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<th>RDA #</th>
<th>RDA Title</th>
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<th>Disposition</th>
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<tr>
<td>00006A00.</td>
<td>FREeways OR EXPRESSWays DESIGNATION PROCESS DOCUMENTS</td>
<td>EVT+5</td>
<td>DEST</td>
<td>N</td>
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</tbody>
</table>
|         | 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. | FREeways OR EXPRESSWays 84.295 DESIGNATION CASE FILE - ELECTRONIC         | 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 PERMITS AND CASE FILES                                            | EVT+3     | DEST        | Y   |
|         | Records in this series are the completed Application/Permit to Construct and Operate Utility Facilities on Highway Right-of-Way (form DT1553 or equivalent) and related records. Under § 86.07(2), Wis. Stats., 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 (R/W). Utility permits may also be subject to TRANS 401, Wis. Adm. Code, or DNR permits may be required under NR 216, Wis. Adm. code. Requirements to construct, operate, and maintain utility facilities on all STHs under WisDOT jurisdiction are specified in a comprehensive Utility Accommodation Policy (UAP), including specific permit requirements. The UAP is known as Highway Maintenance Manual Chapter 96 in the Bureau of Highway Operations (BHO). Records in this series include:  
|         | • Agreements with communication and cellular companies, and the permits associated with those agreements, for the longitudinal occupation of WisDOT limited-access highway R/W.  
|         | • 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 communication or cellular companies. These fees and arrangements may be made on a 20-,30-, or 40-year period.  
|         | • The installation of privately-owned facilities such as irrigation lines.  
|         | • Annual Service Connection Permits (ASCPs): a blanket utility permit issued in BHO that enables utilities to submit brief work sketches instead of standard permit applications to regional offices to obtain quick approval for installing service connections on STH R/W. BHO retains ASCPs and sends list of approved companies & permit numbers to region offices.  
|         | • Compliance: WisDOT actions taken to monitor and resolve non-compliant utility installations and enforce law. Typically includes correspondence files -- letters to property owners related to non-compliance with permitting requirements, orders to remove or modify utilities, appeals and litigation.  
|         | Region offices issue most permits. BHO issues permits for longitudinal installations on limited-access highways (freeways and expressways), exceptions to the UAP and longitudinal private utilities that also require FHWA approval, and cellular installations. Official copies are maintained in the issuing office; and region offices also retain copies of BHO-issued permits to aid in issuing other utility permits and in development of improvement project plans.  
<p>|         | Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards &amp; requirements for the management of electronic records outlined in Chapter ADM 12: <a href="http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf">http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf</a> and <a href="http://dotnet/bmsrecords/recelec.htm">http://dotnet/bmsrecords/recelec.htm</a> |</p>
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<th>RDA #</th>
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<th>Retention</th>
<th>Disposition</th>
<th>PII</th>
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<tbody>
<tr>
<td>00008000.</td>
<td>STATE TRUNK HIGHWAY (STH) CONNECTION (DRIVEWAY) PERMITS AND CASE FILES</td>
<td>EVT+3</td>
<td>DEST</td>
<td>Y</td>
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<td></td>
<td>These permits are required under § 86.07(2) when work is performed in the State Trunk Highway (STH) right-of-way (R/W) to:</td>
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<td></td>
<td>* Construct a new connection</td>
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<td>* Remove, relocate, or alter an existing connection (<em>alter</em> means: widen, pave, replace culvert, highway improvements, etc., including change of use)</td>
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<td>* Validate an existing unpermitted connection (when legal)</td>
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<td>A connection is a driveway, public or private road, or recreational trail between property that abuts STH R/W and the STH itself. A recreational trail may also be located longitudinally on STH R/W. Requirements for the construction, operation and maintenance of STH connections under WisDOT jurisdiction are specified in Wis. Adm. Rule Trans 231 and a comprehensive policy, i.e. Highway Maintenance Manual Chapter 91, in the Bureau of Highway Operations (BHO). Region offices issue and maintain almost all STH Connection permits, and Bureau of Highway Operations may issue permits. Region offices retain copies of BHO-issued permits to aid in issuing other STH connection permits issued, including supporting documentation, create .pdf electronic versions and store in HAMS. Records include the following materials submitted on paper or electronically to the regional office responsible for the county where the connection will be located:</td>
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<td></td>
<td>* Completed Application/Permit for Connection to State Trunk Highway (form DT1504 or equivalent) and related correspondence</td>
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<td></td>
<td>* Location sketch (optional form DT1248 STH Connection Location Sketch may be used)</td>
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<td></td>
<td>* Design details (dimensions, type/size of culverts, materials, surface grades, etc.)</td>
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<td></td>
<td>* Copy of the property deed</td>
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<td></td>
<td>* Evidence of a land division (if applicable)</td>
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<td>* Proof of authority to apply for permit (if not property owner), e.g. Copy of “Offer to Purchase Property”</td>
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<td>* Other supporting documentation (correspondence, maps, etc.)</td>
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<td>* Compliance: Actions taken to monitor non-compliant highway access and enforce the law, including letters to property owners related to non-compliance with permitting requirements, orders to remove or modify driveways, appeals and litigation.</td>
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<td>Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards &amp; requirements for the management of electronic records outlined in Chapter ADM 12:</td>
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<td>An STH connection permit remains in effect after issuance 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. Has ongoing value beyond that date.</td>
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<td>RETENTION: EVENT (Data entered and scanned into an electronic filing or indexing system, or facility is removed) + 3 years and destroy confidential</td>
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<td></td>
<td>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:</td>
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<td></td>
<td>• Outdoor Sign Installation application and permits</td>
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<td></td>
<td>• Supporting documentation including: correspondence, graphics, site details, sketches, photos, plan layouts, maps, location maps, etc.</td>
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<td>• Supplemental reports and field notes created during the application review</td>
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<td>• Permit approval conditions</td>
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<td>• Permit denial information: denial notice, notes on denial decision, supporting documentation on the application/permit denial</td>
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<td>• Notice to owners of illegal signs and supporting materials including correspondence with landowners</td>
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<td></td>
<td>• Applications and permits related correspondence</td>
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<td>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.</td>
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<td></td>
<td>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.</td>
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<td>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.</td>
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</table>
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

00001000. 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.


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

000011A00. DESIGN STUDY REPORTS (DSRS) & EXCEPTION TO STANDARDS REPORTS EVT+40 DEST Y

The DSR is a major deliverable that the engineering consultant generates during a highway improvement design process for a project on the State Trunk Highway (STH) system. The DSR is used to determine specifications for the Let construction project and arrive at a final design. Includes:

- Design study report (DSR): Summary report documents conceptual, investigative processes used to determine design components for an improvement project.
- Exception to Standards Report (ESR) for State Trunk Highway (STH) improvement projects: WisDOT requests approval to construct a project that contains particular features that do not meet current design criteria. Incorporated into the DSR.

Records provide design information, decisions and supporting information, justifications for decisions made, whether approved or denied, and the basis for exceptions to standards. Central Office Bureau of Project Development (BPD) approves or denies.

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

000014000. TRADAS AUTOMATED VEHICULAR TRAFFIC DAILY DATA CR+15 DEST N

WisDOT collects automated vehicular traffic count data on a three-year cycle, with one third of the counties in the state being...
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<tr>
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</thead>
<tbody>
<tr>
<td>00023000.</td>
<td>TRADAS AUTOMATED VEHICULAR MONTHLY &amp; ANNUAL DATA</td>
<td>CR+50</td>
<td>DEST</td>
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<td>This records series includes monthly and annual summary vehicular statistics and reports generated by TRADAS and maintained in tabular format in the TRADAS Oracle database. Includes:</td>
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<td>- Monthly TRADAS Summary Data: Data is summarized monthly for permanent sensors</td>
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<td>- Annual Average Daily Traffic (AADT) Summary Data: The TRADAS system applies necessary factors to raw traffic data counts to and produce an estimate of Annual Average Daily Traffic (AADT). Includes data collected continuously for weekdays and weekends (AAWET)</td>
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<td>Long-Term Retention: This data has very long-term value for transportation planning, operations and WisDOT business administration.</td>
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<td>Data is used for research and statistical purposes.</td>
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<td>Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards &amp; requirements for the management of electronic records outlined in Chapter ADM 12:</td>
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<tr>
<td>00028000.</td>
<td>ANNUAL AVERAGE DAILY TRAFFIC (AADT) COUNT MAPS</td>
<td>EVT+5</td>
<td>DEST</td>
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<td>The Data Management Section enters AADT volumes on county and city detail maps. Regions review before maps are finalized. Mapping data was previously in CADDS and is now updated in GIS.</td>
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<td>This records series covers the annual maps, maintained in the Data Management Section in electronic (CADDS or GIS) format for ease of updating.</td>
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<td>Note: Maps are published with AADT tabular data, by county in the annual Wisconsin Highway Traffic Volume Data publication and also published in PDF format on the Dotnet.</td>
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<td>The group also creates:</td>
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<td>- Annual traffic map and other annual traffic data summaries.</td>
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<td>- Axle and Seasonal Adjustment Factor map.</td>
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<td>Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards &amp; requirements for the management of electronic records outlined in Chapter ADM 12:</td>
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<tr>
<td>00034000.</td>
<td>WISCONSIN HIGHWAY TRAFFIC VOLUME DATA REPORTS</td>
<td>CR+50</td>
<td>SWSH</td>
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<td>WisDOT provides annual traffic volume reports to the federal highway administration (FHWA), as required by § 23 CFR 500 Part B, Sections 201-204. Reports contain Average Daily Traffic (AADT) data and related Maps, listed by county. Reports include:</td>
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<td>- Automatic Traffic Recorder Data (Continuous count data)</td>
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<td></td>
<td>- Wisconsin Highway Traffic Volume Data</td>
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<td>- Wisconsin Vehicle Classification Data</td>
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<td>Reports are submitted to FHWA and distributed as public documents. WisDOT also publishes these on the DOTNet.</td>
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<td></td>
<td>Long-Term Retention: WisDOT maintains reports for research, statistical and reference purposes and to coordinate efforts with FHWA over time. Reports provide information that is useful for long-range transportation planning, project development, operations and WisDOT business administration.</td>
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Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12:

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<tbody>
<tr>
<td>00039000.</td>
<td>INTERNAL COMMUNICATIONS RECORDS</td>
<td>EVT+3</td>
<td>DEST</td>
<td>N</td>
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<td></td>
<td>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-A0O - Public Communications Report (PCR) Machine Readable. RETENTION: EVENT (Date of creation) + 3 years and destroy</td>
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| 00063000. | STATE PLANNING & RESEARCH (SPR) ANNUAL WORK PROGRAM | EVT              | DEST        | Y   |
|          | The State Planning and Research Program (SPR) authorizes federal funds for multimodal transportation planning and research needs, per § 23CFD 420, Part 420 Planning and Research Program Administration, and § 23CFR450 – Part 450 Planning Assistance and Standards. Divisions select projects and specify funding allocations for SPR work (funded with FHWA funds, state funds and some local funds). The Planning Section, BPED DTIM compiles the publication, Wisconsin Department of Transportation Federal Highway Administration Joint Participating State Planning & Research Work Program for the federal fiscal year (Oct.1 - Sept 30). It identifies: Part I: Planning study projects selected for eligible activities: • Engineering and economic surveys and investigations • Future highway programs, local public transportation systems • Development and implementation of management systems • Studies: highway usage economy, safety, and convenience, desirable regulation and equitable taxation • Activities related to planning real-time monitoring elements Part II: Research Development and Technology Transfer (Rd & T) projects, selected through the department's RD&T management process. WisDOT Research Section will develop separate RDAs. Part III: Financial Summary Statement, Project Cost Estimates, resources to accomplish the objectives of the Work Program. This records series covers the BPED updateable version of the final document and significant background materials used to compile it for submittal to FHWA: Work plan, time line and correspondence used to solicit input and collect plan components • Status and progress reports on plan development • Changes and alterations: Financial data, project objectives, changing priorities and effect on proposed work plan. • FHWA communications, copies of submittal cover letters, responses Note: The annual Work Program document is distributed to state libraries and document centers, as a public document under s. § 35.84, Wis. Stats. WisDOT also sends copies to interested parties and publishes current and past plans on the DOTNET. RETENTION: EVENT (Superseded by updated SPR final plan) and destroy confidential |         |             |     |

<p>| 00069000. | AUTOMATED TRAFFIC REORDER EQUIPMENT MAINTENANCE CASE FILE | EVT+3           | DEST        | Y   |
|          | The Field Operations unit, located at Truax, installs, tests, and maintains DOT-owned equipment used to record and collect traffic data. Includes weigh-in motion equipment and all other counters, devices and equipment installed at sites throughout Wisconsin. Personnel repair PEEK Trafi-Comp 3 (TC3) traffic counters, Automatic Data Recorder (ADR) 2000 WIM recorders, Turning movement counter boards (Titan 64), Jamar (TDC8), PAT DAW 100 and 200 WIM data recorders, and miscellaneous and devices associated with traffic counting. This section also tests traffic counters for accuracy before returning them to the region. Records in this series provide Automatic traffic recorder (ATR) and control station installation, maintenance, servicing and repair detail to support equipment over time, including: • Equipment technical detail: W-tables, wiring diagrams, network changes, factor sheets, repair and testing documentation, service reports, etc. • Manufacturers' instructions and literature, warranty and replacement policies, • Equipment location detail: ADT/plat/intersection/factor group maps and aerial photos, station/rest area maps and descriptions • Field Operations procedures and schedules for ATR data collection: Vehicle Classification Count, Automatic Traffic Recorder, Truck Weight study and Traffic Volume Count activities. location and, Files provide evidence that the equipment is installed and maintained appropriately and supports the accuracy of data collected. The |         |             |     |</p>
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<tr>
<th>RDA #</th>
<th>RDA Title</th>
<th>Retention</th>
<th>Disposition</th>
<th>PII</th>
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<tbody>
<tr>
<td>00069A00.</td>
<td>ATR EQUIPMENT INVENTORY LISTS</td>
<td>EVT</td>
<td>DEST</td>
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<tr>
<td>00071000.</td>
<td>TRAVEL SURVEYS -- TRAFFIC FORECASTING</td>
<td>EVT+10</td>
<td>DEST</td>
<td>Y</td>
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<tr>
<td>00075000.</td>
<td>ECONOMIC ANALYSIS FILE</td>
<td>CR+7</td>
<td>SHSW</td>
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<tr>
<td>00078000.</td>
<td>TRAFFIC FORECASTING FIELD DATA &amp; FORMS</td>
<td>EVT+1</td>
<td>DEST</td>
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<tr>
<td>00079000.</td>
<td>TRAFFIC PROJECTION FORECAST WORK PAPERS - REGION REQUESTS</td>
<td>EVT+10</td>
<td>DEST</td>
<td>Y</td>
</tr>
</tbody>
</table>

Field Operations unit maintains installation and maintenance case history for as long as each device is used to collect vehicular data.

