation Systems Development (DTSD) regional offices. Each approved project file is the responsibility of the office with the delegated responsibility to manage the project.

Records in this series may include, but are not limited to:
- Program applications
- Executed State/Municipal agreements
- Project contract awards documentation
- Requests for reimbursement
- Project related correspondence

Other supporting documentation may also include:
- Award letters
- Sponsor training certifications
- Advertisements for bid
- Applicable plans
- Project location maps
- Requests for exception to standards
- Bid award and rejection notices
- Documentation confirming contractor payment
- Project tracking logs

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format. When the paper records, or any other format, are digitized they will be kept until verified for quality control purposes and then destroyed.

Reason for creation: Program previously covered under a different program (RDA 00604-000). Needs own RDA because of new programmatic and organizational changes.

RETENTION: EVENT (Date of project financial closure per final cost statement) + 6 years and destroy

00736000. LOCAL BRIDGE PROGRAM REJECTED PROJECT APPLICATIONS EVT+4 DEST N

RDA #	RDA Title	Retention	Disposition	PII

Records in this series include rejected project applications that do not meet program requirements, notes on the rejected decision, correspondence and supporting documentation specifying reasons for rejecting the applications.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format. When the paper records, or any other format, are digitized they will be kept until verified for quality control purposes and then destroyed.

Reason for creation: Program previously covered under a different program (RDA 00604-000). Needs own RDA because of new programmatic and organizational changes.

RETENTION: EVENT (Date notification of denial is sent) + 4 years and destroy

00737000. **LOCAL BRIDGE PROGRAM CYCLE SOLICITATION AND GUIDANCE DOCUME** **EVT+19** **DEST** **N**

Records in this series document the administration of a particular program cycle, including documents related to the application review process and policies and guidance for selected projects:
- Funding Level Calculations
- Application Templates
- Application Instructions
- Cycle Guidance
- Cycle Schedules
- State Municipal Agreement (SMA) Templates
- Review Scores
- Review Committee Instruction
- Public Announcements
- Related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format. When the paper records, or any other format, are digitized they will be kept until verified for quality control purposes and then destroyed.

Reason for creation: Program previously covered under a different program (RDA 00604-000). Needs own RDA because of new programmatic and organizational changes.

RETENTION: EVENT (Date when application process starts) + 19 years and destroy

00738000. **PROGRAM TRACKING DOCUMENTS (00738000.)** **EVT+2** **DEST** **N**

This series includes any related records that track approved projects' status and any related issues concerning the policy or administration of the projects within a given cycle.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format. When the paper records, or any other format, are digitized they will be kept until verified for quality control purposes and then destroyed.

Reason for creation: Program previously covered under a different program (RDA 00604-000). Needs own RDA because of new programmatic and organizational changes

RETENTION: EVENT (Date program cycle is completed) + 2 years and destroy

RDA #	RDA Title	Retention	Disposition	PII

00611000. **LABORATORY QUALIFICATION CASE FILES** **EVT+5** **DEST** **N**

Records in this series include submitted lab qualifications application materials. Program criteria documents by which contractors and consultants doing highway improvement project acceptance sampling and testing must function, as required by 23 C.F.R. pt. 637 and Wis. Stat. §.84.01. Certification requirements apply to WisDOT labs and contractor/consultant labs.

Records in this series may include, but are not limited to:

- Laboratory Qualification Application Form (must include the applying laboratory's legal name and address, specific sampling and testing activities they are seeking qualification recognition and certification requirements). This form is submitted electronically or in paper format.
- American Association of State Highway and Transportation Officials (AASHTO) certification and/or Proficiency Sample Testing reports
- Supporting documents as requested by the Materials Management Section (MMS)

- Laboratory Certification Renewals including applications
- Laboratory Inspection Reports including Deficiencies
- Certificate of qualification
- Compliance documents
- Related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format. If the paper records or any other format are digitized, they will be kept until verified for quality control purposes and then destroyed.

RETENTION: EVENT (Date of certification) + 5 years and destroy

00612000. LAB INSPECTION REPORTS EVT+5 DEST N

The Quality Assurance Unit (QAU) outsources the inspection of qualified laboratories to consultants. The consultants conduct the inspection with the QAU provided inspection checklist and provide a final report to WisDOT.

Records in this series may include, but are not limited to:
- Inspection checklist
- Inspection summary
- Final inspection report
- QAU spot-check inspection report
- Related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format. If the paper records or any other format are digitized, they will be kept until verified for quality control purposes and then destroyed.

RETENTION: EVENT (Date of creation of final report) + 5 years and destroy

00613000. REGION FIELD VERIFICATION & INDEPENDENT ASSURANCE RECORDS EVT+5 DEST N

WisDOT regional labs perform field verification sampling and testing to validate contractor Quality Control (QC) test results. Data is entered in the electronic Materials Tracking System (MTS). Regions also perform Independent Assurance (IA) to ensure all samplers and testers are certified and performing their duties competently ; following standard procedures and that equipment used was calibrated.

Records in this series may include, but are not limited to:
- Verification test reports
- IA reports (includes recorded observations)
- Related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format. If the paper records or any other format are digitized, they will be kept until verified for quality control purposes and then destroyed.

RETENTION: EVENT (Date the report is created in MTS) + 5 years and destroy

00614000. LIST OF QUALIFIED LABORATORIES EVT+10 DEST Y

List of all contractors and consultants' permanent and mobile laboratories, that are qualified to perform highway improvement project acceptance sampling and testing, as required by 23 C.F.R. pt. 637 and Wis. Stat. §.84.01. WisDOT's Materials Management Section maintains this list and updates it throughout the year.

Records are needed for the same retention as the materials (prequalified products) final test reports. See Materials Management Program RDA # 00346-000 - Materials (Prequalified Products) Final Test Reports.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format. If the paper records or any other format are digitized, they will be kept until verified for quality control purposes and then destroyed.

RETENTION: EVENT (Date list is superseded) + 10 years and destroy confidential

RDA #	RDA Title	Retention	Disposition	PII
00185A00.	PHOTOLOG IMAGE MASTER FILES - ALL MEDIA	CR+50	SHSW	N

Records in this series include all media records containing master Photolog images of Wisconsin Interstate, U.S. Highways, and State Trunk Highways. WisDOT takes consecutive Photolog images of the approaching perspective view from a moving vehicle providing a driver's eye view of the roadway, its associated features and the adjacent environment at a given period in time.

Records in this series exist in three (3) Generations (G) of image collection systems (G1, G2 and G3) and may include, but are not limited to:

- G1 Analog-Single Camera Images: The first two systems used for Photolog image capture collected data in an analog record format using a single forward-facing 35mm camera. Records from this generation either remain in analog format or have been transferred to digital. Some of these records have been converted to digital format and the analog format has been discarded.

- G2 Digital- 2 Camera Images: The 3rd and 4th systems used proprietary data collection, storage, and management systems (Mandli Communications) to capture 2 camera forward-facing imagery in digital format. Records from this generation remain in digital format.

- G3 Digital 3-Camera Images: Starting with the 2018 data collection season, a new proprietary data collection, storage, and management system (Pathway Services) has been used to capture 3 camera forward-facing imagery in digital format. Records from this generation remain in digital format.

The Photolog image records produced for each generation are unique to the proprietary systems. The image records for each generation should be retained, as should the associated sensor data including GPS, IMU, Distance Measuring Instrument (DMI) and image reference data if collected with the imagery (See RDA00187-00A for Photolog image support files). Imagery and associated sensor data and image reference data are stored in various formats associated with the proprietary systems.

Retention Justification: Photolog imagery provides visual detail of the roadway and adjacent environment at a point in time. Regular collection cycles of Photolog imagery visually document changes to WisDOT's state highway network over time. WisDOT personnel use Photolog images for reference purposes and as legal evidence. Images provide documentation of roadside infrastructure (e.g. grandfathered signs Outdoor Advertising Program), and the condition of roadway before and after construction projects, environmental impacts, etc.

The official record in this series exists in multiple formats and the retention applies to the official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original record is digitized, it will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Creation) + 50 years and transfer to Wisconsin Historical Society

RDA #	RDA Title	Retention	Disposition	PII
00187000.	PHOTOLOG INDEX RECORDS	CR+50	SHSW	N

This records series provides location indexes and metadata for Photolog imagery stored in various formats. These records are used to efficiently locate the imagery of interest in support of WisDOT use.

Records in this series may include, but are not limited to:
- Bound paper photolog index for 8" and 12" laserdiscs images
- Index for 35 mm film records
- Other related records

Bound paper records associated with Photolog records stored on 8" and 12" laserdiscs are organized under the former WisDOT's highway transportation districts and collection cycle date range (year). Information includes the route number/direction, disc number/side, frame number and/or mileage reference, collection date, county, and intersection names to facilitate locating the imagery of interest.

Paper index records are associated with the 35mm film Photolog records stored at the State Records Center (SRC) and reference the contents of the boxes. The indexes reference the route, county, mileage, date (year), SRC box number and roll number for individual film rolls. Paper indexes for the contents of each SRC box of Photolog film records are critical for requesting these records as evidence for litigation involving Photolog records.

Laserdisc Photolog image records that are digitized and stored on electronic file server have associated support files that include the location index. See RDA 00187-A00.

Paper indexes must be retained for those images that have not been converted to digital and that do not have associated supporting files.

Retention Justification: Indexes, regardless of their format, need to be retained as long as the material they index.

The official record in this series exists in paper or electronic format and the retention applies to the official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date of creation) and transfer to WHS

00069000. CONTINUOUS COUNT STATIONS (CCS) EQUIPMENT MAINTENANCE FILE EVT+3 DEST Y

The Field Operations Unit, installs, tests, and maintains WisDOT-owned equipment used to record and collect traffic data. The unit also tests traffic counters for accuracy. These records include weigh-in motion equipment and all other counters, devices and equipment installed at sites throughout Wisconsin. Information is currently kept in a Microsoft (MS) Access database.

Records in this series may include, but are not limited to:
- Equipment technical details documents
- Manufacturers' instructions and literature, warranty and replacement policies
- Equipment location detail (including serial counter information, site ID and map coordinates)
- Field Operations procedures
- Schedules for CCS data collection

Files provide evidence that the equipment is installed and maintained appropriately and supports the accuracy of the data collected. The Field Operations Unit maintains installation and maintenance case history for as long as each device is used to collect vehicular data.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date the equipment is retired) + 3 years and destroy confidential

00069A00. CCS EQUIPMENT INVENTORY LISTS EVT DEST N

The Field Operations unit of the Data Management Section of DTIM/ BSHP maintains inventory data on all installed traffic equipment including counters, recorders and other devices used to collect vehicular traffic data. Data is needed to track, install, test, maintain, repair and manage state devices.

CCS equipment inventory list may include, but is not limited to:
- Type of equipment
- Serial no., manufacturer, model no., brand
- Applicable verification (testing or calibration) procedure
- Instruction manual
- Location

When purchased and installed, the Field Operations Unit adds equipment to ongoing equipment inventory lists. Data is updated regularly. Current information is kept, and new information is added to the list. Information is currently kept in a Microsoft Access database.

RETENTION: EVENT (Date list is superseded) and destroy

00187A00. SYSTEM GENERATED PHOTOLOG IMAGE SUPPORT FILES EVT+50 SHSW N

Photolog image support files and metadata are associated with the different system generations and most are in proprietary formats related to each system vendor. These files provide critical information related to the digital imagery of the highway (highway number, image collection date, mileage, location control, etc.). These files also facilitate image searching. Retention of these support files is critical for viewing each system generation's Photolog data.