RETENTION: EVENT (Installed life of equipment) + 3 years and destroy confidential

The Field Operations unit, Data Management Section, BSHP, DTIM maintains inventory data on all installed traffic equipment counters, recorders, and devices used to collect vehicular traffic data. Data is needed to track, install, test, maintain, repair and manage state devices. Includes:
- Type of equipment
- Serial no., manufacturer, model no., brand,
- Applicable verification (testing or calibration) procedure
- Instruction manual,
- Location, responsible party

When purchased and installed. Field Operations adds equipment to ongoing equipment inventory records lists. Data is updated regularly.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12: http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf and http://dotnet/bmsrecords/recelec.htm.

RETENTION: EVENT (Superseded) and destroy confidential

The DTIM Traffic Forecasting Section helps plan and analyze major transportation studies, usually with many study sites that create a cordon line through or around a major urban area. Data is compiled to model travel patterns and guide development of transportation improvements and development/evaluation of transportation alternatives. Often called Origin and Destination Studies, they forecast traffic and travel patterns from a statewide or area-wide perspective. DOT or consultants conduct studies of travel patterns in a specific location, usually April-November. Includes documentation and results for:
- Bypass studies: used to evaluate the need for, and estimate the impact of, building a bypass around a community.
- Cost Sharing studies, the most common type of travel study: to determine if a local government is required to provide matching funds for a transportation project, i.e., if a significant number of trips using the facility are of local benefit.
- Major Transportation Module Studies: to determine highway needs in a community or area for the next 20 years.
- Trip Data: provides travel characteristics and pattern data for urban models and statewide planning purposes.

The Traffic Forecasting Section maintains the official copy of these surveys, including selected survey background information documenting survey methodology, instructions, problems encountered, notes, etc. Needed for future reference.

RETENTION: EVENT (Completion of survey) + 10 years and destroy confidential

Records series includes materials related to economic impact studies, cost allocation studies and transportation budget development. Includes records related to Harbor Assistance Program and cost-benefit analyses including rail and truck studies. This records series provides analytical data, computations and background information for DOT transportation funding.

RETENTION: EVENT (Creation) + 7 years and transfer to WHS

Field data for traffic projection forecasting is collected through roadside surveys, interviews and postcards and conducted either by WisDOT personnel or by consultants and contractors. Records in this series are working copies of completed forms, field sheets, notes or other source documents containing raw (unfactored) data collected for any type of travel survey or traffic study, including origination and destination studies and region forecast projections. Field Data collected for forecasting purposes undergoes a factoring process to convert it to 24-hour basis data and the factored data is entered into the survey database (TAFIS) for analysis.

RETENTION: EVENT (Entered into data system and survey completed) + 1 year and destroy confidential

The Traffic Forecasting Section, Bureau of Planning in DTIM completes 200 + traffic forecasts annually for specific highway improvement projects. Regions submit traffic projection requests to the Section, specifying forecast location parameters. The Traffic Forecasting Section maintains records to document the forecast projection request; provide background methodology, compilation of known indicators, analysis, calculations, and notes, and generate the traffic forecast report. Records may include:
- Region project request and attachments,
- Peak and hourly factors for highway geometric design;
- Turning movements for intersection improvements;
- Traffic impact analyses (TIAs) of major developments;
- Seasonal factoring methodology to convert 48-hour traffic counts to estimates of Average Annual Daily Traffic (AADT);
- Heavy truck classification estimates for pavement design based on highway functional classification and AADT.
- Population, economic indicators and vehicle registration data.
Forecasts provide total volume projections extending 20-years beyond the estimated time of construction. The Section maintains this series for ongoing administrative and reference purposes and to provide research and statistical information to facilitate future traffic projections, regional and statewide.

RETENTION: EVENT (Projection completion date) + 10 years and destroy confidential

ENGINEERING CONSULTANT CONTRACT CLAIM FILES

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

CONSTRUCTION (LET) CONTRACT CLAIMS

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

CONSTRUCTION (LET) CONTRACTS CLAIM DECISIONS TRACKING DATA

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
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

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

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 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 include, but are not limited to:
- Construction & Materials Manual (CMM): BPD
- Facilities Development Manual (FDM): BPD
- Highway Maintenance Manual Bureau of Highway Operations
- Wisconsin Standard Specifications for Highway and Structure Construction and Special Provisions (STSP) and ASP: BPD

The Document Editor shall ensure that each issues of the particular document, including outdated versions, is maintained and preserved. Documents must also be made available in paper or electronic format per § 35.83 Wis. Stats. via one or more methods as follows:
- Electronic State Publications: Fulfill statutory obligation to participate in Wis. Document Depository Program for materials in electronic
DOT revises Highway Design, Construction & Maintenance Specification public documents in whole or in part regularly; and generally reissues documents in entirety. Editors may use paper and/or electronic methods to track and identify changes and amendments that are incorporated into the final version of each document. 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; or define when specific contract terms and conditions were in effect. Records may include:

- 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 agency (FHA) identifying specific changes, especially if/when changes are not annotated or otherwise identified in the final revised document.
- Other types of attachments or supplementary materials that detail changes or reference content revisions, i.e., logs, spreadsheets, lists.
- Relevant comments, requested changes, communications (correspondence, e-mails, etc.) Between the WisDOT and the FHA or other reviewers; notice of approval if required.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12: http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf and http://dotnet/bmsrecords/recelec.htm

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

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

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

Electronic Records Note: In order to safeguard the information contained in these records, all electronic must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12: http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf and http://dotnet/bmsrecords/recelec.htm

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

RETENTION: EVENT (Date procedure, section, chapter, guideline is finalized) and destroy.

Records in this series document WisDOT property rights and terms and conditions. Items in this series include official documents recorded with county Register of Deeds offices.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12: http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf and http://dotnet/bmsrecords/recelec.htm

These types of real estate records are incorporated into the final version of each document. 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; or define when specific contract terms and conditions were in effect. Records may include:

- 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 agency (FHA) identifying specific changes, especially if/when changes are not annotated or otherwise identified in the final revised document.
- Other types of attachments or supplementary materials that detail changes or reference content revisions, i.e., logs, spreadsheets, lists.
- Relevant comments, requested changes, communications (correspondence, e-mails, etc.) Between the WisDOT and the FHA or other reviewers; notice of approval if required.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12: http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf and http://dotnet/bmsrecords/recelec.htm

These types of real estate records have short-term reference value until the particular guideline or policy document is finalized.

RETENTION: EVT (Document finalized) + 5 years and destroy

Electronic Records Note: In order to safeguard the information contained in these records, all electronic must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12: http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf and http://dotnet/bmsrecords/recelec.htm

These types of real estate records have short-term reference value until the particular guideline is finalized.

RETENTION: EVT (Document finalized) + 5 years and destroy
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<tr>
<th>RDA #</th>
<th>RDA Title</th>
<th>Retention</th>
<th>Disposition</th>
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<tr>
<td></td>
<td>- Permanent Limited Highway Easements</td>
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<td></td>
<td>- Personal Representative Deed</td>
<td>EVT+5</td>
<td>DEST</td>
<td>Y</td>
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<tr>
<td></td>
<td>- Quit Claim Deeds (both Real Estate and Utilities)</td>
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<td>DEST</td>
<td>Y</td>
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<td>- Related correspondence</td>
<td>EVT+5</td>
<td>DEST</td>
<td>Y</td>
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<td></td>
<td>- Satisfactions of Mortgage, Partial Releases of Mortgage</td>
<td>EVT+5</td>
<td>DEST</td>
<td>Y</td>
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<td>- Temporary Limited Easement</td>
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<td>- Trustee's Deeds</td>
<td>EVT+5</td>
<td>DEST</td>
<td>Y</td>
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<tr>
<td></td>
<td>- Utility Conveyance of Rights in Land form</td>
<td>EVT+5</td>
<td>DEST</td>
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<td></td>
<td>- Warranty Deeds (final proof of purchase)</td>
<td>EVT+5</td>
<td>DEST</td>
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</table>

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. CONSTRUCTION CONTRACT PROJECT DATA - FIT
WisDOT personnel in the field enter additional construction data (not collected with FieldManager) using the Field Info Tracking (FIT) component of the Contract Management System: FIT is proprietary software (Atwood System, Verona, WI) to track contractor performance: approving periods; WisDOT acceptances: warranty information; and construction quality index (CQI) data related to project performance measures.

FIT data is uploaded via FieldNet to the BPD Contract Management System database, and truncated data is available in the CAS subsystem. However, personnel in the field have greater access to data in FIT and FieldManager, so this data is retained for convenience of reference throughout the course of the construction project and for a period of time after close.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12:

RETENTION: EVENT (Project final cost statement) and destroy confidential

00132000. ROADSIDE REST AREA MAINTENANCE (RAM) & OPERATIONS CASE FILE
The WisDOT Roadside Maintenance Section is responsible for overseeing statewide rest area and wayside operations. The Department contracts with Local Community Rehabilitation Programs (CRPs) that employ people with disabilities, to provide the day-to-day maintenance at each rest area and some waysides. A non-profit organization, Rehabilitation for Wisconsin (RFW), currently directs CRPs at each site Maintenance records are maintained at each facility (Rest Area) and/or at the RFW program manager’s office. Rehabilitation for Wisconsin (RFW) keeps records at each roadside facility and provides copies to RFW Program Manager.

Records in this series include:
* CRP contracts and agreements
* Routine work orders for maintenance: light bulb replacements, etc.
* Inspections, visitation reports or other monitoring reports on facility maintenance activities conducted by RFW personnel
* Maintenance and operations correspondence, including complaints or problems

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

00133000. HIGHWAY FACILITY REST AREA MAINTENANCE (RAM) ANNUAL REPORT
The WisDOT requires each Local Community Rehabilitation Program (CRP) to submit annual maintenance reports to Rehabilitation for Wisconsin (RFW), the current contractor for rest area and wayside maintenance. RFW subsequently summarizes these reports into one report and forwards it on CD to the BHO. BHO maintains paper and CD copies. Records in this series include the following:
* Highway Facility Rest Area Maintenance (RAM) Annual Report
* CRP annual reports as submitted to the RFW
* Significant background information and correspondence generated during the reporting process, especially related to significant maintenance problems

The annual report is also posted in .pdf format to the RFW Web site. Annual reports and other communications are designed to communicate with the public should follow the requirements of the DPI Depository Program, Wisconsin Statutes Sections 35.81 - 35.84.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12:

RETENTION: EVENT (Date created year end) + 5 years and destroy
### RDA # | RDA Title | Retention | Disposition | PII
---|---|---|---|---
00134000. | ROADSIDE IMPROVEMENT SITE INVENTORY & TRACKING FILES | EVT | DEST | Y

The Bureau of Highways maintains a detailed list of all roadside improvement sites in a spreadsheet (MS Excel). It is an inventory of sites organized by county, with facilities listed in order of highest type use, as follows: Wisconsin Welcome Center, Rest Area, Wayside, Scenic overlook, Table Site, Parking turnout, Historical Marker, Boat landing, Landscaped Area, Welcome sign, Park and ride, Truck sales. Other data on the spreadsheet includes 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 (maintained by Rehabilitation for Wisconsin (RFW) sheltered workshops, Local Community Rehabilitation Programs (CRPs) or counties. Data is checked and updated every 2 years.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12: http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf and http://dotnet/bmsrecords/recelec.htm

RETENTION: EVENT (Superseded) and destroy confidential

00134A00. | SUMMARY OF ROADSIDE IMPROVEMENT SITES ANNUAL REPORT | CR+10 | DEST | Y

This records series consists of reports listing Roadside Facilities sites and providing summary information for each. Reports are generated annually (currently from MS Excel spreadsheet) and provide a snapshot Summary of roadside improvement site data, usually sorted by type of site. These have ongoing reference value.

RETENTION: EVENT (Creation/report date) + 10 years and destroy

00134B00. | AD HOC ROADSIDE FACILITY OUTPUT REPORTS | CR+0/1 | DEST | Y

All other reports generated in response to requests for information or on an as needed basis may be retained until no longer needed.

RETENTION: EVENT (Creation) + 7 days or EVENT (Superseded) and destroy confidential

00135000. | VERTICAL AERIAL PHOTO NEGATIVES | P | PERM | N

Records in this series are vertical aerial photo negatives generated for WisDOT specifically. Vertical aerial photo negatives generated for WisDOT specifically. Vertical aerial images are taken from an aircraft where the camera direction is at right angles to the ground beneath and the face of the film is more or less parallel to the ground surface. Records in this series include Highway Aerial Photo File (Old RDA 135): Photo negatives are generally 9" x 250' rolls. These are the source materials to create contact prints, diapositives and scans for stereo mapping. Negatives are filed by film and roll number, cross-referenced to the Aerial Map Index, Old RDA 135A.

Permanent 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 film and imagery is useful for highway and abutting land issues, environmental studies, land management, wetland identification and other land use purposes. May also may be used for property disputes, litigation, or legal actions. Used by WisDOT and other agencies, professional groups and the general public.

RETENTION: Permanent

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

Records in this series are current and older methods used to provide WisDOT and interested parties with sufficient information to locate WisDOT aerial maps and other aerial imagery products. Includes:

Aerial Imagery Index: File is master index (paper or mylar) showing the location of optical aerial imagery including:
* 1962 - 1999: WisDOT flown aerial imagery, indices are based on mylar Wisconsin county maps with mylar overlays.
* 1937 - 1940: Statewide aerial imagery, indices are based on laminated paper Wisconsin county maps with photo centers depicted.
* 1966 - 1967: Statewide aerial imagery, indices are bound paper listing township, range and section.
* 1962 - 1993: Statewide aerial imagery, indices are based on laminated paper Wisconsin county maps with photo centers depicted. Indices identify aerial imagery scale, flight date, film negative roll number and exposure numbers of optical aerial imagery. Location can also be indicated by county name and image number.

Photo Center Coordinates Index: ASCII files contain the coordinates of the center of the exposure and are generated by the flight management system (CCNS or equivalent). Files are used as input to Aerial Imagery Index and ArcGIS Digital Imagery Index.
* 1962 - 1997: created from analytical triangulation;
* 1998 - 2007: Created by CCNS
* 2008 - current: Created by Trackair

Digital Aerial Imagery Index: WisDOT flown aerial imagery from approx. 1962 - current: Photo center coordinates collected during flight, uploaded to the Oracle database and viewed with ArcGIS. File identifies imagery scale, flight date, film negative roll number and exposure numbers of optical aerial imagery as well as they sy_name (filing cabinet reference if mission was a mapping project).

Oblique Aerial Imagery Paper Index: Index of oblique aerial imagery outputs created from 1972 to current - listed by county, project name, project limits, date of flight, and exposure number.

Electronic records note: in order to safeguard the information contained in these records, all electronic records must meet the
standards & requirements for the management of electronic records outlined in Chapter ADM 12:

Permanent Justification: Indexing information is used to locate related imagery and must be retained for the same time periods.

Retention: Permanent

00139000.  MAPPING DIAPOSITIVES FILE CR+25 DEST Y

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) + 25 years and destroy

00144000.  TRANSPORTATION PMP - PROJECT MANAGEMENT PLAN REPORT EVT+40 DEST Y

The PMP is a web-based application that stores project data in an Oracle database. WisDOT project staff enters scope, budget, schedule and resource information for WisDOT transportation improvement projects. PMP data (over 700 data elements) is specific to a single design group, including related construction projects. FIIPS data initiates projects in PMP, and PMP shares read-only data from Structures (HSIS), Railroad Crossing (RCIS) and Utilities (TUMS) systems and actively shares data with MIPPS for reporting.

Data elements in the PMP include:
- Design Projects: Project ID, Route, Title, Subtitle, Region, and County
- Communication: Project team members, contacts, approval status, snapshots.
- Scope: Deficiencies; Design Segments; Environmental; Maintenance; Planning; Plans- Extra; Railroad; Real Estate; Soils & Pavements; Structures; Survey & Mapping; Traffic; Utilities; Utilities-TUMS
- Budget: defines cost to deliver a project, including Base Budget; C/E Worksheet; I/E Expenses; Associated Projects; Delivery Estimate Calculator.
- Schedule: time frame to deliver project design, based on delivery activities: Project Start Date, Begin Preliminary Design, Begin Final Design, & PS&E Date
- Report Module: Scope, Budget and Schedule modules supply the main input data for reports: Base Gantt Screen: Final Design Gantt chart for each associated LET project; BaseFinal Non-Let Gantt Chart; and PMP Report.
- Project Notes: Unique design features; miscellaneous entries; unique decisions, assumptions; details that exceed the size of other comment fields.

This records series covers the detailed Project Management Plan (PMP) for each highway improvement project, consultant- designed or developed in-house by WisDOT personnel. The PMP Report is the primary project scoping document and detailed project management plan used throughout the life of a project. The final PMP report electronic snapshot of data is retained for project close out review, as a project reference tool, and for system review and improvement purposes.

Electronic Records Note: In order to safeguard the information contained in these management of electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12: <http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf> and <http://dotnet/bmsrecords/recelec.htm>

Long-Term Retention: Used for statistical and research purposes. 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.

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

00144A00.  PMP MILESTONE REPORTS EVT DEST Y

PMP Milestone reports are transitory working documents that are updated and overwritten monthly throughout the project design process. They are simply “snapshots in time” illustrating the scope, budget and project status. Milestones include such key events as:
- Project Start Date
- Scheduled activities
- PS&E Date

At regular intervals WisDOT creates updated Milestone Reports and posts them on the Transportation Project Management System (TPMS) web site for review. Interim reports do not have ongoing retention value.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12: <http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf> and <http://dotnet/bmsrecords/recelec.htm>

RETENTION: EVENT (Superseded) and destroy confidential

00145000.  ROADWAY DRAINAGE HYDROLOGICAL & HYDRAULIC STUDIES AND DESIGN EVT+25 DEST Y

WisDOT and the Engineering Consultant prepare roadway drainage studies and design calculations per FDM Procedure 13-1-10. The Roadway Standards Section, BPD sets drainage standards. Each region maintains the official copy of roadway drainage hydrology and hydraulic studies and design calculations. This records series covers drainage hydrology and hydraulic studies and design calculations including but not limited to:
- Underpass Storm Sewers;
- Main and Primary Channels
- Cross Drainpipe Culverts
- Side Ditches and channels.
- Median Ditches and Channels
- Urban Gutter, Inlets and Storm Sewers

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; motorist/highway protection.
- Special design considerations: hydraulically sensitive areas, mapped flood plains, fish passage, storm water 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.
- Hard copies of all output from drainage software and spreadsheet used for design.

Roadway drainage data and calculations also help designers during design of future highway reconstruction and expansion projects.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12: http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf and http://dotnet/bmsrecords/recelec.htm.

RETENTION: EVENT (Final project cost statement) + 25 years and destroy

00146000. FINAL ASLET PLAN DESIGN -- BPD IMAGE FILE EVT+5 DEST N

The AsLet design identifies the typical road project location and project details to define what the road should look. It includes geometrics, drainage, cross sections, standard details; sign plates, structure plan, computer earthwork, profiles, elevation, curvature and other design elements; a copy of the right-of-way plat may be included in the AsLet plan. The AsLet also identifies quantities, details, traffic control and construction staging, drainage, environmental impact and erosion control, signals and lighting plans; post plan work and addenda. The Bureau of Project Development reviews, revises and finalizes the region AsLet design. BPD personnel incorporate additional project materials listed below to develop a biddable plan document; and place the AsLet in .PDF format on a central WisDOT share drive. The record includes:
- AsLet plan - as modified by BPD.
- Specials: proposal special provisions (STSP)
- RW certification from the region
- Real estate certification
- Plan letter

BPD maintains the file throughout the project. During project construction, the AsLet plan may need to be changed and the terms of the contract modified. Region personnel print out specific AsLet pages and mark up changes. At the close of the project, the final marked-up plan becomes the AsBuilt plan document.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12: http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf and http://dotnet/bmsrecords/recelec.htm.

RETENTION: EVENT (Final project cost statement and AsBuilt finalized) + 5 years and destroy

00146A00. PRELIMINARY ASLET DESIGN FILE -- REGION CADD EVT DEST N

Regions maintain the preliminary design on a regional file share in CADD format using CAICE or other CADD product.

Regions forward the draft design to the Bureau of Project Development, Central office. BPD personnel alter the Preliminary AsLet and prepare it for incorporation into the construction project PS&E (Plans Specifications and Estimates) to be bid for construction. PS&E = BPD-approved AsLet plan (on CADD CD) and narrative specifications for proposed highway work. The cleaned up Let file is placed on a shared drive and becomes the biddable document. Regions retain the preliminary AsLet until BPD prepares the AsLet for bidding.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12: http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf and http://dotnet/bmsrecords/recelec.htm.

RETENTION: EVENT (Superseded by BPD final AsLet) and destroy

00146B00. FINAL ASLET DESIGN FILE -- REGION CADD MODELS EVT DEST N

Region designers may choose to maintain selected AsLet designs and data in native electronic formats (generally CADD - Microstation and GIS) for modeling purposes, i.e., to readily amend work, generate updated designs or reuse design plan components that apply to other design projects.
This records series covers selected design data and project design work that designers maintain in native electronic format for reuse and redesign purposes whenever the data has ongoing value to model and facilitate future design studies, design models, AsLet designs, or other design engineering purposes.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12:

RETENTION: EVENT (Superseded by updated data) and destroy

00147000. PROJECT OR CONTRACTOR ISSUE FILES EVT+10 DEST Y
Region Contract Specialists may maintain selected contractor and project performance evaluation records, particularly if there were particular issues, complaints, problems or concerns related to the contractor or the project. This records series is maintained on an as needed basis and is not necessarily retained for all contractors or construction projects.

Records in this series include personnel or project evaluations; reviews, comments, complaint and issue correspondence and responses.

This records series has a longer-term value after the project close (final project cost statement) for DOT reference purposes, as potential background for legal action, to provide supporting information for subsequent bid letting and selection of contractors, etc.

RETENTION: EVENT (Final project cost statement) + 10 years and destroy confidential

00148000. FIELD MANAGER CONSTRUCTION CONTRACT DETAIL - ELECTRONIC DATA EVT+5 DEST Y
FieldManager™ is proprietary workflow software (InfoTech, Gainesville FL) 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. The Region Project Leader, with Contract Specialist assistance, tracks project costs and compliance with terms and conditions of the construction contract, approves payments and maintains electronic data. Data also provides a method to identify and locate source documents in construction project files.

Selected FieldManager data moves to Project Tracking, but that data is not as detailed or readily accessible to field personnel. Final (adjusted) payment is uploaded to CAS and ultimately resides in BAMS/DSS (See RDA 319, Bid Analysis Management System/Decision Support System (BAMS/DSS): RDA 319 Retention = final voucher processed in CAS + 50 years and destroy. Selected data is made accessible to agencies including the FHWA, all region offices and central DOT. Separately, contractors have access to certain data via the Contractor Payment Viewing System. Estimated payment data is identified in a Construction Pay Estimate Report; but there may be changes and adjustments to final payments. Estimated payment data is proprietary, per s. 84.01(32), Wis. Stats. Generally, this records series consists of copies of financial accounting data, contractor payment data, invoices, account summaries, etc. That regions maintain in FieldManager. It provides field personnel with easy reference access to detailed data throughout the project and for a period after closed. Note: This records series does not include the final, official electronic version of the Project Diary record.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12:

RETENTION: EVENT (Project final cost statement) + 5 years and destroy confidential

00150000. CITY, VILLAGE, TOWN (CVT) MAPS - PAPER EVT+2 DEST N
This records series covers certified maps from all municipal boards showing all streets, roads, bridges and other information under their jurisdiction as required by § 86.302(1), Wis. Stats. Certification was done annually until 1990; biennially from 1990-1999 and annually again beginning in 2000.

WisDOT uses CVT maps, certified mileage statements and other supporting materials to apportion federal highway safety funds and state transportation aid payments. Records are also used in annexations, jurisdictional transfers or road authority and for construction/realignment of roads. Maps provide the state official singular graphic compilation showing cumulative and historical impacts of administrative and jurisdictional changes on highways in all Wisconsin municipalities.

Maps are also used after each decennial census to realign congressional, state and local districts to reflect population trends. They provide base data for the Legislature and the State Cartographer to reapportion the state into equal voting districts by population. Each municipality retains a copy of the map.

RETENTION: EVENT (Converted to electronic image format) + 2 years and destroy

00150B00. CITY, VILLAGE, TOWN (CVT) MAPS - IMAGE FILES CR+100 SHSW N
The WisDOT maintains the official copy of certified maps from all municipal boards showing all streets, roads, bridges and other information under their jurisdiction in electronic image format. Maps are critical records to support apportionments of federal highway safety funds and state transportation aid payments.

Long-term Justification: Records have long-term value for annexations, jurisdictional transfers and construction/realignment of roads.
They provide official graphic compilation of the cumulative and historical impacts of administrative and jurisdictional changes on highways in all Wisconsin municipalities. Maps are also used after each decennial census to realign congressional, state and local districts to reflect population trends. They provide base data for the Legislature and the State Cartographer to reapportion the state into equal voting districts by population. Each municipality retains a copy of the map.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12: http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf and http://dotnet/bmsrecords/recelec.htm.

RETENTION: CREATION (Year of map creation) + 100 years and transfer to WHS

<table>
<thead>
<tr>
<th>RDA #</th>
<th>RDA Title</th>
<th>Retention</th>
<th>Disposition</th>
<th>PII</th>
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</thead>
<tbody>
<tr>
<td>00151000.</td>
<td>COUNTY HIGHWAY CERTIFIED MILEAGE LISTS - PAPER</td>
<td>EVT+2</td>
<td>DEST</td>
<td>N</td>
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<td></td>
<td>WisDOT uses certified mileage lists, with maps and other information, to apportion federal highway safety funds and state transportation aid payments. Certification was done annually until 1990; biennially from 1990-1999 and annually again beginning in 2000. Paper records include: * Part 1: Certified mileage statement showing total county jurisdictional miles by functional class effective January 1 annually. * Part 2: Summary of countywide mileage by jurisdiction and functional classification by municipality. * Part 3: Detailed mileage listing by road number (towns) and road name (cities/villages) by jurisdiction and functional class by each municipality. Part 3 submitted with maps as part of mileage certification required per § 86.302(1), Wis. Stats. RETENTION: EVENT (Year of map creation) + 100 years and transfer to WHS</td>
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<tr>
<td>00151B00.</td>
<td>COUNTY HIGHWAY CERTIFIED MILEAGE LISTS - ELECTRONIC</td>
<td>EVT+100</td>
<td>SHSW</td>
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<td></td>
<td>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 include: Part 1: Certified mileage statement showing total county jurisdictional miles signed by Wisconsin County Highway Commissioner; Summary of countywide mileage by jurisdiction and functional classification by municipality; and detailed mileage listing by road number (towns) and road name (cities/villages) by jurisdiction and class by each municipality. Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards &amp; requirements for the management of electronic records outlined in Chapter ADM 12: <a href="http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf">http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf</a> and <a href="http://dotnet/bmsrecords/recelec.htm">http://dotnet/bmsrecords/recelec.htm</a>. RETENTION: EVENT (Converted to electronic image format) + 2 years and destroy</td>
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<tr>
<td>00152000.</td>
<td>CERTIFIED COUNTY FOREST ROAD MAPS - PAPER</td>
<td>EVT+2</td>
<td>DEST</td>
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<td>Records in this series include certified maps showing all county forest roads in Wisconsin that are open and used for travel effective January 1 of the certification year. Certification was done annually until 1990; biennially from 1990-1999 and annually again beginning in 2000. Maps contain 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 § 86.315, Wis. Stats. The WisDOT uses maps to determine mileage eligible for state transportation aid funds. Eligible roads much meet minimum standards as required by Wis. Stats. § 82.50 for each certification period (annual or biennial). RETENTION: EVENT (Converted to electronic image format) + 2 years and destroy</td>
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<tr>
<td>00152B00.</td>
<td>CERTIFIED COUNTY FOREST ROAD MAPS - IMAGE</td>
<td>EVT+100</td>
<td>SHSW</td>
<td>N</td>
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<td></td>
<td>Records in this series are image copies of certified maps showing all county forest roads in Wisconsin that are open and used for travel effective January 1 of the certification year. Maps contain 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 § 86.315, Wis. Stats. The WisDOT uses maps to determine mileage eligible for state transportation aid funds. Eligible roads much meet minimum standards for each certification period (annual or biennial) as required by § 82.50, Wis. Stats. Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards &amp; requirements for the management of electronic records outlined in Chapter ADM 12: <a href="http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf">http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf</a> and <a href="http://dotnet/bmsrecords/recelec.htm">http://dotnet/bmsrecords/recelec.htm</a>. RETENTION: EVENT (Certification year) + 100 years and transfer to WHS</td>
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<tr>
<td>00153000.</td>
<td>CONSTRUCTION PROJECT TRACKING - ELECTRONIC DATA</td>
<td>EVT+5</td>
<td>DEST</td>
<td>Y</td>
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<td>Personnel in BPD Central 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. FieldManager and FIT also provide selected data for this component. * Contract summary data: site information, preconstruction meeting, labor data * Associated Projects: Edit Project detail * Status: Dates, Providing periods, ECIP date, Performance Warranty, Forms.. * Contract Modification details: filed in Field Manager, also stored in Project tracking, moves item quantity, amount information for payment * Estimate detail - from FieldManager</td>
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</table>
- Performance Measures: Design Quality (DQI) is done in Project Tracking; Construction Quality (CQI) data passed from FIT to Project Tracking - can be used to do performance evaluations on the contractor.
- Contact Information: staff detail
- Contractors Detail: lists prime contractor and subs
- Railroad Insurance - indicator data only
- Railroad Information: data is maintained for Rails and Harbors
- Structures Detail: references or duplicates data in HSIS
- Plans & Proposals: indicator of copies received, distributed
- As Built: date and status information
- Field Reports: Supplemental Contract Agreement,
- Inspection of Material - miscellaneous or duplicative of Materials Management or Structures (HSIS) data

Data components are merged. Certain Project data ultimately resides in the Construction Administration System (CAS) CAS contains official data for payment disputes and verification. Selected field data is ultimately stored in BAMS/DSS (RDA 319). See Bid Letting and Contracting schedule.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12:

RETENTION: EVENT (Project final cost statement) + 5 years and destroy confidential

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

CAS is a component of the Trsn*port Contract Management System that contains selected data uploaded from FieldManager, FIT and Project Management. CAS also contains the Daily Diary and IDR data. 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.