Image support files includes the following for each generation:

G1: Digitized G1 Photolog Records Stored on Electronic File Servers. Paper/electronic indexing records associated with these digitized records have been replaced with new indexing files relevant to the current storage format. Updated indexing records for this generation include LOG files (which record the highway, frame number, mileage, date and county) and NOD files which facilitate searching to intersections of interest in the associated Photolog imagery using the G2 Mandli Communications software system. LOG and NOD files are text files

Note: Original paper indexing files for records that have not been digitized are covered in RDA 000187-000

G2: Support Files: LOG files provide critical information associated with imagery including frame number, date, route number and

direction, mileage location data, date of image capture, and county. GPS files in a proprietary binary format provide frame number, latitude, longitude, elevation, collection date, curvature, grade and heading. NOD files provide frame number and intersection data to search image files.
G3 Image Support Files: Files include road section files specific to each collection year containing data to view, locate and identify associated imagery and must be retained with image data. All raw sensor data (GPS, DMI and IMU data) associated with each set number for this generation must also be retained as many are critical for viewing and identifying attributes of corresponding digital imagery.

Retention Justification: Supporting files associated with each generation of Photolog imagery contain critical reference data and associated sensor output for each of the proprietary systems which need to be retained with the corresponding image data. Supporting information is critical for Photolog records to be used as legal evidence of the roadway environment as of the time of capture.

RETENTION: EVENT (Creation) + 50 years and transfer to WHS

01076000. VEHICULAR TRAFFIC DAILY, MONTHLY AND ANNUAL DATA EVT+50 SHSW N

WisDOT collects vehicular traffic data using data collection software. Data is collected from remote data collection sites. The collected data is used to create daily, monthly and annual data statistics. The data is used for multiple transportation functions such as highway project development, pavement, structures, planning studies, etc.

The daily vehicular traffic data collected includes continuous vehicular traffic data and data collected on a short-term (24 or 48 hours) collection period.

Daily data may include:
- Volume Data - Continuous and short-term detail and estimates of Annual Average Daily Traffic (AADT)
- Vehicle Classification
- Speed
- Weigh-In-Motion (WIM)
- Vehicle Length

The monthly and annual data created includes:
- Monthly vehicular summary data
- AADT summary data (also displayed on an interactive map on WisDOT internet site)

Monthly data is submitted to FHWA per 23 C.F.R. pt. 500 Subpart B § 201-204. Annual data is also submitted to FHWA per 23 C.F.R. § 420.105(b).

Retention Justification: Daily data has ongoing value to WisDOT for traffic forecasting, transportation systems planning, highway maintenance, research, statistical information and more. Data serves multiple transportation functions: highway project development, pavement, structures, etc. The monthly and annual data has very long-term value for transportation planning, operations and WisDOT business administration and for research and statistical purposes.

RETENTION: EVENT (Date of creation) + 50 years and transfer to WHS

00105000. MOTOR CARRIER INSURANCE CERTIFICATES EVT+6 DEST Y

Motor carriers are required to maintain insurance on file with the State of Wisconsin to legally operate as required in Wis. Stat. § 194.41. Insurance filings are retained to provide documentation for court cases involving damages for injury or death to a person, or damage to property. Legal actions must be commenced within 3 years per Wis. Stat. § 893.54 for bodily injury or death to a person and 6 years for damage to property per Wis. Stat. § 893.52.

Records in this series may include, but are not limited to:
- Carrier insurance certificates
- Expired or canceled certificates of insurance
- Notices of insurance cancellation
- Related correspondence

Information in these files may contain personally identifiable information (PII) such as carrier's name, social security number, address, telephone number, and email address.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format. When the paper records, or any other format, are digitized they will be kept until verified for quality control purposes and then destroyed confidentially.

RDA supersedes RDA # 00105-A00 Motor Carrier Insurance Certificates - Machine Readable.

RETENTION: EVENT (Date of insurance cancellation) + 6 years and destroy confidential

00530000. MOTORCYCLIST SAFETY PROGRAM RECORDS EVT+4 DEST N

The Wisconsin Motorcyclist Safety Program provides funding for motorcycle rider training for the purposes of safety of motorcyclists on Wisconsin roads. Funds are provided to rider education schools or motorcycle instruction schools.

The program includes operational skills training, safety education and public awareness and other elements the department may deem desirable for the program.

Records in this series include, but are not limited to: training schools applications and contracts, funds allocations, school and instructors requirements and certifications, cancellations or denials for approval, course requirements, schools activity reports and student reports, other documents or forms used for the management of the course, program audit proceedings, public awareness educational and informational materials such as motorist awareness and motorcyclist conspicuity media campaigns, and motorcycle awareness and motorist education media campaigns.

Parts of the Wisconsin Motorcyclist Safety Program is funded by federal funds from the National Highway Traffic Safety Administration. The program's grant related records are covered under Administrative Records GRS RDA # ADM00013. See Statewide Administrative Records GRS RDA #ADM00013 under the related records section at the end of this schedule.

RETENTION: EVENT (Date of the final report of the grant cycle or date of the notification of denial of application or cancellation of the department approval, or date of the creation of the record relating to a media campaign) + 4 years and destroy

00534000. MOTOR VEHICLE CRASH DATA EVT+4 DEST Y

The records in this series contain information and data regarding motor vehicle crashes from reports submitted by law enforcement agencies and motorists as required by Wis. Stat. § 346.70 and safety responsibility cases under Chapter 344 Wis. Stat.

The crash data is contained in an Oracle database and a DB2 database. This is the official record of all reportable motor vehicle crashes.

Information is kept for 4 years per Section Trans 100.19, Wis. Adm. Code - File Purge Criteria, Accident Reporting and Safety Responsibility.

The collected information is used for statistical analysis, reference of highway safety issues.

RETENTION: EVENT (Date of the motor vehicle crash) + 4 years and destroy confidential

00537000. SUBMISSION FILES FOR FATALITY ANALYSIS REPORTING SYSTEM (FARS) EVT+4 DEST Y

Records in this series include but are not limited to files related to fatalities and fatal motor vehicle crashes in Wisconsin such as toxicology reports, vehicle records, vital records, fatal supplements, and coroner's reports.

Information from the above records are inputted into the FARS system which is a nationwide system on fatal motor vehicle crashes maintained by the federal government.

Information is retained for 4 years (which include current year and prior 3 years) for quality control and audit purposes per the cooperative agreement between WisDOT and the National Highway Traffic Safety Administration.

This Information is primarily used in order to provide the National Highway Traffic Safety Administration with data on fatal injuries in motor vehicle crashes as authorized by 49 USC § 403.

RETENTION: EVENT (Date of the motor vehicle crash) + 4 years and destroy confidential
Per federal requirement, retain current year plus the three prior years

00538000. WISE GRANTS SYSTEM REPORTS EVT+4 DEST N

WIse-Grants is a third party web-based grants management system used to manage all transportation safety grants and other non-grant related information.

This series covers system generated ad hoc reports related to grants and other non-grant related reports that are kept in the system such as activity reports on highway traffic safety law enforcement mobilization. Grant related information in the system is covered under Statewide Administrative Records GRS RDA #ADM00013 - Grant Documentation

RDA #	RDA Title	Retention	Disposition	PII

RETENTION: EVENT (Date of report creation or receipt) + 4 years and destroy

00539000. ANALYSIS AND OUTREACH RECORDS — EVT+4 — DEST — N

Work products related to the analysis and outreach functions of the section, to include white papers, bill analyses, fiscal estimates, grant targeting methodology, results of grant targeting, the annual seat belt survey, grantee monitoring, equipment inventories, documents related to public information requests, activity summaries, and presentations. These records are later used for reference purposes for future program analysis.

RETENTION: EVENT (Date of creation) + 4 years and destroy

00596000. HIGHWAY SAFETY PLAN AND ANNUAL REPORT FILE — EVT+4 — SHSW — N

File contains the Highway Safety Plan and Annual Report with supporting correspondence and fiscal information copies. Information is used for program administration, justification, audit, and program benefit information reference. The Highway Safety Plan/benchmark and Annual Reports are required to be eligible for federal funds (23 USC s. 402).

RETENTION: EVENT (Date of submission of the final expenditure report to the NHTSA for a federal fiscal year) + 4 years and transfer to Wisconsin Historical Society (WHS)

00656000. STATISTICAL DIGESTS — EVT+4 — DEST — N

File includes artwork, SAS outputs, and documentation which provided information for statistical digests. The information, for crash data, is collected in connection with Wis. Stat. § 346.70(3m)(b) which requires WisDOT to publish such statistical summaries for statistical data. The documentation provides a history for the numbers and how and why they were published. This includes the Wisconsin Traffic Crash Facts Book.

These are sent to libraries, law enforcement agencies, government (federal, state, local, and county) offices, insurance companies, educational facilities, legislators, media, and the general public. These digests contain monographs. Completed statistical digests are state publications and are distributed to state libraries and depositories per Wis. Stat. § 35.83.

RETENTION: EVENT (Date of publication) + 4 years and destroy

RDA #	RDA Title	Retention	Disposition	PII

00104000. HEAVY VEHICLE USE TAX (HVUT) RECORDS — EVT+4 — DEST — Y

Records in this series contain federal Internal Revenue Service (IRS) Heavy Highway Vehicle Use Tax Return (for vehicles 55,000 pounds and over) and alternate documents for proof of compliance with the IRS federal Heavy Vehicle Use Tax (HVUT) as required by federal Rules and Regulation 23 C.F.R. pt. 669 and Wis. Stat. § 341.63 (1)(d).

Records in this series may include, but are not limited to:
- Form 2290 Heavy Vehicle Use Tax Return
- Related correspondence

Information in these files may contain personally identifiable information (Pll) such as carrier's name, social security number, address, telephone number, and email address.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format. Paper records are also kept for Federal Highway Administration (FHWA) audit purposes because electronic records do not always show watermarks which are required to prove authenticity of the record.

RDA supersedes RDA # 00104-A00 Heavy Vehicle Use Tax (HVUT) - Machine Readable.

RETENTION: EVENT (Date of FHWA audit) + 4 years and destroy confidential

00107000. MULTI-JURISDICTIONAL RECIPROCAL AGREEMENTS — EVT+3 — DEST — N

Wis. Stat. §§ 341.41 (1) and (1a) authorize WisDOT's Secretary to enter into reciprocal agreements with other states and jurisdictions.

Reciprocal agreements are an agreement, arrangement, or understanding between two or more jurisdictions under which each of the participating jurisdictions grants reciprocal rights or privileges to properly registered vehicles that are registered under the laws of other participating jurisdictions.

Records in this series may include, but are not limited to:
- Multi-Jurisdictional reciprocal agreements

- Related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format. When the paper records, or any other format, are digitized they will be kept until verified for quality control purposes and then destroyed.

RETENTION: EVENT (Date agreement is terminated or superseded) + 3 years and destroy

00181000. FUEL TAX FILES EVT+6 DEST Y

The International Fuel Tax Agreement (IFTA) allows for the disbursement of fuel tax revenue to all member jurisdictions based on miles traveled and fuel used in each jurisdiction. Carriers need to report fuel expenditures and miles in each jurisdiction they travel. Files contain carrier and audit information for fuel tax reporting and licensing as required by the IFTA program.

Records in this series may include, but are not limited to:
- Carrier and audit information for fuel tax reporting
- Carrier jurisdiction license applications/cancellations, amendments, reinstatements, activity reports including fuel used and miles traveled and fuel tax returns
- Carrier activity summary transmittals issued to/from member jurisdictions
- Source documents, activity and tax summaries and reports
- Related correspondence
- Wisconsin International Fuel Tax License Application
- WI International Fuel Tax Agreement (IFTA) Instructions & Tax Rates
- Wisconsin Fuel Tax Quarterly Report for IFTA
- WI IRP - Lease Verification (between Owner/Operator and Lessee)
- WisCRS System Access Request

Files are WisDOT's official records pursuant to IFTA and Wis. Stat. § 341.45(b). Retention is mandated per IFTA articles of agreement.