NOTE: Data is not an exact duplicate of FieldManager and FIT data. Project Tracking and CAS data are truncated.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12:

RETENTION: EVENT (Project final cost statement) + 10 years and destroy confidential

00161000. RAILROAD PROJECT HIGHWAY FILES EVT+6 DEST Y

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

Working files may include:
* Region and field coordination records,
* Technical project details,
* Project estimates, Bid letting and contract information,
* Transmittal of highway plans to the railroad,
* Railroad project status and other correspondence
* Railroad property values and acquisition information copies;
* Coordination of railroad relocation, highway crossing and encroachment agreements;
* Liaison efforts between regional staff, railroad companies and the Office of the Commissioner of Railroads; and
* Coordination of railroad project activities with other states and the federal government.

RETENTION: EVENT (Project completion and receipt of final cost statement) + 6 years and destroy confidential

00162000. FORCEWORK AGREEMENTS 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 railroad, WisDOT and any other agency or governmental unit that might have maintenance responsibility for a highway appurtenance located on the railroad property for which the workforce is needed, e.g., culvert along the trace but under the roadway, where the railroad is constructing a roadway crossing and installing signals.

RETENTION: EVENT (Date agreement is superseded) + 1 year and destroy confidential

00163000. PURCHASE DOCUMENTATION EVT+1 DEST Y

WisDOT may acquire land from a railroad for a transportation highway project. These records are part of the R?E acquisition for railroad real estate when developing a highway. If/when the offer is accepted, the final purchase result is a property deed that is legally recorded with the County Register of Deeds. This records series covers only limited records including: purchase offers, letter to purchase that WisDOT sends to the railroad to initiate acquisition and, in some cases, subsequent purchase correspondence between the railroad and WisDOT. Records need to be retained until the project is completed, since the official deed provides long-term evidence of ownership. These records remain confidential during the negotiation period. The deed and deed's information are also...
maintained in WisDOT's Real Estate section and are accessed through the READS System. See RDAs 00120-B00 and 00195-000 in the Real Estate Records Retention Schedule.

RETENTION: EVENT (Date property was purchased) 1 year and destroy confidential

**00163A00.** TRANSPORTATION HIGHWAY PROJECT DEEDS INVOLVING RAILROAD PRO: EVT+1 DEST Y

Series includes records of transportation projects involving railroad properties deeds and easements.

RETENTION: EVENT (Date property is sold or transferred to another entity) + 1 year and destroy confidential

**00163B00.** RAILROAD PROPERTY CONDEMNATION CASE FILES EVT+3 DEST Y

In extremely rare cases, railroad companies do not accept WisDOT’s offer to purchase land related to a transportation project. In those cases, the Department may take actions specified in Wis. Stat. § 32.05 Condemnation. This records series documents the Department's compliance with all legal requirements specified for condemnation and taking of property and it only applies to highway project related records. Records include but are not limited to:

* Appraisal and determination of land value
* Correspondence and other documentation of negotiations between the Department and the railroad.
* Jurisdictional offers
* Final decisions and conclusions.

RETENTION: EVENT (Date of closure of condemnation case) + 3 years and destroy confidential

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

Railroad abandonment is covered in:

* 49 USC 10903 and 49 CFR parts 1105 and 1152
* Wis. Stat §§ 85.08 and 85.09

WisDOT is the designated lead state agency in railroad abandonment matters under Wis. Stat. § 85.09(2). The department has first right of acquisition for present or future use, for any railroad or railway property, including land and rails, ties, switches, trestles, bridges, which has been abandoned. Generally, a railroad may only abandon a line with permission of the Surface Transportation Board (STB). STB determines whether the present of 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. As part of the process WisDOT Railroads and Harbors Section:

* Develops positions on individual abandonments
* Reviews and critiques briefing papers on individual abandonments.
* Assesses adequacy of and identifies potential improvements to WisDOT’s process to resolve abandonment position.
* Responds to special requests and directions from Secretary’s office.

Records in this series provide documentation of WisDOT’s investigation and decisions related to individual railroad abandonments, including background materials, briefing papers regarding the impact of abandonment, review and comments from Office of General Counsel, Abandonment Committee and the STB's final decision.

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

**00167000.** OFFICE OF THE COMMISSIONER OF RAILROADS (OCR) ORDERS - WISDOT C EVT+1 DEST N

OCR, a separate state agency, enforces regulations related to railway safety and investigates the safety of highway/rail crossings. In partnership with private rail firms, local governments and citizens, OCR oversees a variety of highway/rail crossing issues including:

* Replacement or enhancement of passive and active warning devices at highway/rail crossings;
* Repair of rough highway/rail crossing surfaces;
* Installation of highway/rail crossings at new locations;
* Alteration of existing highway/rail crossings; and
* Closing or consolidating existing highway/rail crossings.

The Wisconsin Department of Transportation Railroad Engineering & Safety (RE&S) Unit works with OCR, railroads and other public agencies to address rail crossing improvements. RE&S Unit and regional rail staff may be involved with the Office of the Commissioner of Railroads to coordinate rail crossing issues. This records series covers WisDOT’s actions and coordination efforts related to particular issues and/or projects. May also include relevant background information documenting the railroad issue and the decision-making process. WisDOT Rail specialist maintain these records to better understand decisions related to railroad crossings and other types of rail matters, e.g., drainage, etc.

RETENTION: EVENT (Superseded) + 1 year and destroy

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

The Rails and Harbors Section, the Bureau of Information Technology Services (BITS), and the Bureau of Planning (BOP) developed the Rail Crossing Information System (RCIS) in cooperation with other agencies that provide data and connectivity, including the Office of Commissioner of Railroads (OCR), the Public Service Commission of Wisconsin and the Federal Railroad Administration (FRA).
<table>
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<th>RDA #</th>
<th>RDA Title</th>
<th>Retention</th>
<th>Disposition</th>
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<tr>
<td>00169000.</td>
<td>FREIGHT RAILROAD INFRASTRUCTURE IMPROVEMENT PROGRAM (FRIIP)</td>
<td>EVT+3</td>
<td>DEST</td>
<td>Y</td>
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<tr>
<td></td>
<td>WisDOT freight railroad assistance under Wis. Stat. § 85.08 Freight Railroad Assistance and Wis. Stat. § 85.09 Acquisition of Abandoned Property.</td>
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<td>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:</td>
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<td>* Connect an industry to the national railroad system, or</td>
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<td>* Make improvements to enhance transportation efficiency, safety, and intermodal freight movement.</td>
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<td></td>
<td>* Accomplish line rehabilitation</td>
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<td></td>
<td>* Develop the economy</td>
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<td>Records includes but are not limited to:</td>
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<td></td>
<td>* Field and marketing investigations,</td>
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<td>* Financial &amp; technical assistance analysis reports</td>
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<td>* Federal &amp; state aide allocations</td>
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<tr>
<td></td>
<td>* Photos, track and property conditions</td>
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<td></td>
<td>* Construction or improvement progress</td>
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<td>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.</td>
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<td>RETENTION: EVENT (Loan repaid date) + 3 years and destroy confidential</td>
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<tr>
<td>00177000.</td>
<td>TRANSPORTATION ECONOMIC ASSISTANCE (TEA) RAIL PROGRAM FILES</td>
<td>EVT+6</td>
<td>DEST</td>
<td>Y</td>
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<td>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. Types of documents to be retained include:</td>
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<td>* Grant and construction contracts</td>
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<td></td>
<td>* Specifications and other construction documents</td>
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<td>* WisDOT lien documents</td>
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<td>RETENTION: EVENT (Date contract is terminated or property is sold or transferred to another entity) + 6 years and destroy confidential</td>
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<tr>
<td>00180000.</td>
<td>SURVEY BOOKS &amp; NOTES - PAPER</td>
<td>EVT</td>
<td>SHSW</td>
<td>N</td>
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<td>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. This RDA updates the following:</td>
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<td>- 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.</td>
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<td>Surveying and Mapping Section returned books and notes to DOT Regions. Regions hold official copies. Note: Older paper books are fragile and need to be preserved in another medium for ongoing use. For ease of reference, regions plan to convert to digital and image formats and store them on the regional shared drive.</td>
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<td>Records contain actual field survey source information and have ongoing technical, legal, and evidential values. Regions/consultant engineers use records to design and build highways and highway-related structures; for survey and platting purposes; and for environmental investigations including mitigation. A single 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. Data issues include:</td>
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<td>- different datum, basis on measurements to describe land;</td>
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<td></td>
<td>-history of land ownership, location of highway, boundary issues</td>
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<td></td>
<td>- legal challenges regarding how yardage measurements affect contractor payments or land transfers.</td>
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<tr>
<td></td>
<td>Surveying and Mapping Section returned books and notes to DOT Regions. Regions hold official copies. Note: Older paper books are fragile and need to be preserved in another medium for ongoing use. For ease of reference, regions plan to convert to digital and image formats and store them on the regional shared drive.</td>
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</table>

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12: <http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf> and <http://dotnet/bmsrecords/recelec.htm>.
<table>
<thead>
<tr>
<th>RDA #</th>
<th>RDA Title</th>
<th>Retention</th>
<th>Disposition</th>
<th>PII</th>
</tr>
</thead>
<tbody>
<tr>
<td>00180A00.</td>
<td>SURVEY BOOKS - MICROFILM</td>
<td>CR+100</td>
<td>SHSW</td>
<td>N</td>
</tr>
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<td></td>
<td>Some WisDOT offices microfilmed older survey books. Microfilming was inconsistent, and the records series is incomplete. Books covering part of the North Central Region (formerly known as District 7) from 1911-1990 were microfilmed during 1989-1990 and are located in the Rhinelander WisDOT office. Microfilmed records contain actual field survey source information, such as utility right-of-way and survey control. The records are used internally by WisDOT staff and to respond to public requests for information. Because of resources constraints it is not currently being scanned.</td>
<td>RETENTION: EVENT (Creation) + 100 years and transfer to WHS</td>
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<tr>
<td>00186A00.</td>
<td>&quot;AS BUILT&quot; HIGHWAY CONSTRUCTION PLANS</td>
<td>EVT+100</td>
<td>TRANS OTHER</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>File contains &quot;At Scale&quot; final highway construction plans. Many are original tracings and/or single sheet fanfold blueprints of highways where the construction has been completed. File maintained as essential district office working construction plan and &quot;as built&quot; details for future project information by engineering staff because of at scale presentation. Closed means construction completion. Retain 100 years or until plan no longer has engineering reference value to DOT, (e.g.; relocated, rebuilt, destroyed) whichever comes first. Upon end of retention, plans may be destroyed or transferred to applicable municipal agency if highway converted to local road, etc. For microfilm (1970 on) refer RDA00186-0. (Microfilm not at scale).</td>
<td>RETENTION: EVENT (Closed/terminated/death) + 100 years and transfer to other location</td>
<td></td>
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</tr>
<tr>
<td>00186C00.</td>
<td>HIGHWAY CONSTRUCTION &quot;AS BUILT&quot; E-PLANS FILE - DIGITAL</td>
<td>P</td>
<td>PERM</td>
<td>N</td>
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<td></td>
<td>Each region maintains AsLet project data and updates it to produce an AsBuilt final plan. Personnel scan the highway plan or structure plan, documenting all changes to the AsLet plan for projects in that region. Electronic as built plans for the particular region are maintained in a regional AsBuilt/AsLet database (electronic data and scanned images maintained in regional As Built Records Management System (ARMS)) on a regional file server. Records in this series include: - AsBuilt digital plan for all types of projects, including highways, structures and local force account projects. Note: When the AsBuilt electronic plan is stored in the region location, the AsLet is automatically moves to another location, the &quot;Has AsBuilt&quot; folder. - AsBuilt plans scanned from microfilm copies of old AsBuilds. Note: Vendor scanned some but not all from microfilm. Digital files are checked for readability and quality assurance regularly (sampled at 18 month intervals at a minimum), and converted/migrated/upgraded to new platforms as necessary to guarantee access to data through life of the record series. - Scans will automatically transfer each evening to a storage location in C.O. and an automated e-mail sent to Purchasing, Fleet, and Distribution Section staff to notify them of work that is ready for processing. Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards &amp; requirements for the management of electronic records outlined in Chapter ADM 12: <a href="http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf">http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf</a> and <a href="http://dotnet/bmsrecords/recelec.htm">http://dotnet/bmsrecords/recelec.htm</a>.</td>
<td>RETENTION: Permanent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>00192000.</td>
<td>MERRIMAC FERRY OPERATIONS FILE - PAPER</td>
<td>EVT+50</td>
<td>SHSW</td>
<td>Y</td>
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<td></td>
<td>This records series documents WisDOT oversight of Merrimac Ferry operations and maintenance, including: WisDOT Maintenance records - written in book log - goes all the way back to 1996. - Ferry Diaries and logs: maintained by Region Maintenance staff noting maintenance, e.g., cable change, greasing, etc. - Ferry operational reports and counts: traffic, number of vehicles, vehicle types, fuel used, operational costs, days operated, down time, maintenance activities, etc. From time sheets and reports submitted by Columbia County. Also includes printouts of Merrimac Ferry Monthly report data. - Significant correspondence related to ferry operation and maintenance, problems, etc. - Photos - back to 1933 - Annual budget, billing and related background information. 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. PII Information: Records identify the names of ferry operators, county personnel and WisDOT staff.</td>
<td>RETENTION: EVENT (Creation – Calendar Year end) + 50 years and transfer to WHS, provided no records of boat currently operating are transferred</td>
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<td>RDA #</td>
<td>RDA Title</td>
<td>Retention</td>
<td>Disposition</td>
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<tr>
<td>00193000.</td>
<td>EXCESS AND SURPLUS LANDS FILES</td>
<td>P</td>
<td>PERM</td>
<td>N</td>
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<td></td>
<td>In the process of acquiring land, the DOT may acquire land in</td>
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<td>excess of that needed for a project. When lands are not</td>
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<td>needed for transportation purposes, the Department declares</td>
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<td>the land as Surplus in order to sell or lease it.</td>
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<td>Records in this series include, but are not limited to:</td>
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<td></td>
<td>- Advertisement</td>
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<td></td>
<td>- Bids</td>
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<td></td>
<td>- Conveyance documents</td>
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<td></td>
<td>- Form declaring land as excess</td>
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<td></td>
<td>- Location Map</td>
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<td></td>
<td>- Property Description and Plat</td>
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<td></td>
<td>- Property Inventory Report - acreage and value of land</td>
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<td></td>
<td>- Project related correspondence</td>
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<td></td>
<td>- Quit Claim Deed (official WisDOT recording in Conveyance</td>
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<td></td>
<td>- Related correspondence</td>
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<td>- Related records that identify property characteristics</td>
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<td></td>
<td>- Submission of paperwork/approvals to WisDOT Secretary and</td>
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<td></td>
<td>Governor.</td>
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<td>Permanent retention justification: Land may be sold with</td>
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<td>certain restrictions. It is imperative that these records</td>
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<td>remain permanently to prove compliance with surplus land</td>
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<td>disposal procedures and to resolve potential disputes</td>
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<td>regarding the character of the terms and conditions of the</td>
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<td>sale, which can arise at any time and through the years</td>
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<td>after a parcel has been conveyed.</td>
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<td>These documents contain pertinent information that is</td>
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<td>not available at the County Register of Deeds.</td>
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<td>The official records in this series may exist in paper,</td>
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<td>electronic, or microfilm format in different regions and in</td>
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<td>the central office bureau and the retention will apply to</td>
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<td>the applicable official records format. When the paper or</td>
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<td>microfilm files are digitized, they will be kept</td>
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<td>until verified for quality control Purposes and then</td>
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<td>destroyed.</td>
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<td>Note: Includes records from the following now superseded RDAs:</td>
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<td>RDA 00194-0 - Surplus Right-of-Way Land Sale Files and</td>
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<td></td>
<td>RDA 00194-a - Surplus Land Sale Case Files - Microfilm.</td>
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<td>RETENTION: Permanent</td>
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<tr>
<td>00196000.</td>
<td>WISDOT LOCAL PUBLIC AGENCY (LPA) LOCAL ROAD PROJECT FILES</td>
<td>EVT+6</td>
<td>DEST</td>
<td>N</td>
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<td>When state or federal funding is involved; WisDOT maintains</td>
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<td>certain records for oversight purposes. Records are</td>
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<td>generated by the local government. Local road project file</td>
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<td>file records may include, but are not limited to:</td>
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<td></td>
<td>- Admin revisions to offering price</td>
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<td></td>
<td>- Awards of damages</td>
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<td></td>
<td>- Deeds and conveyance documents</td>
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<tr>
<td></td>
<td>- Jurisdictional offers</td>
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<td></td>
<td>- Local agency contacts</td>
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<td></td>
<td>- Nominal payment parcel report</td>
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<td>- Nominal payment waiver for appraisal -</td>
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<td>- Offering price reports (if state or federal funds are in</td>
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<td>Real Estate)</td>
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<td>- Project related correspondence</td>
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<td></td>
<td>- Relocation documents</td>
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<td></td>
<td>- Sales study/project data book</td>
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<td>- WisDOT and LPA certification</td>
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<td>The official records in this series may exist in-paper or</td>
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<td>electronic format and the retention will apply to the</td>
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<td>applicable official records format. When the paper files are</td>
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<td>digitized, they will be kept until verified for quality</td>
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<td>control purposes and then destroyed.</td>
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<td>RETENTION: EVENT (Date of project financial closure per</td>
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<td></td>
<td>Final Cost Statement) + 6 years and destroy</td>
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<tr>
<td>00198000.</td>
<td>FIIPS IMPROVEMENT PROJECT SUMMARY DATA</td>
<td>P</td>
<td>PERM</td>
<td>Y</td>
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<td></td>
<td>This records series covers Financial Integrated Improvement</td>
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<td>Programming System (FIIPS) summary data elements that supply</td>
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<td>both summaries for analytical and statistical purposes and</td>
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<td>skeletal details to look up additional project information</td>
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<td>located elsewhere.</td>
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<td></td>
<td>Includes:</td>
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<td>- Basic Project Information: Project id number; title-limit-</td>
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<td></td>
<td>concept; functional type; improvement concept; design group</td>
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<td>and master group membership; tied project if applicable;</td>
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<td>primary component type; schedule date; project status;</td>
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<td>review control.</td>
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<td>- Basic Funding Data: Legislative subprogram: WisDOT program</td>
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<td>; original authorization date; total estimate; total</td>
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<td>without delivery; delivery percent; accounting stage;</td>
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<td></td>
<td>accounting stage date</td>
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<td>- Basic project responsibility data: Primary organization</td>
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<td>code; responsible organization code; project supervisor;</td>
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<td>and federal oversight status</td>
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<td>- Basic location data: Primary county; primary route;</td>
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<td>region; congressional district; legislative district;</td>
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<td>assembly district; highway system; and location type</td>
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<tr>
<td></td>
<td>- Closed Projects Summary funding data: Non-delivery costs;</td>
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<td></td>
<td>in-house delivery costs; Consultant delivery costs; Federal</td>
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<td>costs; State costs; Local costs; Bond costs; Participating</td>
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<td>costs' Total costs for the project</td>
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</table>
These data elements supply both summaries, for analytical purposes, and skeletal details for looking up additional project information.