Information in these files may contain personally identifiable information (PII) such as carrier's name, social security number, address, telephone number, and email address.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format. When the paper records, or any other format, are digitized they will be kept until verified for quality control purposes and then destroyed confidentially.

RDA supersedes RDA 00181-A00 - Fuel Tax Files - Machine Readable.

RETENTION: EVENT (Date of motor carrier registration) + 6 years and destroy confidential

00630000. UNIFIED CARRIER REGISTRATION (UCR) FILES EVT+3 DEST Y

UCR is a federally mandated program for all carriers over 10,000 pounds with any interstate commerce operation. Formerly this function was conducted by the Single State Registration (SSR) Program.

File contains Interstate applications for the UCR permit for motor carriers using Wisconsin as their base state as FHWA regulated carriers, and applications for interstate exempt carriers. These applications are proof of payment of registration permit fees either to Wisconsin or other UCR states.

Records in this series may include, but are not limited to:
- UCR Applications
- Records of payment
- Related correspondence

Retention per 49 U.S.C. § 14504a.

Information in these files may contain personally identifiable information (PII) such as carrier's name, address, telephone number, and email address.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format. When the paper records, or any other format, are digitized they will be kept until verified for quality control purposes and then destroyed confidentially.

RETENTION: EVENT (Date of motor carrier registration) + 3 years and destroy confidential

RDA #	RDA Title	Retention	Disposition	PII

00211000. **VEHICLE DEALER LICENSING RECORDS** **EVT+7** **DEST** **Y**

The Dealer Licensing Unit (DLU) is responsible for creating and issuing business and dealer licenses such as retail, salvage, wholesaler, etc. as mandated by Wis. Stat. ch. 218.

DLU also issues individual licenses to dealers' salespeople, vehicle wholesale buyers, and salvage buyers under the umbrella of dealer licenses. This series also includes dealers' inspection and disciplinary action records.

Records in this series may include, but are not limited to:
- Initial dealer licensing applications
- Renewal applications
- Owner/entities forms
- Surety bonds or irrevocable letters of credit
- Municipalities' zoning approval
- Facilities statements
- Individual license applications (sales or buyer staff)
- Out of business statements
- Manufacturers' agreements
- Dealer inspection reports
- Dealer responses to inspection or disciplinary actions
- Disciplinary actions
- Franchise disputes
- Any supporting documentation
- Any related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date dealer goes out of business or date their license expires) + 7 years and destroy confidential

00212000. **DEALER COMPLAINT FILES** **EVT+7** **DEST** **Y**

The Field Investigation Unit (FIU) provides consumer protection and regulation enforcement for all types of licensed vehicle dealers in Wisconsin, such as retail and wholesale motor vehicle dealers, recreational vehicle dealers, motorcycle dealers and salvage dealers. FIU receives and investigates complaints from consumers, industry competitors, other government agencies, elected officials, anonymous sources, or other units within DMV.

Records in this series may include, but are not limited to:
- Consumer dealer complaints and supporting documentation such as purchase contracts, lease agreements, payment receipts, repair orders, etc.
- Complaints about dealers' sales staff
- Complaints about unlicensed sales activity
- Investigation evidence and reports
- Sanction letters
- Licensee responses
- Related correspondence

Information in these files may contain PII information such as complainant's name, social security number, driver license number, address, telephone number, and email address.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date when complaint is closed) + 7 years and destroy confidential

00214000. **DEALER LICENSING ACTION HEARING RECORDS** **EVT+7** **DEST** **Y**

Hearings may result because of WisDOT actions due to violations of the Dealer Licensing Regulations, Wis. Stat. ch. 218. Hearings may result in license denial, suspension, revocation or special orders against the license.

Records in this series may include, but are not limited to:
- WisDOT legal complaints
- Hearing transcripts
- Exhibits
- Subpoenas
- Case findings/conclusions
- Other related documents
- Related correspondence

Information in these files may contain PII information such as complainant's name, social security number, driver license number, address, telephone number, and email address.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date dealer goes out of business or date their license expires) + 7 years and destroy confidential

00870000. MOTORIST INSPECTION & MAINTENANCE NONCOMPLIANCE RECORDS EVT+5 DEST Y

In southeast Wisconsin, certain vehicles are required to pass emissions testing. Some vehicles pass the testing under false pretenses such as using cheater software or misrepresenting the Gross Vehicle Weight Rating (GVWR) or because the owner tries to evade testing, e.g. by providing the wrong domicile information.

Records in this series may include, but are not limited to:
- Letters to motorist about non-compliance with testing requirements
- Motorist response
- Motorist proof of compliance
- Auditor notes
- Follow up information
- Related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format. When the paper records, or any other format, are digitized they will be kept until verified for quality control purposes and then destroyed.

Reason for creation: no existing RDA for these records.

RETENTION: EVENT (Date of letter to the motorist) + 5 years and destroy confidential

00871000. TECHNICAL ASSISTANCE CENTER (TAC) RECORDS EVT+5 DEST Y

If a vehicle doesn't pass inspection, the owner of the vehicle may consult one of five Technical Assistance Centers (TACs) for repair assistance, monitor resets and waivers from testing. TACs are privately owned repair facilities specializing in emission repairs.

Records in this series may include, but are not limited to:
- Technician comments
- Receipts
- Vehicle owners' appointments with TACs .
- General documentation issues
- Waiver inspection records
- TAC issued waivers

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format. When the paper records, or any other format, are digitized they will be kept until verified for quality control purposes and then destroyed.

Reason for creation: no existing RDA for these records.

RETENTION: EVENT (Date the vehicle's appointment with the TAC ended) + 5 years and destroy confidential

00872000. PRIVATE INSPECTION FACILITIES AUDIT RECORDS EVT+5 DEST Y

WisDOT I/M Program staff conduct audits of testing facilities and TACs, and review records to maintain compliance with federal and state requirements.

Records in this series may include, but are not limited to:
- Audit reports of Private Inspection Facilities (PIF) including, amongst others, overt, covert and remote observation.

- Inspection reports
- Customer complaints
- Investigation reports and case files on emissions fraud
- PIF staff inspectors' certification records
- Disciplinary Actions resulting from errors such as data entry error, incorrect weight waiver, testing off camera, etc.
- Letters and documented offenses
- Related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format. When the paper records, or any other format, are digitized they will be kept until verified for quality control purposes and then destroyed.

Reason for creation: no existing RDA for these records.

RETENTION: EVENT (Date of the audit) + 5 years and destroy confidential

00873000. PIF AND TAC FACILITIES LISTS EVT+5 DEST N

DOT maintains a list of current PIF and TAC facilities used to do I/M inspections. These listings are updated on a regular basis. The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format. When the paper records, or any other format, are digitized they will be kept until verified for quality control purposes and then destroyed.

Reason for creation: no existing RDA for these records.

RETENTION: EVENT (Date list is superseded) + 5 years and destroy

00880000. CONSUMER BOND CLAIM FILES EVT+7 DEST Y

The Wisconsin Consumer Bond Claim Program is in place to assist Wisconsin consumers who face monetary loss after they have purchased a used motor vehicle. To qualify there must be a documented violation by the selling dealer of the applicable Wisconsin Statutes or administrative rules.

Records in this series may include, but are not limited to:
- Consumer bond claim and supporting documentation
- Bond claim case summaries
- Interested parties' lists
- Dealer, claimant, and bond company correspondence
- Dealer bonds and any bond continuations or attachments
- Investigation reports and attachments
- DOA Division of Hearings and Appeals (DHA) case related records
- Other related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date the bond claim is withdrawn, dismissed, or resolved) + 7 years and destroy confidential

00881000. ELECTRONIC LIEN TITLE (ELT) PARTICIPANTS FILE EVT+2 DEST N

The Electronic Lien Title (ELT) Program consists of the transmission and management of data transferred to and from E-lenders (lenders choosing to receive titles electronically), ESPs (Electronic Service Providers, aka vendors), and the state.

The program involves itself with the setup of Vendors by reviewing/accepting applications to participate, this application process also includes a review of the vendor's financial records provided by the applicant.

Files contain records concerning lending institutions and ELT vendors as they pertain to electronic titling.

Records in this series include, but are not limited to:
- Electronic Service Provider-Request to Participate
- Statement of assets and liabilities
- Business plan
- Lien holder electronic title agreement
- Electronic service Provider Agreement
- Supporting documentation
- Related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date the vendor or agent terminates program participation) + 2 years and destroy confidential

00882000. THIRD PARTY PROGRAM RECORDS EVT+2 DEST N

The third-party program is a public-private partnership with businesses that, as agents of DMV, electronically title and register vehicles for themselves or their customers using the Automated Processing Partnership System (APPS) and a set of DOT-developed web applications (eMV). These applications serve as a bridge to transmit title and registration information to DMV main title and registration database. Files contain records dealing with APPS and eMV programs.

Records in this series may include, but are not limited to:
- Vendor and agents program application and supporting documentation
- Business plans from vendors and agents

- APPS vendor and agent contracts
- APPS bond and Irrevocable Letter of Credit (ILOC)
- Warning letter to vendors and agents
- eMV Agent application
- eMV Fleet application

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date the contract is no longer in effect) + 2 years and destroy

00883000. LEMON LAW PROGRAM CASE FILES **EVT+3** **DEST** **Y**

The Wisconsin Lemon Law (LL) Program provides consumers with a way to get compensated for a purchased or leased new vehicle determined to be a lemon. The manufacturer is required to replace a vehicle deemed a “lemon” for free or refund the full price (minus a reasonable amount for mileage/usage).

Records in this series may include, but are not limited to:
- Lemon Law claim forms
- Lemon Law case files
- Arbitration records including audits, reports, dispute settlement files
- Manufacturer vehicle case files
- Related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date the case is settled or dismissed) + 3 years and destroy confidential

00884000. LEMON LAW MANUFACTURE'S ARBITRATION CERTIFICATION FILES **EVT+3** **DEST** **N**

The Wisconsin Lemon Law (LL) provides manufacturers the ability to use arbitration programs provided they are certified by WisDOT. Manufacturers could either develop and use their own in-house arbitration program or contract with a third-party arbitration program already certified by WisDOT.

Records in this series may include, but are not limited to:
- Letter of application
- Certification questionnaire
- DOT certification
- Related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date the manufacturer is no longer certified or ceases to participate in the program) + 3 years and destroy

00885000. MOTOR VEHICLE INDUSTRY PLATES RECORDS **EVT+2** **DEST** **Y**

The Dealer and Agent Section issues a variety of vehicle registration plates to meet the needs of the motor vehicle industry. These plates expire on December 31st of the year they are issued and include the following plate types:

- Demonstrator Truck/Tractor Plate
- Demonstrator Trailer/Semi Trailer Plate

Both types of demo plates are used by licensed dealers, manufacturers, distributors, and holders of trailer dealer plates and are used on loaded trucks or trailers during intrastate test drives by prospective purchasers.
- Finance Plates - These plates are used by financial institutions and licensed sales finance companies to move and demonstrate vehicles they repossess
- Trailer Dealer Plates - These plates are used by trailer dealers to move empty trailers owned by dealers, distributors or manufacturers of trailers and semitrailers
- Transporter Plates - The plates are used for moving vehicles between the plate owners place of business and dealers, manufacturers, distributors, or (in the case of converted vehicles) vehicle purchasers

Files contain records concerning motor vehicle industry plates. Records in this series may include, but are not limited to:
- Demonstrator license plate applications and renewals
- Finance plate applications and renewals
- Trailer dealer plate applications and renewals
- Transporter plate applications and renewals
- Supporting documentation

- Related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date plate is issued or renewed) + 2 years and destroy confidential

00886000. OUT OF STATE DEALER INDIVIDUAL LICENSE (CREDENTIAL) RECORDS EVT+2 DEST Y

The Dealer and Agent Section issues a variety of credentials to out of state licensed dealer owners and/or their employees for use of purchasing vehicles at licensed auctions in Wisconsin. These credentials are valid for one year from the date of issuance or the expiration of the out of state dealer license.