Permanent Justification: The Program Finance Section needs to retain and be able to access the data elements listed above at the improvement project level. 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, product liability issues, etc.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12:

RETENTION: Permanent

00199000. FIIPS IMPROVEMENT PROJECT DETAIL DATA EVT+15 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. Includes the following types of data elements:
- STIP reference/TIP number/other data for working with MPOs
- Electronic CDRs
- Quantities at the project level
- Non-design/master group information
- Subscription and delegation information
- Non-DOT participants
- Project families
- Federal obligations
- FOS participant, funding participants, sequence numbers
- GIS location
- Ancillary location information
- Non-management project roles
- Copies of information sent to FMIS
- Information about data fields and how those values changed over the course of the project's life

This data is used throughout the project and may also be used for audit, analytical, accounting, and reporting purposes after project closeout.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12:

RETENTION: EVENT (Date project moves to RC = P) + 15 years and delete

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 EVT+3 DEST Y

Records in this series include permit logbooks, indexing records, and copies of old policies, correspondence, conference minutes, etc. For driveway, road/street connection, utility (including annual service connections) and work on highway right-of-way permits. These old logbooks index various types of permit records from when all permits were issued out of Central Office Maintenance (now part of BHO), and are currently located in the BHO Highway Maintenance Facilities Unit storage area. 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.

RETENTION: EVENT (Data entered into HAMS or other electronic filing of indexing system) + 3 years and destroy confidential

00206000. WORK ON HIGHWAY RIGHT-OF-WAY (WHR/W) PERMITS AND CASE FILES EVT+5 DEST Y

Records in this series are the completed Application/Permit to Work on Highway Right-of-Way (form DT1812 or equivalent) and related correspondence. These permits are required under § 86.07(2) when work is performed in the State Trunk Highway (STH) Right-of-Way (R/W) to install/perform:
- Storm sewers
- Landscaping
- Ground monitoring wells
- Surveying
- Vegetation removal
- Soil borings
- Accident investigation and clean-up
- Contaminated soil removal

Requirements for working in highway R/W under WisDOT jurisdiction are specified in Wis. Adm. Rule Trans 231 and in comprehensive policy, Highway Maintenance Manual Chapter 92, BHO.

Permits for STH R/W work are not related to utilities, but at times relate to driveways or road / street connections. The majority of this work has a temporary impact on the roadway. Records in this series include a complete description of the proposed work along with maps, detail drawings, construction methods, types of materials, and length of time needed to complete the work submitted on paper or electronically to the regional office that is responsible for the county where the work will be performed.

This record series may also include WHR/W-related compliance actions taken to monitor non-compliant permits and enforce the law.

Region offices issue most permits. BHO 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 WHR/W permit has a short-term impact on the roadway.

RETENTION: EVENT (Completion date, permit end date, superseded, revoked) + 5 years and destroy confidential

00206A00. WORK ON WORK ON HIGHWAY RIGHT-OF-WAY (WHR/W) PERMITS INVOLVE EVT+3 DEST Y

Certain types of WHR/W permits may have long-term, rather than temporary impact on the roadway. A WHR/W permit may be issued in conjunction with the removal of an unpermitted STH connection, or it may be issued to facilitate the installation of a connection previously authorized under Controlled Access Highways provisions in § 84.25, Wis. Stats.

Permits covered in this record series are generally associated with a driveway connection authorization. These types of permit records are processed and retained the same as State Trunk Highway (STH) Connection (Driveway) Permits and Case Files. Similar types of materials are included in the files. Region offices issue and maintain WHR/W permits, and Bureau of Highway Operations may issue permits. Region offices also retain copies of BHO-issued permits. Region personnel scan paper permits issued, including supporting documentation, create .pdf electronic versions and store in HAMS. Records include the following materials submitted on paper or electronically to the regional office responsible for the county where the connection will be located.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12:

RETENTION: EVENT (Data entered and scanned into HAMS by Region offices) + 3 years and destroy confidential

00207000. HAMS ELECTRONIC PERMIT MASTER DATA P PERM Y

All driveway and work on highway right-of-way permits (for road/street connections) that the regions or central office issued are scanned into the Highway Access Management System (HAMS) database. HAMS is an Oracle relational database with tables of data for multiple WisDOT functions (real estate, highway access, permits). Permit master data includes:

* Active, revoked, rescinded or suspended permits
* Applications that have been denied or summarily dismissed
* Relevant correspondence and supporting materials including .pdf images

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.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12:

RETENTION: Permanent. 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.

00208000. MERRIMAC FERRY MONTHLY OPERATION REPORT SUMMARY DATA - ELEC EVT DEST N

Records in this series are electronic (PDF) versions of Merrimac Ferry monthly report summaries. Columbia County submits Ferry Operator Daily Detail Reports that include the following data:

- Trips
- Vehicle Types: Cars, trucks, buses
- Fuel
- Down time
- Opening and closing dates
<table>
<thead>
<tr>
<th>RDA #</th>
<th>RDA Title</th>
<th>Retention</th>
<th>Disposition</th>
<th>PII</th>
</tr>
</thead>
<tbody>
<tr>
<td>00209000.</td>
<td>MERRIMAC FERRY COUNTY DAILY TIME &amp; OPERATIONS DAILY RETAIL REP</td>
<td>EVT+7</td>
<td>DEST</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td>Columbia County submits Merrimac Ferry Operator Daily Detail Reports of Trips; Vehicle Types (Cars, trucks, buses); fuel: down time; and Operating and closing dates. WisDOT receives these each month. Region personnel add daily counts, enter monthly total data into a summary spreadsheet (currently Excel) and maintain summary data in electronic (PDF) format. This records series covers paper daily detail materials and other Merrimac Ferry operational background materials that the county submits to support and document daily time reports. PII Information: Time sheets and operation reports contain names of ferry operators and county personnel. For audit and reference purposes, the region maintains this record for a period consistent with other county monthly billing detail records specified in RDA # 476: County Highway Maintenance Monthly Detail Invoice:</td>
<td>EVT+7</td>
<td>DEST</td>
<td>Y</td>
</tr>
<tr>
<td>00215000.</td>
<td>STN LOCATION CONTROL MANAGEMENT (LCM) DATA</td>
<td>P</td>
<td>PERM</td>
<td>N</td>
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<td></td>
<td>The STN LCM Database is a foundational database that allows WisDOT to integrate and provide access to data using associated data located along the STN. Most DOT facilities and projects are referenced to the STN LCM database so that data for a given feature may be analyzed based on its specific geographic location. The main components of the STN LCM database are 2 linear referencing systems which include: * Roadway Links and Reference Sites: This is the primary linear referencing system. Reference Sites are “points” that represent roadway intersections. Links represent distance (mileage) between two reference sites and also model the direction of traffic flow between sites. Together they are used to represent specific locations or length events along the STN. *Reference Points: This is the secondary linear referencing system. It is based on routes: Interstate Highways (IH), US Highways (USH) or State Highways (STH). The system assigns a unique identifier to select roadway locations; it is then used to collect and reference data regarding the STN. * Roadway Chains: Chains provide a cartographic representation of the roadway geometry of the STN at 1:100,000 scale. Chains create a graphic representation of roadway data for screen display, map production or data analysis. Using the STN LCM database, DOT personnel can integrate and analyze roadway data features, i.e., pavement type, traffic volume, crashes, etc. Data supports DOT program management, planning, design, construction, maintenance, and operations. Permanent 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. Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards &amp; requirements for the management of electronic records outlined in Chapter ADM 12: <a href="http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf">http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf</a> and <a href="http://dotnet/bmsrecords/recelec.htm">http://dotnet/bmsrecords/recelec.htm</a> RETENTION: Permanent</td>
<td>P</td>
<td>PERM</td>
<td>N</td>
</tr>
<tr>
<td>00216000.</td>
<td>STATE TRUNK NETWORK (STN) ANNUAL INVENTORY DATA</td>
<td>P</td>
<td>PERM</td>
<td>N</td>
</tr>
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<td>The STN database describes physical and administrative roadway characteristics about the State Trunk Network, working in conjunction with other systems such as Deficiency, Pavement Information File, Highway Performance Monitoring System (HPMS) and Layer &amp; Base. STN data contains State Trunk Network life cycle functional inventory data to meet federal and state reporting requirements. Data describes numerous detailed highway features: medians, shoulders, intersections, bridges and other structures, railroad crossings, mileposts, access controls, boundary controls, truck routes, etc. To support mainframe reporting requirements, the WisDOT generates regular inventory extracts. This records series covers STN Annual inventory data files. The Data Management Section generates an annual STN data extract to provide a snapshot of the STN system for the calendar year and includes annual inventory data in the Department's report to the FHWA. WisDOT stores year-end files as VSAM files and also maintains Oracle versions at the Department of Administration. Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards &amp; requirements for the management of electronic records outlined in Chapter ADM 12: <a href="http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf">http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf</a> and <a href="http://dotnet/bmsrecords/recelec.htm">http://dotnet/bmsrecords/recelec.htm</a> Permanent Justification: Annual STN data extracts also have value within the department, for analytical, research or statistical purposes. Current year data may be reviewed against previous year snapshots and used to track changes to STN segments over time</td>
<td>P</td>
<td>PERM</td>
<td>N</td>
</tr>
</tbody>
</table>
or to compare the status of the STN statewide. This data has ongoing value to support multiple functions; planning, design, construction, maintenance, and operation of the transportation network, including construction/realignment of roads. They provide official tabular compilation of the cumulative and historical impacts of administrative and jurisdictional changes on state highways.

**STATE TRUNK NETWORK (STN) INVENTORY DATA - BI-WEEKLY EXTRACTS**

The STN database stores inventory data about the State Trunk Network physical and administrative characteristics. It works in conjunction with other systems such as Deficiency, Pavement Information File, Highway Performance Monitoring System (HPMS) and Layer & Base. STN data contains the State Trunk Network life cycle functional support data to meet federal and state reporting requirements and to support planning, design, construction, maintenance, and operation of the transportation network.

To support mainframe reporting, the WisDOT generates inventory extract files on a weekly basis. Weekly copies of the STN data are placed on an Oracle server with an application, ODS (Operational Data Store) that allows users to view this data as if ‘traveling down the roadway.’ This same bi-weekly snapshot of STN data is available in a GIS (Graphical Information System) context using ArcInfo or ArcView for analytical purposes in conjunction with ‘Location’ data (from LCM system).

**STATE TRUNK NETWORK (STN) CURRENT INVENTORY DATA - DB2**

The STN database stores current inventory data about the State Trunk Network. Region field personnel download data, collect inventory characteristics and enter data in the field and transmit it securely to the statewide STN system.

STN source file data records are stored at DOA. Live tables for the master database reside on the WisDOT host (IBM Mainframe) in DB2 to be edited and updated. The DB2 file is continuously edited. It contains current (most recent version only) data. Previous history data in this file is superseded by updated information.

This records series covers the DB2 file containing current STN inventory data. 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 current roadway.