- Salvage Buyer Identification (BID) Card

Any individual employed by a licensed out-of-state motor vehicle, wholesale, or salvage dealer who wants to bid on motor vehicles at Motor Vehicle Salvage Pool Auctions is required to hold a Buyer's Identification (BID) Card License.

- Buyer's License

If an individual is employed by a dealer licensed out of state, they may apply for a buyer's license. This license allows the individual to purchase vehicles from licensed Wisconsin Wholesale Auctions.

Files contain records concerning out of state individual credentials. Records in this series may include, but are not limited to:

- Salvage Buyer Identification (BID) Card applications
- Buyer's License applications
- Supporting documentation
- Related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date credential is issued or renewed) + 2 years and destroy confidential

00044000. DISABLED VETERANS LICENSE PLATES APPLICATIONS EVT+5 DEST Y

Wis. Stat. § 341.14 (1) authorize the issuance of disabled veteran plates after approval by the Veterans Administration stating the individual is a veteran with a permanent disability resulting from injuries incurred in active US Military Service that limits or impairs the ability to walk.

Records in this series may include, but are not limited to:

- Original applications for disabled veteran license plates
- Related correspondence
- Denial letters

Record series is confidential since portions submitted by Veterans Administration are subject to Federal Privacy Act of 1974 and are provided to the Department as privileged and confidential information not to be released without written consent from the veteran.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RDA supersedes RDA 00044-AOO - Disabled Veteran License Plate Applications - Microfilm

RETENTION: EVENT (Date when no longer eligible for plat designation) + 5 years and destroy confidential

00045000. DISABLED PARKING IDENTIFICATION CARD APPLICATIONS EVT+5 DEST Y

Wis. Stat. § 343.51 authorizes the issuance of disabled parking identification cards.

Records in this series may include, but are not limited to:

- Original and renewal application forms
- . Supporting documentation including medical certification of disability
- Related correspondence

RDA #	RDA Title	Retention	Disposition	PII

Information in these files may contain personally identifiable information (PII) such as applicant's name, social security number, address, telephone number, email address and medical information.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date the disabled parking identification is no longer valid) + 5 years and destroy confidential

RDA #	RDA Title	Retention	Disposition	PII

00101000. SAFETY RESPONSIBILITY (SR) CASE FILE — EVT+3 — DEST — Y

Files contain driver license/registration withdrawal cases established under Wis. Stat. ch. 344 for drivers and owners of vehicles involved in motor vehicle crashes who fail to pay damages for which they are responsible.

Records under this series include, but are not limited to:
- Withdrawal orders of operating/registration privileges mailed to the drivers/owners
- Crash damage/injury evaluations
- Hearing requests and decisions
- Releases of liability
- Installment agreements
- Related correspondence

Series also includes audio recordings of SR hearing proceedings conducted pursuant to Wis. Stat. § 344.02.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date case requirements/conditions have been satisfied in accordance with the SR law and any installment agreements have been paid in full (i.e. case closed)) + 3 years and destroy confidential

00830000. AFFIDAVITS OF MAILING NOTICE OF SUSPENSION FOR NON-COMPLIANCE (— EVT+0/6 — DEST — Y

DMV notifies drivers when their operating privilege will be suspended due to a safety responsibility (SR) case.

Records in this series are the daily reports of new SR cases. A DMV processor confirms that DMV mailed a letter for each case and signs and dates the report which then becomes the affidavit of mailing.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date DMV processor signs the affidavit of mailing report) + 180 days and destroy confidential

00831000. TRAFFIC SAFETY SCHOOL COURSE COMPLETIONS — EVT+5 — DEST — Y

File contains records of driver participation in a traffic safety school course. Records of driver participation may include, but are not limited to:
- Traffic safety school course completions
- Related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date driver completes traffic safety course) + 5 years and destroy confidential

RDA #	RDA Title	Retention	Disposition	PII

00832000. ADMINISTRATIVE SUSPENSION POLICE REPORTS, REQUIRED BY TRANS 11 **EVT+10** **DEST** **Y**

DMV processes an administrative suspension of operating privileges in accordance with Wis. Admin. Code ch. Trans 113 upon receipt of notice and other required records from law enforcement that indicate a driver had a prohibited alcohol concentration and/or concentration of a controlled substance(s).

Records in this series include, but are not limited to:
- Notice of Intent to Suspend Operating Privilege (MV3519)
- Police narrative (arrest report)
- Prohibitive substance test results
- Form used to inform the accused person of Wisconsin's Implied Consent law
- Request for Administrative Review by the accused
- Results when an Administrative Review is conducted

Retention Justification: New retention needed to ensure these records are kept for the same amount of time as other alcohol/controlled substance related withdrawal records.

A DMV processor enters data from electronic and/or paper records into the driver records system to set up an administrative suspension case and verifies accuracy.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date deceased or if deceased ate is unknown, date customer would be 100 years old) + 10 years and destroy confidential

00833000. ADMINISTRATIVE SUSPENSION POLICE REPORTS, NOT REQUIRED BY TRAN **EVT** **DEST** **Y**

DMV processes an administrative suspension of operating privileges in accordance with Wis. Admin. Code ch. Trans 113 upon receipt of notice and other required records from law enforcement that indicate a driver had a prohibited alcohol concentration and/or concentration of a controlled substance(s).

DMV frequently receives records not required by Trans 113. The records are often submitted in error. DMV destroys confidentially upon receipt those additional records not required by Trans 113 or that are duplicates of required records.

RETENTION: EVENT (Date of receipt) + 3 days and destroy confidential

00834000. SELF-INSURANCE CERTIFICATION RECORDS **EVT+5** **DEST** **Y**

DMV issues an annual self-insurance certificate to companies or individuals that qualify under Wis. Stat. § 344.16 and Wis. Admin. Code ch. Trans. 100.

Records in this series include, but are not limited to:
- Self-insurance application
- Listing of current vehicles
- Self-insurance certificate
- Related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Effective date of certificate of self-issuance) + 5 years and destroy confidential

00835000. SELF-INSURANCE CERTIFICATION FINANCIAL RECORDS **EVT+1** **DEST** **Y**

This records series covers the financial records required to provide a certificate of self-insurance to companies or individuals that qualify under Wis. Stat. § 344.16 and Wis. Admin. Code Ch. Trans. 100.

Records in this series include, but are not limited to:
- Current financial statement
- U.S. Securities & Exchange Commission financial filing
- Related correspondence

Upon verification of the records and once the certificate of self-insurance is processed and becomes effective, DMV destroys the financial records confidentially to eliminate risk of their disclosure because they reasonably qualify as trade secrets under Wis. Stat. §

134.90(1)(c).

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Effective date of certificate of self-issuance) + 1 year and destroy confidential

00047000. MOTOR VEHICLE SURVEYS FILES EVT+1 DEST N

File contains public surveys of motor vehicle issues. Surveys are generally used for customer service assessment and program improvement purposes. Survey information may ask about, but is not limited to, topics such as commercial driver licensing, driver exposure estimates and traffic citations.

Retention for these surveys needs to start the date the survey closes. GRS ADM0024 retention starts the date of creation thus it does not meet our business needs.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date DMV closes survey responses) + 1 years and destroy

00100C00. DRIVER LICENSE (DL) AND IDENTIFICATION (ID) CARD APPLICATION / RENE EVT+15 DEST Y

Records in this series include, but are not limited to:
- Driver License (DL) applications per Wis. Stat. § 343.23
- Identification (ID) Card applications per Wis. Stat. § 343.50
- Proof of name and date of birth, legal status, identity, residency in WI, Social Security number, name change(s)
- Photo(s)
- Products
- Related correspondence

Prior to 2013, DMV retained DL/ID applications in paper format only. In January 2013 DMV Service Centers began scanning DL/ID applications and supporting documents at the time of transaction for implementation of REAL ID. Once scanned, records are automatically stored in, and can be retrieved from, an OnBase Document Management system.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

This RDA covers the records previously covered under RDA 00100-AOO, Driver License and Identification Card Application/Renewal Paper File Starting January 2013. RDA 00100-AOO was for paper records only and has been closed.

RETENTION: EVENT (date OMV closes survey response) + 15 years and destroy confidential

00221A00. DRIVER CASE FILES - MEDICAL RELATED RECORDS EVT+10 DEST Y

Files contain medical-related information of customers. Often the ability of the person to safely operate a motor vehicle has been questioned due to their physical, medical and/or mental condition.

Records in this series may include, but are not limited to:
- Medical reports and patient information
- Correspondence with health care providers, law enforcement, patients, family members and others
- Medical cancellation notices
- Commercial tier of operation information
- Invisible disability information
- Related correspondence including termination/reinstatement information

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

This RDA used to be part of the Driver Services Qualifications and Issuance (QIS) retention schedule and covered only paper records. The RDA was moved to this schedule and covers both the paper and electronic records. Electronic records in this series were previously covered under RDA 00664-000 which is closed.

RETENTION: EVENT (Deceased date OR if deceased date is unknown, date customer would be 100 years old) + 10 years and destroy confidential

00548000. MEDICAL REVIEW BOARD HEARINGS FILE EVT+1 DEST Y

Per Wis. Stat. § 343.16(5), persons whose operating privilege has been cancelled or denied for medical reasons may appeal the cancellation or denial to the Medical Review Board.

Records in this series may include but, are not limited to:
- Audio recordings of the Medical Review Board hearing proceedings
- DMV licensing decision
- Transcript of audio recording when needed for a judicial review
- Related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

This RDA used to be part of the Driver Services Qualifications and Issuance (QIS) retention schedule and was moved to this schedule to keep all driver medical-related records in the same schedule.

RETENTION: EVENT (Date DMV makes licensing decision following Medical Review Board hearing Or date of final resolution of any appeal) + 1 year and destroy confidential

00668000. COMMERCIAL DRIVER LICENSE (CDL) THIRD PARTY TESTING COMPANIES / EVT+5 DEST Y

Files contain records used to authorize or not authorize COL Third Party Testing Companies and/or COL Third Party Examiners to conduct COL skills tests which help ensure the fitness of persons to operate commercial motor vehicles in accordance with Wis. Stat. ch. 343, Wis. Adm in. Code chs. Trans 102, 104 and 115, and FMCSA 49 C.F.R. pt. 383.

Records in this series include, but are not limited to:
- Applications from COL third party testing companies and COL third party examiners
- Company agreement, certificate of liability insurance, surety bond, COL skills test certification, testing routes, company advertisement, audit reports and sanctions taken
- Related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

This RDA covers the records previously covered under RDA 00667-000, Commercial Driver License Third Party Testing Companies/Examiners Paper Files. RDA 00667-000 was for paper records only and has been closed.

RETENTION: EVENT (Date records are superseded, or date company and/or examiner become inactive) + 5 years and destroy confidential

00850000. DRIVER TRAINING SCHOOL (DTS) PROGRAM EVT+4 DEST Y

File contain records used to license for-profit Driver Training Schools (DTS) and DTS instructors to provide instruction in the operation of motor vehicles in accordance with Wis. Stat. Ch. 343 and Wisconsin
Administrative Code Chapter 105. If a school applies but never gets licensed, DMV returns their paperwork to them.

Records in this series include, but are not limited to:
- Applications for licensure as a DTS or DTS instructor
- School insurance and/or bond
- Customer contracts and receipts
- Maximum fee schedule
- Outline or curriculum
- Student records cards
- Classroom certification

- Vehicle inspections
- Cooperative driver testing contract with school
- Related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format.

When the paper records, or any other format, are digitized they will be kept until verified for quality control purposes and then destroyed.

Reason for creation: These records were previously covered under 00664-AOO which has been closed.

RETENTION: EVENT (Date superseded or date school and/or instructor becomes inactive) + 4 years and destroy confidential

00851000. REQUESTS FOR DRIVER RECORDS EVT+5 DEST Y

File contains requests for driver records and includes, but is not limited to:
- Completed Request for Vehicle/Driver Record forms
- Related correspondence

Requests can come from individuals, employers, attorneys, law enforcement, courts and others. Many requests are for a business purpose.

Requests that do not meet established requirements for obtaining a driver record are returned to sender.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format. When the paper records, or any other format, are digitized they will be kept until verified for quality control purposes and then destroyed.

Reason for creation: These records were previously covered under 00664-AOO which has been closed.

RETENTION: EVENT (Date request is fulfilled) + 5 years and destroy confidential

00852000. SPONSORSHIP WITHDRAWAL FORMS (FOR MINOR CHILD) EVT+3 DEST Y

Wis. Stat. ch. 343 requires driver-license applicants under 18 years of age to have a qualified adult sign their driver-license application as sponsor. It also allows said sponsor to subsequently withdraw sponsorship by completing the sponsorship withdrawal form.

Bureau of Driver Services' Qualification and Issuance Section RDA 00100-AOO covers driver-license applications.

The Sponsorship Withdrawal forms file contains:
- Completed Sponsorship Withdrawal forms MV3118
- Related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format.

When the paper records, or any other format, are digitized they will be kept until verified for quality control purposes and then destroyed.

Reason for creation: These records were previously covered under 00664-AOO which has been closed.

RETENTION: EVENT (Date applicant turns 18 years old) + 3 years and destroy confidential

00853000. INSTRUCTOR CERTIFICATION FOR TRAFFIC SAFETY SCHOOL, GROUP DYN/ EVT+5 DEST Y

File contain records that correspond to Wisconsin Technical College instructors who apply for certification to teach program courses. Records in this series include, but are not limited to:
- Instructor application
- College transcript
- Resume
- Technical College evaluation of instructor for recertification purposes
- Other recertification related documents
- Related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format.

When the paper records, or any other format, are digitized they will be kept until verified for quality control purposes and then destroyed.

Reason for creation: These records were previously covered under 00664-AOO which has been closed.

RETENTION: EVENT (Date instructor is no longer certified) + 5 years and destroy confidential

RDA #	RDA Title	Retention	Disposition	PII

00854000. BUSINESSES DRIVER INFORMATION ACCOUNT CONTRACTS EVT+5 DEST N

Businesses establish accounts with DMV to obtain driving-record information for business-related purposes. For example, an automobile insurance company may establish an account to obtain driving-record information of customers, a trucking company may establish an account to monitor the driving record of each truck driver employed by the company, etc.

Records in this series include, but are not limited to:
- Broker volume contracts
- Driver record monitoring contracts
- Public Abstract Request System (PARS) contracts
- Completed Vehicle/Driver Record Information Request forms MV2896
- Company employees' background check information
- Other data access agreements
- Related correspondence

Wisconsin Interactive Network, a partner of DMV, administers and maintains the contracts in a shared administrative site.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format.

When the paper records, or any other format, are digitized they will be kept until verified for quality control purposes and then destroyed.

Reason for creation: These records were previously covered under 00664-AOO which has been closed.

RETENTION: EVENT (Date contract is signed) + 5 years and destroy confidential

00855000. FEDERAL MEDICAL CARDS EVT DEST Y

Federal Medical (Fed Med) cards show a commercial driver has medical approval to operate a commercial motor vehicle as required by the Federal Motor Carrier Safety Association (FMCSA). Fed Med
information appears on the driver record which allows law enforcement to confirm a commercial driver meets the FMCSA requirement.

DMV receives Fed Med cards in several ways. The driver, their employer or other person may upload the card online, at which time they can also enter data from the card into the DMV driver records system. They can also choose to email, fax, mail the card via U.S. postal service or present it in person to the DMV.

When a DMV processor enters the data into the DMV driver records systems from paper records, the processor verifies the data and then paper records are destroyed confidential.

All Fed Med cards are scanned into a DMV image system, uploaded into the DMV driver records system and a DMV processor verifies accuracy.

Records in this series include, but are not limited to:
- Federal Medical cards and their data
- Waiver or exception
- Related correspondence

Reason for creation: Program had no existing RDA in place.

RETENTION: EVENT (Date federal medial card is superseded or expires and any corresponding prosecution known to the Department at that time is resolved) and destroy confidential

00856000. SCHOOL BUS "S" ENDORSEMENT DENIAL RECORDS EVT+0/6 DEST Y

An "S" endorsement serves as evidence that the driver has passed the requirements and has the information needed to operate a school bus. School bus drivers self-certify during the application process that they have not been convicted of a disqualifying offense.

In accordance with Wis. Stat. § 343.12, DMV conducts a background check on all drivers who obtain for the first time, or renew, an "S" endorsement to operate a school bus.

When DMV find that a driver has a disqualifying event and therefore is not eligible to hold a school bus endorsement, DMV cancels the "S" endorsement, notifies the driver of the ineligibility status and retains the disqualifying information with the driver record.

Records in this series include, but are not limited to:
- Information that disqualifies a driver from holding an "S" endorsement
- Related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format.

When the paper records, or any other format, are digitized they will be kept until verified for quality control purposes and then destroyed.

RDA #	RDA Title	Retention	Disposition	PII

Reason for creation: These records were previously covered under 00664-AOO which has been closed.

RETENTION: EVENT (Date when disqualification period ends) + 6 months and destroy confidential

00857000. DRIVER LICENSE / ID CARD RECEIPTS — EVT+0/1 — DEST — Y

Receipt in this context refers to the temporary, electronic driver license or ID card document that DMV central office issues to a customer to use until their plastic-laminated card arrives in the mail.

When DMV central office processes a new card to update driver- license privileges, renew a driver license or ID card under rules for exception processing, correct a processing error, etc., the DMV system automatically routes these electronic receipts to a unit email inbox.

Receipts are valid for 45 days and can be reproduced for only 14 days from the date of issuance.

Reason for RDA creation: Program had no existing RDA in place.

RETENTION: EVENT (Date DMV central office reissues driver license or ID card) + 30 days and destroy confidential

00858000. IDENTIFICATION CARD PETITION PROCESS (IDPP) RECORDS — EVT+10 — DEST — Y

If a person applies for an identification card for voting purposes and the person's proof of name and date of birth or proof of U.S. citizenship is unavailable, the person may make a written petition to the DMV administrator for an exception to the requirement for which proof is unavailable. This option is known as the Identification Card Petition Process.

Records under this series include, but are not limited to:
- Completed DMV Administrator Petition (MV3012 or MV3012S)
- Identification card application (MV3004 or MV3004S)
- Case activity reports
- Documents presented and/or received
- Communications with the Department of Health Services to verify customer's eligibility information such as name, date of birth, etc. (vital information), and information received
- Related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format.

When the paper records, or any other format, are digitized they will be kept until verified for quality control purposes and then destroyed.

Reason for RDA creation: Program had no existing RDA in place.

RETENTION: EVENT (Date applicant submits the DMV Administrator Petition) + 10 years and destroy confidential

RDA #	RDA Title	Retention	Disposition	PII

00027000. BREATH ALCOHOL INSTRUMENT OPERATOR CERTIFICATION AND RE-CERT — EVT+7 — DEST — Y

Breath alcohol instrument operators are required to recertify every two years in accordance with TRANS 311. This information is retained for all local county/municipal and state patrol officers who are certified to use an evidential breath test instrument.

Records in this series include but are not limited to final exams and applications for original Breath Test Instrument Operator training and training documentation and all subsequent examinations for renewal or breath test operator permits.

Information regarding operators' initial and recertification training is entered into the DMV Arrest System database upon completion of training so that a chemical test permit can be generated. Certification data also resides in the CHEM Test database system. These files may be subpoenaed in contested (Operating a Motor Vehicle While Intoxicated (OMVWI) cases.

This RDA supersedes RDA 00031-000 - Breath Test Instrument Operator Certification File.

RETENTION: EVENT (Date instrument operator's permit is canceled) + 7 years and destroy confidential

00030000. EVIDENTIAL BREATH ALCOHOL INSTRUMENT, ALCOHOL SIMULATOR SOLU — EVT+7 — DEST — N

State law requires that evidential breath alcohol instruments be certified for accuracy at intervals not to exceed 120 days. Alcohol simulator solutions and dry gas are used to calibrate and/or establish the accuracy of a breath alcohol test instrument and are used for certification.

Records in this series include but are not limited to:
* Files containing evidential breath alcohol instrument certifications of accuracy (aka 120-day maintenance test).
* Alcohol simulator solution and dry gas standard certification reports. (Reports contain information regarding the contest of the solution, expected results and the identifying lot number assigned.)

Certifications attesting to instrument accuracy are sent to the prosecuting attorneys and or law enforcement agency in whose jurisdiction the instrument is used.

Reports are retained in office as active files for the life of the instrument + 7 years, and then destroyed. The life of an instrument is generally 7 to 10 years.

This RDA now includes the records from RDA 00033-000-Alcohol Simulator Solution and Dry Gas Certifications which is now closed.

RETENTION: EVENT (Date breath alcohol instrument is retired) + 7 years and destroy

00032000. BREATH TEST INSTRUMENT OPERATOR ROSTERS EVT+1 DEST Y

File contains listing of breath test instrument operators who are currently permitted to administer breath tests for alcohol. File also contains operator permit numbers.

This list is generated from a DMV database system entitled "Chem File" and is updated every February and August. Rosters are generated every six months. Rosters from the previous year are saved for one year and then destroyed.

RETENTION: EVENT (Superseded) + 1 year and destroy confidential

00067000. CHEMICAL TEST DATABASE DETAILED DATA EVT+7 DEST Y

The Chemical Test database is a third-party proprietary system used to download and store all evidential breath alcohol tests that are performed on all of the instruments statewide.

Data contained in the system includes the evidential breath alcohol instrument certification data performed on the instruments and the downloaded information from the instruments evidential breath alcohol test results.

Instrument information is kept for the life of the instrument and purged after instrument is retired.

Tests are stored with the serial number of the instrument they are performed on.

See also RDA 00030-000 - Evidential Breath Alcohol Instrument, Alcohol Simulator Solution and Dry Gas Certification Reports.

Access to database is restricted to Chemical Test personnel because the forensic nature of the instruments that could be accessed through the database could be compromised.

RETENTION: EVENT (Date breath alcohol instrument is retired) + 7 years and destroy confidential

00072000. CHEMICAL TEST REFUSAL RECORDS EVT+0/1 DEST Y

Records in this series include refusals to take an evidential test. This is documented in Form MV3396 - Notice of Intent to Revoke Operating Privileges.

Refusals to take an evidential test for OMVWI (Operating a Motor Vehicle While Intoxicated) are entered into the DMV Arrest System Database.

RETENTION: EVENT (Date refusal information is entered in DMV Arrest System database) + 1 month and destroy confidential

00073000. IGNITION INTERLOCK DEVICE (IID) APPROVAL RECORDS EVT+7 DEST N

Wisconsin courts are required to order an ignition interlock device (IID) to be installed on every vehicle owned by the offender for the first offense OWI with an alcohol concentration of 0.15 or higher, for all second or subsequent OWI offense, and for chemical test refusals.

Records in this series include applications and supporting application materials for device approval; device approval, denial, suspension or revocation materials; and summarized device evaluation data.