**STN HIGHWAY DEFICIENCY FILE DATA - YEAR END DATA**

Regions and Central office use the Highway Deficiency File to describe and evaluate segments on the State Trunk Highway (STN) system and to determine current and future needs. The DTIM uses it as an input to Metamanager.

Regions and Central office both maintain data used to describe and evaluate segments of the State Trunk Highway. A segment (generally from 1-8 miles long in rural areas; shorter in urban areas) contains a set of similar physical, geometric and operational characteristics within a specific set of points.

Records in this series cover the data collected to make up the deficiency record for a given segment of highway. Data elements captured describe that highway segment’s characteristics including such data as:

* Physical: lane width, number of lanes.
  *Geometric characteristics: from average daily traffic and capacity.
  *Operational characteristics: from average daily traffic and capacity.

The Highway Deficiency application uses data from STN Log, Accident File, Pavement files (PSI and PDI), Wisconsin Highway Traffic volume (average daily ADT data), and newly completed construction projects to monitor highway segments. Year End Deficiency File Data contains a snapshot in time of highway deficiencies. These are stored as VSAM files and also maintained in Oracle.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12:


**Electronic Records Note:** In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12:

Permanent Value: Current and previous data has ongoing value for maintenance, planning, project development and reporting
purposes. Records provide data about the condition of highway segments over time.

RETENTION: Permanent

STN HIGHWAY DEFICIENCY FILE DATA - CURRENT INVENTORY DATA - DB2  EVT  DEST  N

The Deficiency File database stores current inventory data about highway deficiencies for particular segments of roadway. Deficiencies describe physical and administrative characteristics of the State Trunk Network that need attention. Region Field personnel collect inventory characteristics and enter data into the system.

Highway deficiency source file data records are stored at DOA. Live tables for the master database reside on the WisDOT host (IBM mainframe) in DB2 to be edited and updated. The DB2 file is continuously edited. It contains current (most recent version only) data. Previous history data in this file is superseded by updated information.

This records series covers the DB2 file containing current Highway Deficiency inventory data for the STN. 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 current roadway.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12:

RETENTION: Event (Superseded) and destroy

HIGHWAY PERFORMANCE MONITORING SYSTEM (HPMS) - YEAR END DATA  EVT+10  DEST  N

HPMS data identifies the extent, highway condition, performance, use and operating characteristics of the nation's highways. It is a subset of the larger National Highway Data Base and a component of the National Transportation Data Base. FHWA identified and defined data to be reported; and maintains web-based data submittal software, analytical models and techniques for use. State agencies, local governments and metropolitan planning organizations (MPOs) work in partnership to collect, assemble and report necessary data. HPMS data provides Highway Statistics data to analyze, assess, and report policy sensitive system, corridor, and sub area planning, policy making, and decision making at the national, state and local levels. It supports multiple federal highway transportation responsibilities. The HPMS database also provides analytical data for State, regional, and local agencies. HPMS data builds from local and state government data systems, connects data with a common georeferencing system, and aims to avoid collecting unnecessary data. The Data Management section maintains statewide year-end data.

Data in this series includes state data taken from other WisDOT applications: STN, WISLR, PIF, TRADAS, TAFIS, Federal Lands and Planned NHS databases, in a FHWA determined format. Currently, FHWA reassesses the HPMS data every 10 years to determine new data items to be reported. When a new file definition is implemented, data prior to that time is no longer accessed.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12:

RETENTION: EVENT (Year end) + 10 years and destroy

FIELD DATA COLLECTION (FDC) REGION DATA  EVT  DEST  N

The FDC application supports part of the State Trunk Network (STN) system, including data to update the LCM, the STN inventory, Highway Deficiency File, and Highway Performance Monitoring (HPMS) Data. Region STN personnel collect field data with the use of a laptop computer. They may transmit collected data to:
* Host (mainframe) computer system for batch processing -LCM, STN Inventory, and Highway Deficiency Files. Personnel work with STN master files; perform analysis of the roadway data in the field; and provide updates to roadway data by submitting laptop data to a batch (mainframe) process. Field personnel submit and record data to STN databases using a secure system (CICS) for authorized users only.
* Region-specific HPMS databases - region-level HPMS data

Records in this series include the following:
* FDC Batch data collected in the field-electronic format
* Reports of roadway changes made on the laptop system, including any reports to identify link errors or discrepancies

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12:

Field personnel do not need to maintain copies of data on laptops after successful submittal to: STN through the CICS system or regional database.

RETENTION: EVENT (Superseded by updated submittal to STN) and destroy

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

WISLR is an internet-accessible system for 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. WISLR local road data includes: width, surface type, surface year, shoulder, curb, road category, functional classification, 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 for:
- Pavement condition rating submittals
- Road inventory assessments.
- WISLR mapping: road-related data, illustrate trends.
- Governmental Accounting Standards Board Statement 34 (GASB 34). Locals must comply with requirement to report the value of local roads as infrastructure assets.

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

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12:

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

Note Confidentiality: 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 (OHS) 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-AOO Work on Highway Right-of-Way (WHR/W) Permits involved with STH Connections or LPA see RDA 00007-000 - Utility Permits and Case 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.

RDA 00224-000 also includes now records previously covered under RDA 00224-AOO - Non-STH Utility Relocation projects which is now superseded by this RDA.

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) + 6 years and destroy confidential
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<tr>
<th>RDA #</th>
<th>RDA Title</th>
<th>Retention</th>
<th>Disposition</th>
<th>PII</th>
</tr>
</thead>
<tbody>
<tr>
<td>00226000.</td>
<td>TRANSPORTATION UTILITY MANAGEMENT SYSTEM (TUMS) UTILITY COMPANY</td>
<td>EVT</td>
<td>DEST</td>
<td>N</td>
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<tr>
<td></td>
<td>The TUMS system maintains master data on each utility company and its</td>
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<td>service area in order to perform utility coordination.</td>
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<td></td>
<td>Data includes, but is not limited to:</td>
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<td></td>
<td>- Utility name</td>
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<td></td>
<td>- Identifiers</td>
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<td></td>
<td>- Service area data</td>
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<td></td>
<td>- Public Land Survey System (PLSS) location</td>
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<td></td>
<td>- Facility type</td>
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<td>RETENTION: EVENT (Date facility information is superseded) and destroy</td>
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<tr>
<td>00226A00.</td>
<td>TRANSPORTATION UTILITY MANAGEMENT SYSTEM (TUMS) UTILITY COORD</td>
<td>EVT+6</td>
<td>DEST</td>
<td>N</td>
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<td>Data in this system is used to track the progress of utility coordination</td>
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<td>during each project.</td>
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<td>RETENTION: EVENT (Date of project financial closure) + 6 years and</td>
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<td>destroy</td>
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<tr>
<td>00235000.</td>
<td>EMERGENCY TRAFFIC OPERATIONS (ETO) EVACUATION PLANS, REPORTS</td>
<td>EVT+3</td>
<td>DEST</td>
<td>N</td>
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<tr>
<td></td>
<td>WisDOT works with numerous partners including state and local agencies,</td>
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<td></td>
<td>law enforcement, emergency response teams, tow</td>
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<td>companies and other public and private organizations to develop</td>
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<td>emergency traffic operation plans which are used in assisting</td>
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<td>responders in emergency incidents.</td>
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<td>Records in this series may include, but are not limited to:</td>
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<td>- ETO/Emergency Evacuation (EVAC)/Alternate Routes - Emergency Traffic</td>
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<td></td>
<td>Operations/Evacuation/Alternate Route Plans,</td>
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<tr>
<td></td>
<td>- Maps and Guidance documents</td>
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<tr>
<td></td>
<td>- Incident Management Plans</td>
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<td></td>
<td>- Supporting documentation</td>
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<td>- Related reports</td>
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<td>- Related correspondence</td>
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<td>The official record in this series may exist in paper or electronic</td>
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<td>format and the retention will apply to the applicable official record</td>
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<td>format. When the paper records, or any other format, are</td>
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<td>digitized they will be kept until verified for quality control purposes</td>
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<td>and then destroyed</td>
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<td>RETENTION: EVENT (Date information is updated, superseded or</td>
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<td>discontinued) + 3 years and destroy</td>
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<tr>
<td>00236000.</td>
<td>TRAFFIC CONTROL PLANS</td>
<td>EVT+2</td>
<td>DEST</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>Plans created by WisDOT Regional Traffic Engineers and/or TMC personnel</td>
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<td>to deal with emergencies, serious traffic incidents or special</td>
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<tr>
<td></td>
<td>events and work zone temporary traffic plans. Records in this series</td>
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<td>may include but are not limited to:</td>
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<td>- Emergency and Special Event Traffic Control Plans: traffic control</td>
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<td>plans to deal with emergencies, serious traffic incidents and/or</td>
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<td>special events (for example: Summerfest, State Fair, sporting events</td>
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<td>and conventions that involve crowds),</td>
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<td>- Work Zone Temporary Plans: temporary traffic plans created to</td>
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<td>address alternative routes, detours, access to businesses, time</td>
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<td>delays, etc. related to construction activities on Wisconsin roads.</td>
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<td></td>
<td>- Related correspondence</td>
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<td>The official record in this series may exist in paper or electronic</td>
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<td>format and the retention will apply to the applicable official record</td>
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<td>format. When the paper records, or any other format, are digitized</td>
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<td>they will be kept until verified for quality control purposes and</td>
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<td>then destroyed.</td>
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<td>RETENTION: EVENT (Project completion or plan superseded) + 2 years and</td>
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<td>destroy</td>
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<td>00237000.</td>
<td>SPECIAL TRAFFIC STUDY PROJECT REPORTS</td>
<td>EVT+2</td>
<td>SHSW</td>
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<td></td>
<td>Includes WisDOT traffic study reports on traffic engineering, safety</td>
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<td>and traffic flow study projects. Projects are produced in BTO, by</td>
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<td>Regional Traffic Engineering Staff and/or by Traffic Engineering</td>
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<td></td>
<td>consultants.</td>
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<td>Report topics may include:</td>
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<td></td>
<td>- Special travel studies</td>
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<td>- Bypass impacts</td>
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<td>- National scans of best practices</td>
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<td>- Other state traffic initiatives, newer technologies to monitor and</td>
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<td>manage traffic</td>
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<td></td>
<td>Special regional studies/reports may include:</td>
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<td></td>
<td>- Speed studies</td>
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<td></td>
<td>- Intersection safety/highway segment safety studies</td>
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<td></td>
<td>- Signal/signal system operations</td>
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<tr>
<td>RDA #</td>
<td>RDA Title</td>
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<td>--------------------------------------------------------------------------</td>
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<td></td>
<td>- Intersection traffic count program</td>
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<td>- Intersection Control Evaluation (ICE) report</td>
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<td>- Traffic analysis models/simulations</td>
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<td>The official record in this series may exist in paper or electronic format</td>
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<td>and the retention will apply to the applicable official record format.</td>
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<td>When the paper records, or any other format, are digitized they will be</td>
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<td>kept until verified for quality control purposes and then destroyed.</td>
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<td></td>
<td>RETENTION: EVENT (Date reports are superseded or obsolete) + 2 years and</td>
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<td></td>
<td>transfer to WHS</td>
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<tr>
<td>00238000</td>
<td>TRAFFIC DECLARATIONS</td>
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<td></td>
<td>Traffic declarations allow an agency to declare certain requirements on</td>
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<td>a roadway by law. WisDOT has statutory authority to develop and modify</td>
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<td></td>
<td>the following traffic declarations:</td>
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<td></td>
<td>- Speed Zones declarations</td>
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<td>- Through-Highway declarations</td>
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<td></td>
<td>- Parking declarations</td>
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<td>Declarations remain in effect until WisDOT replaces them with a new</td>
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<td>declaration. In addition, information would be obsolete if the road is</td>
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<td>either transferred to another jurisdiction or is replaced by a new road.</td>
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<td>In that instance, the declarations would be discontinued.</td>
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<td>Records in this series may include, but are not limited to:</td>
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<td></td>
<td>- Declaration permits</td>
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<td></td>
<td>- Supporting documentation</td>
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<td>- Related correspondence</td>
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<td>The official record in this series may exist in paper or electronic</td>
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<td>format and the retention will apply to the applicable official record</td>
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<td>format. When the paper records, or any other format, are digitized they</td>
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<td>will be kept until verified for quality control purposes and then</td>
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<td>destroyed.</td>
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<td>RETENTION: EVENT (Date declaration is discontinued or superseded by new</td>
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<td>declaration) + 10 years and destroy</td>
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<td>00239000</td>
<td>TRAFFIC IMPACT ANALYSIS (TIA) CASE FILES - APPROVED AND DENIED TIA'S</td>
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<td></td>
<td>Engineering consultants study potential traffic impacts of a proposed</td>
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<td>traffic generator (i.e., new development) to develop the TIA and submit</td>
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<td>it to the WisDOT Regional office as a requirement for obtaining any</td>
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<td></td>
<td>permits.</td>
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<td>After the TIA is approved, the development may take many years before</td>
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<td>completion. WisDOT needs to retain the approved TIA to assure that the</td>
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<td>development is consistent with the terms and conditions of the approved</td>
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<td>TIA and related access permits.</td>
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<td>WisDOT also maintains denied TIA records in case a revised/updated TIA</td>
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<td>proposal is submitted.</td>
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<td>Records in this series may include, but are not limited to:</td>
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<td></td>
<td>- Approved TIA study reports</td>
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<td>- Denied TIA records</td>
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<td></td>
<td>- Supporting documentation</td>
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<td>- Related correspondence</td>
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<td>The official record in this series may exist in paper or electronic</td>
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<td>format and the retention will apply to the applicable official record</td>
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<td>format. When the paper records, or any other format, are digitized they</td>
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<td>will be kept until verified for quality control purposes and then</td>
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<td>destroyed.</td>
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<td>RETENTION: EVENT (Date of TIA approval provided project completion OR</td>
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<td>date of TIA denial) + 10 years and destroy</td>
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<td>00241000</td>
<td>HIGHWAY LIGHTING PLANS - PLANS SPECIFICATIONS &amp; ESTIMATES (PS&amp;E)</td>
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<td>Plans for WisDOT owned lighting are created through Project Design Section</td>
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<td>projects. The initial plans for WisDOT owned lighting are included in the</td>
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<td>highway lighting PS&amp;E. The plan set for the entire project is kept in the</td>
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<td>Bureau of Project Development.</td>
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<td>However, the highway lighting plans of the PS&amp;E are kept by the regional</td>
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<td>traffic units. They are responsible for maintaining and operating the</td>
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<td>lighting. The regional traffic units maintain these lighting plan sheets</td>
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<td>and any modifications/updates to lighting plans are done only in the</td>
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<td>Region Traffic Unit. When modifications are done to the plans they</td>
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<td>become the official record and are kept by the regions.</td>
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<td>Records in this series may include, but are not limited to:</td>
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<td></td>
<td>- Highway lighting plans</td>
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<td></td>
<td>- Specifications and estimates related to lighting</td>
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<td>- Related correspondence</td>
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<td>The official record in this series may exist in paper or electronic</td>
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<td>format and the retention will apply to the applicable official record</td>
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<td>format. When the paper records, or any other format, are digitized they</td>
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<td>will be kept until verified for quality control purposes and then</td>
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<td>destroyed.</td>
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<td>RETENTION: EVENT (Date lighting plan is superseded or date lighting</td>
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<td>structure is removed or replaced by a new lighting structure) +</td>
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12/18/2019
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 AND DENIED FILES  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.
Generator and Guidance Signage Requests & Traffic Maintenance

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.