RETENTION: EVENT (Date IID is retired) + 7 years and destroy

00375000. VEHICLE INSPECTION REPORTS EVT+3 DEST N

File contains inspection reports for vehicles inspected by Wisconsin State Patrol. Vehicles covered are ambulances, buses, and human service type motor vehicles used for transportation of pupils and individuals. Vehicle inspections cover vehicle design, construction,

equipment, operation and safety equipment. The ambulance inspection report also covers a check list of all medical equipment/material required.

Files may include, but are not limited to the following inspection reports and related records:
- Ambulances – Inspected biennially
- School Bus Inspections- Inspections are done annually but also includes spot checks made throughout the year.
- School Bus Presale Inspections - Inspection made prior to vehicle being registered in Wisconsin.
- Motor Bus Inspections - Motor buses are subject to annual inspection.
- Human Service Vehicles (HSV) - Vehicles primarily used for transportation of individuals with disability or seniors are inspected annually.
- Related correspondence

Note: By law, vehicles must be presented when inspection is due. Because DSP is not notified if a vehicle has been retired for any reason, the last inspection records are kept for the retention period and then destroyed.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date of inspection) + 3 years and destroy

00501000. TRAFFIC CRASH REPORTS EVT+5 DEST Y

These records contain reports which are completed by troopers and inspectors when they investigate a motor vehicle traffic crash. These reports include location and measurements of crash data, person(s), and vehicles involved, insurance companies, time of day, type of crash, driver's condition, manner of collision, extent of vehicle damage, sketches, diagrams, narrative of crash witness information, road conditions, investigating officer information, truck and bus information if involved in crash.

Records in this series may include, but are not limited to:
- Crash reports
- Supplemental information and notes
- Crash audio and video
- Photos

These reports may include PII and other confidential information that may be used to identify the involved subjects such as social security numbers, driver license, credit card information, etc.

Additional information also considered confidential: medical information, the common law public records balancing test using public policies in Wis. Stat. §§ 40.07(2), 103.13(5), 146.82, 343.16(5), 804.01(2)(a), 905.04 and 42 U.S.C. 12101-12213 for confidentiality of medical records.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date of the crash) + 5 years and destroy confidential

00502000. MOTORIST ASSISTS REPORTS EVT+1 DEST N

Record series contains motorist assist reports completed when a trooper/inspector assists a motorist in non-enforcement circumstances. Exclusions to completing this report may include instances where enforcement action is taken and a citation, warning, etc. is issued.

Motorist Assist Report may include location, mile post number, highway, county, I-system, date time, time spent in minutes, vehicle license or identification number, make and type of service done, officer's signature, and officer's state patrol number.

For records that may be part of an Investigation Case File, see
RDA 00942-000.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date of creation of the report) + 1 year and destroy

00503000. OFFENSE / INCIDENT REPORTS EVT+10 DEST Y

These are reports that are not citations. These records contain offense/incident reports which are filled out anytime someone is arrested/charged for an offense and not issued a citation.

Records include criminal or forfeiture violations, records of juveniles taken into custody, records of detoxification or mental health custody, and records of when a trooper or inspector assists others with incidents or arrests.

Records in this series may include, but are not limited to:
- Offense/incident report
- Offense/incident supplement report
- Controlled substance/asset forfeiture supplement report
- Witness/victim information supplement report
- Use of force supplement reports
- Offense disposition supplements
- Other related information
- Related correspondence

For records that may be part of an Investigation Case File, see RDA 00942-000.

Offense/Incident Reports are kept for evidence, pending cases, and for law enforcement resource tracking purposes.

These records are used for studies that may shape public policies (traffic safety, enforcement and criminal justice system issues) and are based on a rolling 10-year analysis period.

These reports may include PII and other confidential information that may be used to identify the involved subjects such as social security numbers, driver license, credit card information, etc. Additional information also considered confidential: Law Enforcement information may be considered confidential under the common law public records balancing test to protect law enforcement strategy and prevent prejudice to ongoing investigation.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date of creation of the report if no court case results from it) + 10 years and destroy confidential

00504000. SALVAGE VEHICLE RECORDS **EVT+3** **DEST** **Y**

File contains records related to the inspection of salvaged vehicles (vehicle that has been in an accident, flood, etc.). An inspection of a salvaged vehicle ensures that a vehicle has been repaired and it meets certain safety standards for use on roads.

Records in this series may include, but are not limited to:
- Pictures of the vehicle before it was repaired
- Vehicle inspection certification
- Repaired salvage vehicle major parts statement
- Related correspondence

It may also include:
- Salvage vehicle pictures statement in the absence of pictures
- Vehicle Identification Report if the V.I.N. (Vehicle Identification Number) plate was removed
- Personal checks
- Pictures of driver license
- Investigation records

Retention per Wis. Admin. Code TRANS 149.07(1)(c).

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date inspection is completed) + 3 years and destroy confidential

00511000. WISCONSIN UNIFORM TRAFFIC CITATIONS (UTC) **EVT+10** **DEST** **Y**

Record series contains completed Wisconsin Uniform Traffic Citations issued in cases of moving traffic violations and other violations as specified in Wis. Stat. § 345.11. The record is the Police Report form which is completed by the arresting officer.

UTCs include a detailed incident report on the facts of the violation and the particulars of the court's decision. They contain information about the violator's mandatory court appearance (if applicable), detailed facts about the violation, and specific information about the violator (i.e., PII). Citations are maintained to address requests for information from individuals and/or their attorneys.

Records in this series may include, but are not limited to:
- Citation form including officer incident report
- Report of the court disposition
- Related correspondence

These reports may include PII and other confidential information that may be used to identify the involved subjects such as social security numbers, driver license, credit card information, etc.

These records are used for studies that may shape public policies (traffic safety, enforcement and criminal justice system issues) and are based on a rolling 10-year analysis period.

If a recording becomes part of an investigation, it will be covered then under RDA 00942-000 - Investigation Case File.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date of issuance) + 10 years and destroy confidential

00512000. TRAFFIC WARNINGS / EQUIPMENT VIOLATION NOTICES **EVT+10** **DEST** **Y**

These notices are issued for violations of the traffic code and equipment violations (such as burned-out tail light) that are considered serious enough to warrant enforcement action, yet below the arrest tolerance for the degree, condition, or circumstances surrounding the violations.

Records in this series may include, but are limited to:
- Notice of violation
- Related correspondence

These reports may include PII and other confidential information that may be used to identify the involved subjects such as social security numbers, driver license, credit card information.

If a recording becomes part of an investigation, it will be covered then under RDA 00942-000 - Investigation Case File.

These records are used for studies that may shape public policies (traffic safety, enforcement and criminal justice system issues) and are based on a rolling 10-year analysis period.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date of issuance) + 10 years and destroy confidential

00513000. PARENT NOTIFICATION LETTERS INVOLVING JUVENILES **EVT+10** **DEST** **Y**

These are letters sent to parents/legal guardians informing them of citations or warnings received by persons under 18 years of age. Letters to parents/legal guardians include the following information: citation number, name of juvenile, the charge being cited, location of violation, identification of the statute which requires parents to be notified and other applicable information. Driver License Check Data Sheets are also completed by enforcement officers when a juvenile is issued a citation.

Records in this series may include, but are not limited to:
- Parent notification letter
- Driver License Check Data Sheet
- Related correspondence

These reports may include PII and other confidential information that may be used to identify the involved subjects such as social security numbers, driver license, credit card information.

If a recording becomes part of an investigation, it will be covered then under RDA 00942-000 - Investigation Case File.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date of creation) + 10 years and destroy confidential

00515000. PROPERTY REPORTS / RECEIPTS **EVT+5** **DEST** **Y**

File contains Property Report/Receipts which are completed when any items are recovered or seized and when fees are accepted by Bureau employees.

Different individuals aid in completing the Property Report/Receipt:
- The officer who seizes or recovers property provides:

Date property received, incident Date, incident/offense number, control number, type of property, name and address of property processor, name and address of property owner, nature of the offense/incident, section number, name of the officer, officer's

Wisconsin State Patrol Number, county offense occurred, item number of property, description of property and estimated value.
- The clerk who stores the property provides:

Clerk's signature, Storage location, Date and time the property was received.
- The officer who releases or disposes of the property provides:

What should happen to the property, signature of authorizing court officer and Wisconsin State Patrol number, date that property was authorized to be released or disposed of, name and address of the person that property was released to or the method of disposal, date property released or disposed of, various other signatures of people who approve the handling of the property. File may include a Property Report/Receipt Supplement.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date of creation) + 5 years and destroy confidential

00516000. OPERATING WHILE IMPAIRED (OWI) RECORDS **EVT+10** **DEST** **Y**

Record series contains reports on individuals who operated a motor vehicle while impaired under the influence of an intoxicant or other substances.

Records in this series include, but may not be limited to:
- DWI Tracking and Alcohol Influence report
- Informing the Accused
- Test Record Card
- Notice of intent to Revoke Operating Privileges
- Administrative Review Request
- 24 Hour Out-of-Service Order
- Other related information

These reports may include PII and other confidential information that may be used to identify the involved subjects such as social security numbers, driver license, credit card information, etc.

The following information is also considered confidential:
Law Enforcement information may be considered confidential under the common law public records balancing test to protect law enforcement strategy and prevent prejudice to ongoing investigation; Juveniles traffic violation information is confidential under Wis. Stat. §§ 340.330(5), 343.24 (3), 343.30 (6) and 938.396 and Drivers Privacy Protection Act (DPPA) 18 U.S.C. 2721-25.

These records are used for studies that may shape public policies (traffic safety, enforcement and criminal justice system issues) and are based on a rolling 10-year analysis period.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date of incident) + 10 years and destroy confidential

00519000. ESCORT SERVICE REPORTS **EVT+3** **DEST** **Y**

File contains Escort Service Reports which are completed when Troopers/Inspectors escort or provide security services that are in the interest of public safety, when protection is provided for dignitaries or valuable property, and when reimbursable escort service is required.

Reports that are used for this type of activity are an Escort Services Report and a Safety Education and Special Detail Report. The Escort Service Report, which is used for reimbursable escorts, includes information about the person who requests the escort, a detailed description of the vehicle that is escorted, the route followed, billing information, and an officer's report which includes information such as the start and completion time, miles driven, and mileage reports. The Safety Education and Special Detail Report, which is used for non-reimbursable escorts, includes information on who receives, refers, and requests the escort, the type of detail that is requested, the personnel assigned, and the personnel's report on mileage, hours driven, time spent on detail, and other specific about the detail.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date of creation) + 3 years and destroy confidential

RDA #	RDA Title	Retention	Disposition	PII

00522000. WARRANT RECORDS — EVT+10 — DEST — Y

Record series contains warrants that are issued for the arrest of persons who have failed to appear in court after complaints have been issued through the action of enforcement personnel. Warrant records include both a Service Warrant request (the record of our attempt to serve the warrant) and the Warrant. Warrants vary depending on the originating county. Warrant records may also include an Incident Report or a citation.

The Service Warrant request may include, but is not limited to: Officer's name, Region/Post identification, Warrant investigation number, Citation number, Offender's name and address, Date of violation, Offender's date of birth, Offender's driver license number, Vehicle/trailer license plate numbers and expiration dates, State of issuance, Make and type of vehicle/trailer, Offender's physical description, Violation and corresponding section number, Offender's employer, Officer information, Bond information, Date warrant was served, Date of radio notice and Report specifics.

These reports may include PII and other confidential information that may be used to identify the involved subjects such as social security numbers, driver license, credit card information, etc.

See RDA 00503-000 for Offense/Incident Reports and RDA 00511-000 for Wisconsin Uniform Traffic Citations (UTC).

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date of warrant satisfaction or cancellation) + 10 years and destroy confidential

00526000. SPEEDOMETER CERTIFICATIONS — EVT+10 — DEST — N

Speedometer Certifications are completed when tests are performed on State Patrol fleet vehicle speedometers. Tests check the accuracy of speedometers which aid enforcement of vehicle speed laws. Speedometer Certifications are maintained for court and evidentiary purposes.