Service Specific Information Signs (SIS) Rental Agreements

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.

Services Specific Information Signs (SIS) Master Inventory Data

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.

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

Services Specific Information Signs (SIS) Inventory Reports

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-A00 - Services Specific Information Signs (SIS) Quarterly Reports

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

Qualified Sign Manufacturers List

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...
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

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.

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

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

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

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

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

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 RECORDINGS 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 FINANCIAL RECORDS 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 GOALS  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
<table>
<thead>
<tr>
<th>RDA #</th>
<th>RDA Title</th>
<th>Retention</th>
<th>Disposition</th>
<th>PII</th>
</tr>
</thead>
<tbody>
<tr>
<td>00266000.</td>
<td>CONSTRUCTION CONTRACT EEO REVIEW REPORTS</td>
<td>EVT+6</td>
<td>DEST</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>WisDOT conducts Equal Employment Opportunity (EEO) reviews to determine contractor compliance with contract provisions for Federal Aid Construction Contracts (Form FHWA 1273).</td>
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<td>Records in this series may include, but are not limited to:</td>
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<td></td>
<td>- Meeting notice and WisDOT request for documents</td>
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<td>- 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.</td>
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<td>- Compliance Review Questionnaire EC-702 completed by contractor.</td>
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<td>- WisDOT report - including recommendations and review findings.</td>
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<td>- Follow up letters and correspondence with contractor.</td>
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<td></td>
<td>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.</td>
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<td>RETENTION: EVENT (Date report is finalized) + 6 years and destroy</td>
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<tr>
<td>00267000.</td>
<td>CONTRACTOR LABOR COMPLIANCE REPORTS</td>
<td>EVT+6</td>
<td>DEST</td>
<td>N</td>
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<tr>
<td></td>
<td>Labor compliance reports are required to be submitted to WisDOT Central Office Labor Compliance Supervisor.</td>
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<td>Records in this series may include, but may not be limited to, the following reports:</td>
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<td>- Semi-Annual FHWA Form 1494:</td>
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<td>This report identifies number of contracts awarded and total dollar amount awarded - only for Federal Aid Contracts. Submitted on April 30 and October 30.</td>
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<td></td>
<td>- Federal Aid Highway Construction Summary 1392:</td>
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<td>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.</td>
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<td>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.</td>
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<td>RETENTION: EVENT (Date of report submittal) + 6 years and destroy</td>
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<tr>
<td>00268000.</td>
<td>WAGE COMPLAINT / INVESTIGATION OF LABOR VIOLATIONS</td>
<td>EVT+6</td>
<td>DEST</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td>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.</td>
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<td>Records in this series may include, but are not limited to:</td>
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<tr>
<td></td>
<td>- Wage complaint in writing</td>
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<td>- Notice to contractor</td>
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<td></td>
<td>- Examination report of time cards, payrolls and other employment records</td>
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<td></td>
<td>- Documentation of all steps taken to attain compliance</td>
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<td></td>
<td>- Related correspondence</td>
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<td>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.</td>
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<td>RETENTION: EVENT (Date claim resolved) + 6 years and destroy confidential</td>
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<tr>
<td>00270000.</td>
<td>OUTDOOR ADVERTISING NONCONFORMING SIGN FILES</td>
<td>EVT+20</td>
<td>DEST</td>
<td>Y</td>
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<tr>
<td></td>
<td>Sign coordinators create and maintain files to monitor individual outdoor advertising signs within their jurisdiction and assure compliance with laws and requirements.</td>
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<td>Records in this series may include, but are not limited to:</td>
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<td></td>
<td>• 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.</td>
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<td>• Coordinator communications with sign owners and/or landowners, including letters, memos, e-mails and notes documenting telephone calls</td>
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<td></td>
<td>• Communications with BHM verifying sign removal, owner change, etc.</td>
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<td>• Photos, graphics, layouts, sketches, field notes, etc.</td>
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<tr>
<td></td>
<td>• Enforcement actions, removal orders, hearing decisions</td>
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</tbody>
</table>
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 LOGS

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

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 confidential

### 00273000. OUTDOOR ADVERTISING ANNUAL FEE BILLING CORRESPONDENCE

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

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:
Retention

Disposition

PII

• 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 GUIDANCE DOCUMENTS 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 PERM 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.
<table>
<thead>
<tr>
<th>RDA #</th>
<th>RDA Title</th>
<th>Retention</th>
<th>Disposition</th>
<th>PII</th>
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<tbody>
<tr>
<td>00280000.</td>
<td><strong>INCLINOMETER INVESTIGATIONS AND REPORTS</strong></td>
<td>P</td>
<td>PERM</td>
<td>N</td>
</tr>
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</table>

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.,
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<tbody>
<tr>
<td>00284000</td>
<td>SALT STUDY &amp; GROUNDWATER STUDIES, INVESTIGATIONS &amp; REPORTS</td>
<td>P</td>
<td>PERM</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td><strong>Salt Studies:</strong> 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:</td>
<td>P</td>
<td>PERM</td>
<td>N</td>
</tr>
<tr>
<td>00286000</td>
<td>HIGH VOLUME WASTE REUSE STUDIES</td>
<td>P</td>
<td>PERM</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td>P</td>
<td>PERM</td>
<td>N</td>
</tr>
<tr>
<td>00287000</td>
<td>FOUNDATION AND SOILS GUIDELINES, DIRECTIVES &amp; POLICIES</td>
<td>EVT+5</td>
<td>DEST</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>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:</td>
<td>EVT+5</td>
<td>DEST</td>
<td>N</td>
</tr>
</tbody>
</table>

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

**GEOTECHNICAL ENGINEERING PROJECT LIST**

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

**REGION PAVEMENT DESIGN REPORT (PDR)**

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

**REGION PDR SUPPORTING DOCUMENTATION**

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

**STATEWIDE ANNUAL PAVEMENT DESIGN REPORT REVIEW**

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

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

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

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
PAVEMENT PERFORMANCE INVENTORY - BASE DATA RECORDS

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

PAVEMENT INFORMATION FILES (PIF) MASTER PERFORMANCE DATA

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, and 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**
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

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<tr>
<td>00299000.</td>
<td>PAVEMENT PERFORMANCE ANALYSIS (PMDSS) REPORT DATA</td>
<td>EVT+10</td>
<td>DEST</td>
<td>N</td>
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<tr>
<td>00316000.</td>
<td>DISAPPROVED, SUSPENDED AND DEBARRED CONTRACTOR LIST</td>
<td>EVT+20</td>
<td>DEST</td>
<td>Y</td>
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<tr>
<td>00317000.</td>
<td>HIGHWAY LET PROJECT CONTRACT FILE</td>
<td>EVT+6</td>
<td>DEST</td>
<td>Y</td>
</tr>
</tbody>
</table>

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter Adm 12:

RETENTION: EVENT (Termination/Date of suspension) + 20 years and destroy confidential
Construction project file.

RETENTION: EVENT (Final project cost statement and warranty expired) + 6 years and destroy confidential

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

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 guard rails. 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 in order to maintain highway safety and traffic flow.

Records for these contracts include:
* Contract Transmittal Form DT 25 Recommendation to Governor for Contract and Bond Approval: contains summary contract information, signed by Governor
* Contractual agreement
* Contract modifications
* Contract Correspondence -- award letter, contract execution letter, DBE information
* Contract warranty and bond: Primary contractor and / or subcontractors may be required to have warranty bonds to assure quality and useful life of work.

Regions may have copies of emergency repair contracts that impact their regions.

RETENTION: EVENT (Final payment) + 6 years and destroy confidential

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

The WisDOT maintains master data related to bidding let projects in an Oracle database supported by the BPD/Publications & Construction Standards Technology Unit. End users of the system are primarily in Divisions of Transportation Investment Management (DTIM) and Transportation System Development (DTSD). Components of the system are used to enter and collect data, which is ultimately uploaded to BAMS/DSS tables in the Trns.port Oracle database which is part of the WisDOT Contract Management System.

Data comes from the following sources:
* PES: Proposal and Estimate System - interim files move to CAS
* LAS: Letting and Award System - interim files move to CAS, and data is passed to DSS after each letting
* CAS: Construction Administration System - data moves to BAMS/DSS

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. 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.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12:

Summary bid data has long-term value for statistical and reference purposes and legal value used to track contractor compliance with bidding requirements over time. Data could be used to identify possible collusion or bid-rigging activity.

RETENTION: EVENT (Final voucher processed in CAS, bid cycle close date) + 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

RetentionPolicy: 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.

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

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

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:
- 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.

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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.

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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 WisDOT. 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 REPORTS AND SUPPORTING DOCUMENTATION 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

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RETENTION: EVENT (Date of calibration test) + 5 years and destroy

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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.

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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.

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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

RECORDS IN THIS SERIES:
- 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

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:
- Supporting notes, documentation and relevant background materials

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<td>00354000.</td>
<td>INDEPENDENT ASSURANCE PROGRAM ANNUAL REPORT</td>
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<td>RETENTION: EVENT (Date of documents creation) + 7 years and destroy</td>
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<td>00365000.</td>
<td>EXTERNAL COMMUNICATIONS</td>
<td>EVT+3</td>
<td>SHSW</td>
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<td>These records consist of external communications with media, legislature, and the public related to WisDOT events and programs.</td>
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<td>Records in this series may include, but are not limited to:</td>
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<td>- News/press releases</td>
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<td>- Op-ed columns and articles</td>
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<td>- Public service announcements</td>
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<td>Supersedes RDA 00366-000 - News and Information Releases</td>
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<td>00371000.</td>
<td>CERTIFIED DISADVANTAGED BUSINESS ENTERPRISE (DBE) FIRM FILES</td>
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<td>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.</td>
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<td>Records in this series may include, but are not limited to:</td>
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<td>- USDOT Uniform Certification Application including notarized Affidavit of Certification</td>
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<td>- 3 years of financial records</td>
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<td>- Requested Work Area and Geographic Area (Form DT2188)</td>
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<td>- Contractor Statement of Experience (Form DT2186)</td>
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<td>- Company Annual No Change Affidavit Form</td>
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<td>- Personal Net Worth Statement</td>
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<td>- Cultural, social and legal aspects of the firm and its principals, including birth/naturalization/ tribal roll certificates</td>
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<td>- Partnership/incorporation agreements, board/stockholder minutes</td>
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<td>- Firm work history, including business status contracts, on-site reviews, third party/court challenges, hearings, legal decisions, etc.</td>
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<td>- Records of WisDOT-specific customized support and/or consulting services provided</td>
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<td>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.</td>
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<td>RETENTION: EVENT (Date firm is decertified or withdrawn from the program) + 3 years and transfer to WHS</td>
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<tr>
<td>00371A00.</td>
<td>INELIGIBLE DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM AP</td>
<td>EVT+3</td>
<td>DEST</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td>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.</td>
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<tr>
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<td>Records in this series may include, but are not limited to:</td>
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<td></td>
<td>- Program application records</td>
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<tr>
<td></td>
<td>- Record of decision</td>
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<td></td>
<td>- USDOT appeal records</td>
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</tbody>
</table>
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 - BPD  P  PERM  N

This records series is a summary and index file that the Bureau of Project Development (BPD) maintains in electronic format. The record provides summary data for highway transportation let (construction) project. Files, currently MS Access, offer summary reference data and index keys to identify projects, locate related records and information, or respond to queries. Separate data files index:

State Let Project Plan Record: Historical data for every plan that DOT let back to 1920. Early data from old Contracts Summary Card file maintained by Office of Highway Engineering. Data elements: project title, type of work, subtitle, county, route, State ID, federal ID. In addition to standard project ID numbers, this file also includes odd and unusual project identifiers that are not included in other databases. The file also includes data referencing earlier projects than the Contract Management TRNS*PORT system contains. It does not include right-of-way point data (on old card file).

Local Force Account (LFA) Project Plan Record: BPD also has index information for some, but not all, LFA projects. For LFA projects, counties, villages, towns, municipalities, cities are currently charged with the work, including building the project. WisDOT maintains a file that includes historical data for every plan that DOT let back to 1920 (from old Contracts Summary Card file). Data elements include project title, type of work, subtitle, county, route, State ID, federal ID. This file may also include odd project identifiers that are not included in other databases.

NOTE: Copy of indexing information will be sent to WHS for access to transferred DOT highway records, including microfilm AsBuilts (RDA 166).

Permanent Justification: Record has ongoing value to WisDOT and may be used to assure that project numbers assigned do not duplicate previous identifiers. It also provides ready reference to the BPD, engineering staff and legal counsel. Used to query projects data back to 1920, locate related files and initiate WisDOT research.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12: http://www.legis.state.wi.us/rsb/code/adm/admo12.pdf and http://dotnet/bmsrecords/recelec.htm

RETENTION: Permanent

00377000.  PROJECT IDEA GENERATION RECORDS  EVT+3  DEST  N

Records covered by this series include but are not limited to records generated to get ideas on future research projects. These records may include among others surveys, email messages requesting projects, ideas lists, idea rankings.

RETENTION: EVENT (Creation) + 3 years and destroy

00378000.  RESEARCH IDEA SELECTION PROCESS  EVT+3  DEST  N

Records in this series include but are not limited to:

* Ideal proposal selection process
* Committee Meeting Agendas,
* Meeting Minutes, notes and background materials
* Committee Membership Rosters
* Records documenting the analysis, review and evaluation to select list of ideas
* Idea ranking
* correspondence related to the selection and approval of an idea that resulted in a research project.

RETENTION: EVENT (Date steering committee approved the selected idea) +3 years and destroy

00379000.  PROJECT SOLICITATION AND PROJECT SELECTION RECORDS  EVT+3  DEST  N

Records in this series include but are not limited to requests for proposal (RFP), project Q&A documentation, correspondence, proposal selection process records, proposals, evaluation score/ranking sheets, committee meeting agendas, minutes, notes, any background materials, award and rejection letters, and other related records.

49CFR 18.42 requires agencies to retain all documentation of the proposal, evaluation and selection of the consultant for three years from completion of the project.

Note: It excludes the selected project proposal. This proposal is included with the records covered in RDA 00537-000-Research Project
Files below.

RETENTION: EVENT (Project closure: last invoice is paid or expenditure report is submitted) + 3 years and destroy

00380000.

REAL ESTATE RIGHT-OF-WAY HIGHWAY PROJECT FILES

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

00380A00.

REAL ESTATE PARCEL APPRAISAL, NEGOTIATION, RELOCATION, AND ACQUISITION FILES

RETENTION: Permanent

00380C00.