Speedometer Certifications include but are not limited to the following information: date, certification location, highway, vehicle year and make, fleet number, region/post, speedometer serial number, speedometer test speed, correction number, technician certification, and driver certification.

Records in this series may include, but are not limited to:
- Speedometer certifications
- Supporting documentation
- Related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date of creation) + 10 years and destroy

00527000. AIRCRAFT REPORT FILE — EVT+1 — DEST — Y

File contains Aircraft Reports which document actions of Trooper and Inspector pilots. Aircraft is utilized primarily for traffic surveillance and law enforcement.

Aircraft Reports include, but are not limited to the following information:
district number, activity period, aircraft number, aircraft make, pilot name, dates flown, actual aerial hours, hours travelling to and from sites, hours exchanging aircraft and maintenance, other aircraft use hours, hour meter end, hour meter start, total aircraft hours, ground car hours, number of trooper, number of Deputies, county, flight sector, violations that occurred, penalties (citation or warning) issued.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date of creation) + 1 year and destroy confidential

00528000. STATE SCALE VEHICLE WEIGHT AND SIZE RECORDS — EVT+3 — DEST — N

23 C.F.R. pt. 657.5 requires each state to enforce vehicle size and weight laws. States must ensure that commercial motor vehicles comply with federal size and weight standards.

Size and weight laws prevent premature deterioration of the highway pavement and structures and provide a safe driving environment. The Federal Highway Administration (FHWA) requires that all states have a plan to protect their highway infrastructure through the enforcement of vehicle size and weight laws that are compliant with federal standards.

Information in this series contains
- State Scale data documenting the activities of weighing and sizing vehicles such as: start date, start time, end date, end time, Wisconsin State Patrol number, hours open, note available, enforcement type, scale site, county, employee's hours worked, number of vehicles weighed and measured, number of weigh in motions, and number of private and portable scales done.
- FHWA Required Size/Weight Enforcement Plan

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records,
or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date size/weight enforcement plan is submitted to FHWA) + 3 years and destroy

00535000. FAA AND FCC LICENSE FILES EVT+1 DEST N

File contains the Federal Aviation Administration (FAA) and Federal Communications Commission (FCC) licenses that are issued to Wisconsin State Patrol for radio stations. 47 C.F.R. pt. 90 state the conditions of FCC licensing and 47 C.F.R. pt. 17, the conditions for FAA licensing.

FCC licenses are applied for when there is a change made to the station or renewed every five years if no changes occur. The FCC records are maintained until the tower is decommissioned due to the necessity of viewing all records when there are equipment failures or with problems that arise with the station.

Records in this series may include, but are not limited to:
- FAA and FCC License related correspondence
- FAA/FCC Radio stations license/permits applications
- FAA/FCC Licenses
- FAA and/or FCC studies
- FAA/FCC notices

The FAA application, study and notice is applied for at the time of original construction. Alterations to towers result in reapplication.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date tower is decommissioned or rendered no longer usable) + 1 year and destroy

00536000. VEHICLE IDENTIFICATION REPORTS EVT+3 DEST Y

File contains Vehicle Identification Reports which the State Patrol uses to locate and identify vehicles that are stolen, abandoned, wrecked, repaired, reconstructed, and for vehicles with altered, improper or no Permanent Vehicle Identification Numbers (PVIN). Vehicle Identification Reports include amongst other, information that identifies the vehicle, location where vehicle is being stored, theft information (if applicable), police complaint number, and name of person arrested (if applicable).

Records in this series, may include, but are not limited to:
- Vehicle Identification Reports
- Related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date of creation) + 3 years and destroy confidential

00624000. PURSUIT REPORTS EVT+10 DEST N

Record series contains pursuit reports completed by law enforcement personnel involved in the pursuit.

A pursuit is defined as a multi-stage process by which a peace officer initiates a vehicular stop and a driver resists the signal or order to stop, increases speed, takes evasive action and/or refuses to stop the vehicle.

Information was previously entered into the Wisconsin Law Enforcement Pursuit Reporting System and is currently entered into the TraCS database which is retained for ten years according to Wis. Stat. § 85.07(8)(b). Information in the database is the official record.

These records are used for studies that may shape public policies (traffic safety, enforcement and criminal justice system issues) and are based on a rolling 10-year analysis period.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record

format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date of creation) + 10 years and destroy

00940000. EVIDENTIARY AUDIO AND VIDEO RECORDINGS EVT+0/4 DEST Y

Record series contains audio and video recordings of law enforcement contacts by troopers/inspectors that lead to an enforcement action. It also includes other law enforcement contacts or service activities such as motorist assists, crash responses, citizen contacts, etc.

The video recordings may document related events that occur prior to, during, and after the enforcement action.

These recordings may include PII and other confidential information that the subject may provide during the recording.

Additional information also considered confidential:
Medical information, the common law public records balancing test using public policies in Wis. Stat. §§ 40.07(2), 103.13(5), 146.82, 343.16(5), 804.01(2)(a), 905.04 and 42 U.S.C.12101-12213 for confidentiality of medical records. Retention of body cameras videos conform to Wis. Stat. § 165.87.

The statutory authority for the retention time period is Wis. Stat. §§ 893.80 and §§165.87(2), which provides in part that 120 days is the time with which a claim may be filed. Police Department will follow the requirements for retention and disposition prescribed in Wis. Stat. §§ 165.87 (2). As with all public records, if any recording becomes evidence in legal proceedings, it will be maintained under the appropriate RDA.

If a recording becomes part of a criminal investigation, it will be covered then under RDA 00942-000 – Investigation Case File.

The official record in this series may exist in different formats and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original records are converted to another format, they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The converted records will then be kept for the full retention period.

RETENTION: EVENT (Date of recording) + 120 days and destroy confidential

00941000. NON-EVIDENTIARY AUDIO AND VIDEO RECORDINGS EVT+0/4 DEST Y

Recordings covered in this series do not contain law enforcement contacts or other service activities. Examples of these recordings are routine recordings of patrol vehicles cameras that are running when driving, but that do not have any incidents recorded.

The official record in this series may exist in different formats and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original records are converted to another format, they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The converted records will then be kept for the full retention period.

RETENTION: EVENT (Date of recording) + 120 days and destroy confidential

00942000. INVESTIGATION CASE FILES EVT+50 DEST Y

These records are Investigation Case Files created during the course of an investigation of a violation(s) of criminal laws. Case files contain documents pertinent to criminal charges, criminal arrests, or investigations involving potential criminal charges. Case files may include legal documents, Uniform Traffic Citations, Non-Traffic Citations, Traffic Warnings/Equipment Violation Notices, Contact Summary forms, warrants, testimony, briefs, Offense and Incident Reports, Inspection Reports, Crash Reports, Technical Reconstruction reports etc. Case files may also be part of multi-state or multi-agency investigations conducted jointly with federal, state, county or local agencies.

Records in this series may contain the names of confidential sources of information. These records are to be treated as confidential (at least until the investigation and any related enforcement action is adjudicated).

These reports may also include PII and other confidential information that may be used to identify the involved subjects such as social security numbers, driver license, credit card information, etc.

Additional information also considered confidential: Law Enforcement information may be considered confidential under the common law public records balancing test to protect law enforcement strategy and prevent prejudice to ongoing investigations; Juvenile traffic violation information is confidential under Wis. Stat. §§ 340.330(5), 343.24 (3), 343.30 (6) and 938.396; for medical information, the common law public records balancing test using public policies in Wis. Stat. §§ 40.07(2), 103.13(5), 146.82, 343.16(5), 804.01(2)(a), 905.04 and 42 U.S.C. 12101-12213 for confidentiality of medical records.

Retention Justification: These records are associated with criminal investigations and contain important evidence that may be necessary for future legal proceedings or appeals. These records can also be used to track patterns and trends in criminal actions. They protect the rights of the accused by providing them access to the evidence used to prosecute them.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record

format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date of final adjudication including appeals) + 50 years and destroy confidential

00943000. ROUTINE AUTOMATED LICENSE PLATE RECOGNITION (ALPR) READS **EVT+0/1** **DEST** **N**

Automated License Plate Recognition (ALPRs) reads are broadly collected by ALPR mobile cameras on law enforcement vehicles and stationary cameras at WisDOT owned or operated locations. There is no PII associated with the reads.

Records in this series are ALPR reads that are not needed for law enforcement activities, such as citations or arrests. Records in this series may include, but are not limited to: photos of the registration plate and surrounding area for context, text records of the registration plate itself, and information about the date, time, and location where the photograph was taken.

This series does not include video records which are covered by other RDAs.

RETENTION: EVENT (Date of creation) + 30 DAYS AND DESTROY

00944000. DISPATCH RECORDS **EVT+10** **DEST** **Y**

Records in this series encompass all types of dispatch records for DSP from user to user messages to other requests for service logs. Records are kept for recall of data communications transmissions for DSP management, external law enforcement agencies, and other open records requests.

Records in this series may include, but are not limited to:
- User to user messages
- Broadcast messages
- Queries performed through the Wisconsin Transaction Information for the Management of Enforcement (TIME) System on vehicle, people and other related information
- Call for Service (CFS) notes
- CFS related person and vehicle data, general notes
- User activity logs.
- Other shared files

It also includes other service request logs for:
- Air Support Unit
- Technical Reconstruction Unit
- K-9 Unit
- Honor Guard Unit
- Special Weapons and Tactics Team
- Unmanned Aircraft System (UAS)

The records contain data transmitted, received, entered or imported into the computer aided dispatch (CAD) software hosted by the Division of State Patrol such as MACH and MDCN. The same CAD software is used by multiple law enforcement agencies within Wisconsin.

A 10-year retention period is needed because these records are used for studies that may shape public policies (traffic safety, enforcement and criminal justice system issues). These studies are based on a rolling 10- year analysis period.

Reason for creation: This RDA merges records previously covered in RDAs 00517-000, 00517-AOO Station Logs (paper and audio recordings respectively) and RDA 00661-000 - MDCN Communications Records.

Supersedes RDAs 00517-000, 00517-AOO Station Logs (paper and audio recordings respectively) and 00661-000 - MDCN Communications Records.

RETENTION: EVENT (Date of creation) + 10 years and destroy confidential

00945000. RADIO COMMUNICATIONS TOWER RECORDS **EVT+10** **DEST** **Y**

Records in this series contains files related to the radio communication towers owned, operated and maintained by the Wisconsin State Patrol.

The files may contain tower leases, tower sharing agreements, tower inspections, tower equipment inventories, tower photographs, structural analyses and intermodulation studies of the towers, tower design drawings, and other internal/external correspondence related to the towers. Tower leases and sharing agreements are renewed on various schedules.

Tower inspections and equipment inventories are typically conducted on an annual basis. Equipment refers to antennas and lines mounted on the tower.

Structural analyses and intermodulation studies are typically performed on an "as needed" basis when changes need to be made with appurtenance on the tower structure.

Tower design drawings usually date back to the original construction; these records typically include photographs of the site after initial

construction.
They may have historical value.

Internal/external correspondence related to any communications between WisDOT, the Wisconsin State Patrol and third parties associated with the radio communications tower site.

Pll may include names, addresses, phone numbers, financial information, SSN or other contact information of individual land owners who lease land to WisDOT.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

Reason for creation: No previous RDA existed for these records.

RETENTION: EVENT (Date tower is decommissioned or rendered no longer usable or ownership has been transferred to another entity) + 10 years and destroy confidential

00946000. DIVISION OF STATE PATROL EMPLOYEE RECORDS EVT+8 DEST Y

DSP maintains records containing specific information of division employees that is not maintained or included in Human Resources records, such as employee assigned inventory/equipment, and Fleet Crash Preliminary Report data, line of duty incident response information, etc. These records cover new equipment that DSP needs to be able track and tied/linked to employees.

Information is maintained in the Current and Ongoing Repository of Employee Data (CORE) database.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

Reason for creation: No previous RDA existed for these records

RETENTION: EVENT (Date of separation) + 8 years and destroy confidential

00947000. DSP FLEET EQUIPMENT RECORDS EVT+10 DEST N

DSP Fleet Equipment Records
DSP maintains fleet records not included in WisDOT or DOA fleet records. DSP installs specialized equipment in their fleet of Division assigned vehicles. Installed equipment may include, but is not limited to, video camera systems, sirens, police radios, computer docking stations, emergency lighting, prisoner partitions, gun racks, specialized equipment racks etc. Equipment data is maintained in the Division of State Patrol Fleet Vehicle Inventory Manager (FVIM) database and on a dedicated SharePoint site.

Records in this series may include, but are not limited to:
- Equipment purchase justification records
- Equipment installation records
- Equipment maintenance records
- Equipment repair records
- Equipment removal records
- Inventory records
- Work orders
- Related correspondence

A 10-year retention period is needed because these records are used for analysis to compare equipment purchased and installed in the past and for decision making purposes to justify future purchases. The equipment has a potential 10-year life span.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

Reason for creation: No previous RDA existed for these records.

RETENTION: EVENT (When vehicle is no longer assigned to DSP (traded, totaled, etc.) + 10 years and destroy confidential

00948000. PROPERTY/EVIDENCE RECORDS EVT+75 DEST Y

DSP staff routinely seize evidence, collect evidence, take custody of abandoned/recovered property and take custody of property that is part of an asset forfeiture process.

This series covers inventory and chain of custody information for evidence that has been inventoried in the custody of the division. It also contains information pertaining to inventories of recovered property, seized property and forfeited property.

This information is maintained in the Bar-Coded Evidence Analysis Statistical Tracking (BEAST) software.

The information is needed as it contains evidence.

Retention Justification: These records are maintained as part of civil and criminal case documentation and kept for a period that includes the length of any associated criminal sentence. They are also maintained as part of ongoing investigations including unsolved cases.

Reason for creation: No previous RDA existed for these records.

RETENTION: EVENT (Date property/evidence added to inventory) + 75 years and destroy confidential

00949000. FIREARMS AND OTHER WEAPONS INVENTORY RECORDS **EVT+75** **DEST** **Y**

DSP maintains an inventory of all division owned firearms and other weapon systems such as conducted electrical weapons (e.g. Tasers). Information is currently maintained in the Inventory Pro database.

Records in this series may include, but are not limited to:
- Firearm and other weapon type inventories
- Firearm and other weapon type service/repair records
- Firearm and other weapon type inspection records
- Firearm and other weapon type assignments
- Other related records
- Related correspondence

Retention Justification: The information is needed to keep track of current and previous DSP owned weapon inventories in the event the weapon is lost, misplaced, stolen or recovered. This provides the ability to respond to investigations or official inquiries pertaining to lost or stolen weapons that are later recovered, weapons that are found to have been used in the commission of crimes and for internal and external inquiries having to do with weapon procurement or the Federal 1033 Program. Given the lack of a statute of limitations on some crimes involving firearms, record retention of weapon related records and weapon disposition may be necessary for criminal investigations and possible court procedures.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

Reason for creation: No previous RDA existed for these records.

RETENTION: EVENT (Date item was obtained by the DSP) + 75 years and destroy confidential

00950000. DSP TROUBLE TICKETING AND SYSTEM CHANGE RECORDS **EVT+5** **DEST** **N**

DSP supports its own hardware, software, applications and various voice, data and radio network communication systems including a division supported statewide tower network. The division uses a trouble ticketing system to manage, maintain, track repairs and to document enhancement requests for division supported technologies. The DSP also maintains a change log where significant changes to technical systems, supported devices, servers, software and applications are recorded.

Records in this series may include, but are not limited to:
- Division specific problem tickets or related technology or systems enhancement requests
- Feature requests and associated notes
- Related work assignments and related ticket documentation

Series also includes log entries detailing dates, times and details of significant changes made to a number of division supported technologies.

Records need to be maintained longer than the retention stated in IT000040 because the equipment and tower networking is unique to State
Patrol. Information is needed for trend analysis, strategic planning, evaluate staff work load and for budgeting purposes.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

Reason for creation: No previous RDA existed for these records.

RETENTION: EVENT (Date ticket is closed/resolved) + 5 years and destroy

RDA #	RDA Title	Retention	Disposition	PII
00022000.	VEHICLE RECORD CERTIFICATION & VERIFICATION	EVT+5	DEST	Y

Requests for vehicle record certification & verification are received from the general public, law enforcement, courts, district attorneys, FBI, and other state and federal agencies for use in court cases, vehicle seizures, and for titling and registration of vehicles in other states and countries.

Records in this series may include, but are not limited to:
- Notes taken of conversations and research materials
- Requests for vehicle/driver record information
- Requests for certified records
- Certifications
- Related correspondence

Information in these files may contain personally identifiable information (Pll) such as requester's name, address, telephone number, and email address.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RDA supersedes RDA # 00022-AOO Vehicle Record Certification and Verification - Machine Readable; and RDA#00547-000 - Vehicle/Driver Record Information Request File - Paper

RETENTION: EVENT (Date certification was issued) + 5 years and destroy confidential

RDA #	RDA Title	Retention	Disposition	PII
00043000.	JUNKED AND RETURNED VEHICLE TITLES	EVT+1	DEST	Y

This record series contains information regarding the status of vehicles titled in Wisconsin, including when they are disposed of as junk or abandoned as provided under Wis. Stat. §§ 343.34 and 342.40.

Certificates of Title are returned to the Department by vehicle owners and facilities that dispose of vehicles. Wisconsin Certificates of Title are also returned by other states as a result of being retitled in that state or notated as junk there.

This information is used as notification to the department of vehicle disposition status and for updating the Vehicle Records Database. Records in this series may include, but are not limited to:
- Original Wisconsin Certificates of Title
- Other ownership/disposal certification documents
- Certificates of Title returned by other states

Information in these files may contain personally identifiable information (Pl!) such as vehicle owner's name, address and signature.

File is destroyed confidential since it contains Wisconsin Certificates of Title and other documents that are negotiable, controlled documents and contains personal information protected by the Driver Privacy Protection Act.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

See RDA 00123-COO for the retention of the electronic record.

RETENTION: EVENT (Date document 9is digitized) + 1 year and destroy confidential

RDA #	RDA Title	Retention	Disposition	PII
00123000.	VEHICLE TITLE APPLICATION -- PAPER APPLICATIONS	EVT+0/3	DEST	Y

File contains title applications and other supporting documentation needed to issue Wisconsin Certificates of Title. These records comply with the requirements of Wis. Stat. §§ 342.09 and 342.10.

Records in this series may include, but are not limited to:
•Title applications (title and/or plate)
•Vehicle lien information
•Manufacturer's certificate of origin
•Previous owners title
•Fees transaction records
• Other related information Related correspondence

File contains both Pll and confidential information such as name, addresses, date of birth and Social Security Numbers.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

See RDA 00123-COO - Vehicle Title Application File (Digital Images) for the retention of the corresponding electronic records.

RETENTION: EVENT (Date of successful digital imaging) + 90 days and destroy confidential

00123C00. VEHICLE TITLE APPLICATION FILE - DIGITAL IMAGES EVT+5 DEST Y

File contains title applications and other supporting documentation needed to issue Wisconsin Certificates of Title. These records comply with the requirements of Wis. Stat. §§ 342.09 and 342.10.

Records in this series may include, but are not limited to:
• Title applications (title and/or plate)
• Vehicle lien information
• Manufacturer's certificate of origin
• Odometer mileage statements
• Previous owners title
• Fees transaction records
• Other title related documentation
• Related correspondence

File contains both PII and confidential information such as name, addresses, date of birth and Social Security Numbers.

See also RDA 00123-000 - Vehicle Title Applications File - Paper Applications.

RETENTION: EVENT (Date paper application is digitized) + 5 years and destroy confidential

00128000. VEHICLE TITLE APPLICATION SYSTEM DATA INDEX EVT+5 DEST N

The title application data is kept on a DB2 database. The index is a cross-reference table that contains reference information such as title numbers or system ID numbers used to locate the digital files covered in RDA 00123-COO.

RETENTION: EVENT (Date index is created) + 5 years and destroy

00210000. FICTITIOUS VEHICLE REGISTRATION CONTACT FILE EVT+5 DEST Y

Department policy allows for the registration of certain law enforcement vehicles under fictitious names and addresses. Only certain authorized individuals have access to the true registration record information. This file contains the names and contact information of individuals who are authorized by law enforcement agencies to request fictitious registrations. Agencies include the FBI and police departments at federal, out-of-state, Wisconsin state and local levels.

Records in this series may include, but are not limited to:
- Individual names and contact information (address, phone number, email) of law enforcement personnel
- Law enforcement agency contact information (address, phone number, email)
- Related correspondence
- Notice of the termination of a vehicle's participation in the program
- Notice of the termination of an individual's authorization to participate in the program
- Information on vehicle registration

Information in these files may contain personally identifiable information (PII) such as law enforcement personnel names, address, phone number, and email address.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RDA supersedes RDA 00210-AOO - Fictitious Vehicle Registration Contacts - Machine Readable.

RETENTION: EVENT (Date the law enforcement agency terminates a vehicle's participation in the program) + 5 years and destroy confidential

00231000. TRAFFIC VIOLATION & REGISTRATION PROGRAM (TVRP) CASE FILE EVT+5 DEST Y

TVRP allows the department to suspend or refuse the registration of vehicles with unpaid citations and judgments submitted to it by law enforcement agencies, municipal and circuit courts regarding non-moving traffic violations per Wis. Stat. § 345.285.

File contains notices of unpaid citations and judgments, and satisfaction notices indicating that the suspension or refusal of registration can be lifted.

Records in this series may include, but are not limited to:
- Notices of unpaid citations and judgments
- Notices of satisfaction of citations and judgments
- Supporting documentation
- Related correspondence

Information in these files may contain personally identifiable information (Pll) such as registrant's name and address.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RDA supersedes RDA 00231-AOO TVRP Case File-Microfilm and RDA 00231- BOO - TVRP Case File - Machine Readable

RETENTION: EVENT (Date of notice of citation or judgment OR date suspension is lifted) + 5 years and destroy confidential

00130000. STATE HIGHWAY PROPERTY DAMAGE CLAIMS FILES EVT+4 DEST Y

The Damage Claims program is the collection process used to bill appropriate parties responsible for state highway property damages caused as a result of a motor vehicle accident.
Records in this series may include, but are not limited to:

- Invoices for damages
- Charges Worksheets
- Crash Reports
- Regional Damage Claim Report (for bridge hits, electrical charges, etc.)
- Photographs
- Other claim support documents: cost estimates, insurance releases, etc.
- Claim related correspondence

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (Date claim is closed) + 4 years and destroy confidential

00130B00. VIRTEL - DAMAGE CLAIMS CICS SYSTEM - CLAIMS DETAIL DATA EVT+4 DEST Y

The claims' data contained in this system includes, but is not limited to:

- Name
- Address
- Type damage done
- Amount owed
- Status of the claim
- Notes regarding the claim

The CICS Damage Claims system is used to create and track highway damage claims and to generate reports. Information in this system also serves as a tickler system to alert staff when follow up on the claim is due.

See RDA 00130-000 - Highway Property Damage Claims Files for the retention of the claims' files and supportive documentation.

RETENTION: EVENT (Date claim is closed) + 4 years and destroy confidential