REVOCABLE OCCUPANCY PERMITS

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

RETENTION: EVENT (Date of resolution of last appeal) + 6 years and destroy
<table>
<thead>
<tr>
<th>RDA #</th>
<th>RDA Title</th>
<th>Retention</th>
<th>Disposition</th>
<th>PII</th>
</tr>
</thead>
<tbody>
<tr>
<td>00381000.</td>
<td>CONSTRUCTION PROJECT ENGINEER'S &amp; INSPECTOR DIARY - PAPER</td>
<td>EVT+30</td>
<td>DEST</td>
<td>Y</td>
</tr>
<tr>
<td>00381A00.</td>
<td>CONSTRUCTION PROJECT DIARY &amp; INSPECTOR'S DAILY REPORT - ELECTR</td>
<td>EVT+30</td>
<td>DEST</td>
<td>Y</td>
</tr>
<tr>
<td>00382000.</td>
<td>RESEARCH PROJECT FILES</td>
<td>EVT+5</td>
<td>DEST</td>
<td>Y</td>
</tr>
<tr>
<td>00383000.</td>
<td>RESEARCH PROJECT FINAL REPORTS</td>
<td>EVT+5</td>
<td>DEST</td>
<td>N</td>
</tr>
</tbody>
</table>

Construction and Materials Manual (CMM) 1.65 Contract Records) 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. This records series includes:

- Handwritten Diaries: Until the 1990's diaries only existed as handwritten books that the Project Engineer/Leader, inspectors and other personnel generated to describe construction activity.

NOTE: These old handwritten diaries are not also captured in electronic format in FieldManager.

Field Manager Outputs to Paper: WisDOT implemented the FieldManager system. The Region Project Engineer may generate diary data onto standard screens including:

- Project Engineer's Diary:
- Inspector's Daily Report (IDR):

At the close of the project, these items may be printed, assembled and shipped to Region Central files in the Finals box.

NOTE: Until all regions standardize diaries and generate all diary components in electronic format, paper outputs from FieldManager will also be maintained.

Long-term Retention: The Daily Diary is an important record that provides detailed documentation of contract changes, amendments, subcontractors, project status, delays, incidents and activities that occur during roadway construction. Regions use the diary for reference purposes throughout the project and after completion. It may provide evidence in the event of contractual disputes, claims, product liability issues, etc.

RETENTION: EVENT (Project final cost statement) + 30 years and destroy confidential

FieldManager™ is proprietary software used to capture Project Diary information. Inspector's Daily Report (IDR) data includes: time charges, activities and contractual items: equipment, man-hour time charges, delays. NOTE: After FieldManager was implemented, project leaders were directed to enter information from handwritten diaries into FieldManager. This records series covers the electronic version of all Construction Diary data, including:

- Project Engineer’s Diary: The Project Engineer uses the FieldManager™ component of the WisDOT TRNS*PORT Contract Management System to enter administrative staffing and other construction contract data, including Erosion Control Implementation changes, describing erosion control measures that were actually done.
- Inspector's Daily Report (IDR): Each project may result in dozens of IDRs. IDRs are generated electronically in FieldManager and imported to become part of the Engineer’s Project Diary. IDR data screens capture daily construction activity, engineering data, weather, project progress, delays and pertinent project oversight and management information. Data also includes 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.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12:

- http://dotnet/bmsrecords/recelec.htm

Long-Term Retention: The Daily Diary is an important record that provides detailed documentation of contract changes, amendments, subcontractors, project status, delays, incidents and activities that occur during roadway construction. Regions use the diary for reference purposes throughout the project and after completion. It may provide evidence in the event of contractual disputes, claims, product liability issues, etc.

NOTE: Regions will maintain this record in paper format (RDA# 00381-000) for the full retention period while WisDOT resolves technical issues to assure long-term access to the record in electronic (PDF) format, including data migration.

RETENTION: EVENT (Project final cost statement) + 30 years and destroy confidential

Records in this series include but are not limited to selected project proposal, letter of award, original signed contract, work plan, amendments, project no cost extension requests, master contract, work orders issued under master contract, copies of invoices, quarterly program reports, correspondence and other project related documentation.

RETENTION: EVENT (Project closure: last invoice is paid or expenditure report is submitted) + 5 years and destroy confidential

Records in this series include but are not limited to final research reports/studies and other related records produced and compiled by researchers or consultants under contract or by advisory committees or DOT research program staff. These reports are distributed either internally or to other entities as required and also posted in the DOT research website.

Note: Wisconsin Document Depository Program: § 35.83 Wis. Stats., as amended by 1991 Wisconsin Act 285, require Wisconsin state agencies to send copies of their publications, regardless of format, to the Wisconsin Reference and Loan Library to distribution to libraries through the Wisconsin Document Depository Program.

An electronic copy of the research projects final reports is sent to the Wisconsin Document Depository as part of the initial distribution.
<table>
<thead>
<tr>
<th>RDA #</th>
<th>RDA Title</th>
<th>Retention</th>
<th>Disposition</th>
<th>PII</th>
</tr>
</thead>
<tbody>
<tr>
<td>00384000.</td>
<td>POOL FUNDS LEAD STATE PROJECTS RELATED RECORDS</td>
<td>EVT+5</td>
<td>DEST</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>WisDOT participates in projects that allow states to pool research funding through with other federal, state, local and private agencies to undertake larger research projects with a focus on specific topics or geographic locations. Records in this series include but are not limited to project funding pledge, project proposal requesting to use 100% of SPR funds, FHWA Approval, quarterly progress reports, briefs, funds transfer documentation, transfers and project related correspondence.</td>
<td>RETENTION: EVENT (Date of Report Publication) + 5 years and destroy</td>
<td></td>
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</tr>
<tr>
<td>00387000.</td>
<td>POOL FUNDS PROJECTS RELATED RECORDS - CONTRIBUTING STATE</td>
<td>EVT+5</td>
<td>DEST</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>WisDOT participates in projects that allow states to pool research funding through with other federal, state, local and private agencies to undertake larger research projects with a focus on specific topics or geographic locations. Records in this series include but are not limited to: funding commitment or pledge, funds transfer documentation including any required forms, lead agency acceptance memo, funds transfers' documentation, project related correspondence, and other related records.</td>
<td>RETENTION: EVENT (Project closure: last invoice is paid or expenditure report is submitted) + 5 years and destroy</td>
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<tr>
<td>00388000.</td>
<td>TECHNOLOGY TRANSFER ACTIVITIES RECORDS</td>
<td>EVT+5</td>
<td>DEST</td>
<td>N</td>
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<td></td>
<td>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. Technology transfer activities and products may include, but are not limited to, the following: * Research program annual report * Research program newsletters or brochures * PowerPoint slide shows * Surveys of best practices in states and other agencies and survey results * Synthesis reports of practices in states and other agencies * Literature searches and compilations of cataloged library materials * Administration, conduct and reporting of topical peer exchanges.</td>
<td>RETENTION: EVENT (Date of publication) + 5 years and destroy</td>
<td></td>
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</tr>
<tr>
<td>00389000.</td>
<td>RESEARCH PROGRAM ADMINISTRATIVE PROCEDURES &amp; PROGRAM MANA</td>
<td>EVT+5</td>
<td>DEST</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>Records in this series include but are not limited to the research program administrative procedures, performance measures, program evaluations and audits and other related records.</td>
<td>RETENTION: EVENT (Date of approval by FHWA) + 5 years and destroy</td>
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</tr>
<tr>
<td>00394000.</td>
<td>STATE PLANNING &amp; RESEARCH (SPR) ANNUAL WORK PROGRAM FINAL PU</td>
<td>EVT+5</td>
<td>DEST</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>The State Planning and Research Program (SPR) authorizes federal funds for multimodal transportation planning and research needs, per § 23CFR 420, Part 420 Planning and Research Program Administration, and § 23CFR450--PART 450 Planning Assistance and Standards. Wisconsin DNR develops and publishes Part II of the Wisconsin Department of Transportation Federal Highway Administration Joint Participating State Planning &amp; Research Work Program for the federal fiscal year (Oct. 1 - Sept. 30) which is currently published by DOT's DTIM's Planning Section. This section describes Research Development and Technology Transfer (RD&amp;T) projects, selected through the Department's RD&amp;T management process. Records in this series cover the final publication for this publication and any supporting documentation records.</td>
<td>RETENTION: EVENT (Date of approval by FHWA) + 5 years and destroy</td>
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<tr>
<td>00397000.</td>
<td>HAZMAT SITE ASSESSMENT AND REMEDIATION FILES</td>
<td>P</td>
<td>PERM</td>
<td>Y</td>
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<tr>
<td></td>
<td>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.</td>
<td>PII information in this series includes property owner's information.</td>
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</table>
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 Region Construction Contract & Project files. In many cases only regions generate and maintain the level of detailed supporting documents, construction contract correspondence and related contractual records. These are not also filed with the Madison Central Files contract or project record. Highway construction project contracts apply to projects under s. 84.06 (3) and (4). Wis. Stats., funded with federal highway funds, per 23 CFR part 172.5 and Ch. 84.01(3), Wis. Stats. This series covers records that the Region Construction Services Coordinator, Contract Specialist, Project Engineer/Leader and Field Personnel generate, including:

- Contract: Copy of Let Contract (transcript) including special provisions and ASP. Includes contract subletting, Regions approve requests to subcontract a portion of the work to another contractor and monitor all project work with first tier subcontractors specified in the contract with the prime.
- Contract Modifications: Change Orders, modifications, amendments, and extension of contract information, with supporting documentation. Contract claim records - for claims settled at the regional level
- Invoices & Payment Detail: Contractor payments are based on estimates specified in the Let contract. The Project Leader maintains contractor invoices and submits data to pay using the FieldManager electronic system.

NOTE: Local Program Projects: For local program projects, the Project Manager/Management Consultant maintains payment records
and supporting documentation, including estimate review and approval documents including FieldNet and CAS report to support all payment records, i.e., retainage, liquidated damages, materials issues.

ECIP, Erosion Control Implementation Plan: The Contractor is contractually required to develop the ECIP before start of Construction. The Project Leader identifies changes to the ECIP in Diary data.

Project Correspondence: Examples: Start Notice Letter; Preconstruction meeting minutes; proposes and approved work schedule; progress reports; suspend job notice, property owner correspondence, project contacts; federal oversight, other state agencies, etc.

Construction Project Field & Finals Records: The project engineer/leader and representatives are required to maintain accurate and complete records of the work during the administration of a construction contract. Field records include complete, detailed documentation that the project meets terms and conditions of the contract and is constructed to defined specifications. The Construction & Materials Manual (CMM) and region-specific directives specify required finals records, including: (continued

* Structures Project Records: The Project Leader/Manager copies of records related to managing structural components of the project, and Structures Bureau maintains official, thorough records to document construction of all Wis. bridges and other structures in paper and/or scanned into the Highway Structure Information System (HSIS). Materials Management Section maintains official records for shops that fabricate materials used for road structures.

* Materials Project Records: Contractors submit required certified reports of tests or analyses to request materials approval. NOTE: Since 1992, WisDOT has specified responsibilities to maintain project-specific materials data and records in the WisDOT Materials Lab at Truax, Madison and/or in region satellite labs. Labs maintain official copies of the following:

RDA 347 Materials Tracking System - MTS Master Data.
RDA 348 Approved Products Lists
RDA 349 Field Verification (QC and QV) Test Support Materials
RDA 352 Materials Reporting System (MRS) Contractor QC Data Materials records are maintained in a separate file throughout the construction project. The Region Materials Specialist may review these items during Finals closeout and return them to region Central Files.

* Source Documents: delivery tickets, receipts, survey, measurements, computations, haul road logs, etc.
- Pictures and videos: before and after project photos and images.
- All other field project records: releases, close out records: construction permits; Temporary Limited Easements (TLE); etc.

RETENTION: EVENT (Final project cost statement and warranty termination) + 6 years and destroy confidential

00412000. ROADSIDE MANAGEMENT & LANDSCAPE MAINTENANCE REVIEW AND COR COR+6 SHSW N

County highway crews perform highway maintenance as directed by WisDOT employees in the area immediately adjacent to the shoulder of the road, including: mowing, noxious weed control, woody vegetation control, pavement maintenance, spraying, cutting, vegetative inventories and other roadside maintenance activities. The WisDOT Highway Maintenance & Roadside Management Section specifies roadside landscape management policy in the Facility Development Manual FDM Chapter 27, Chapters specifies vegetative policy. This unit also reviews planting plans related to highway projects and provides additional guidance, training and technical assistance to regional personnel and consultants as needed, i.e., if/when highway projects include woody landscape material. Landscape personnel may review early plans. Approved plans are included with the PS&E materials in the bid documents for highway construction let projects. This records series covers background materials and work papers used to develop, review and finalize roadside vegetation management plans and includes:

-Reviewer comments and other correspondence related to roadside aesthetics and landscaping.
-Visual Impact Assessments (VIA): Regions may request Landscape personnel development of these assessments.

The Official copy is retained in the region responsible for developing the plan or in the BHO Highway Maintenance Roadside Management Section.

RETENTION: EVENT (Final plan incorporated into PS&E) + 2 years and transfer to WHS

00413000. MEMORIALS ON STATE HIGHWAY CASE FILES EVT+1 DEST N

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. Roadside memorials may also be a safety hazard. The WisDOT removes a memorial as soon as possible if it poses a safety concern, i.e.,

-If it interferes with roadway safety features or vision
-If it negatively impacts the free flow of traffic
-If it would be a hazard should it be hit
-If it falls into disrepair
-The department receives a complaint

If a memorial is removed, WisDOT notifies the owner, if known, where it may be retrieved. WisDOT also suggests that families and friends work with an adjoining landowner to designate an appropriate location, off a road’s right-of-way, for placement of a memorial, or that they adopt a highway as an alternative. Records in this series include WisDOT notes, correspondence and communications identifying memorials on state highways, including notifications to owners.

RETENTION: EVENT (Removal of memorial) + 1 years and destroy

00414000. ROAD SALT STORAGE SITES TRANS 277 REGISTRATION CR+6 DEST N
Under Trans 277, Wis. Adm. Code, 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 1000 pounds of bulk road salt for use on a road, 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 the WisDOT, whether the building or stockpile is intended for temporary or permanent use for salt storage. A WisDOT Contractor monitors salt storage sites and conducts annual inspections. Regional staff may visit sites more frequently based on non-compliance, i.e., failure to have records, salt, not cleaned, complaints, etc. Entities are notified of pending annual consultant inspections and reminded to recertify information and/or update the DT 1871.

Records in this series are filed with the regional salt coordinator and include:
- DT 1871 - Road chemical storage facility record: Submitted by requester
- DT 1872 - TRANS-277-Compliance-Complaint-Discontinuance-Inspection Form: Inspection Consultant completes
- DT 1873 - Road Chemical Storage Subsite Inspection Form: Consultant complete
- DT 1874 - Road Salt Subsite Inventory Record: Applicants complete and maintain at the facility. Not filed or captured at WisDOT routinely. Inspectors may review during compliance inspections and request copy if necessary.
- DT - 2215 - Compliance/Complaint Response: Applicants respond and sign.
- Region staff and contractor notes and compliance monitoring correspondence.

The consultant contractor or regional salt coordinator keys selected site inventory and inspection data into the Material Storage Site Management (MSSM) system. Owners of salt storage sites are required by Trans 277, Adm. Code to maintain 6 years of salt records. The WisDOT maintains files for consistent periods of time.

RETENTION: EVENT (Creation) + 6 years and destroy

**00414A00. MATERIAL STORAGE SITE MANAGEMENT (MSSM) DATA - ELECTRONIC**

<table>
<thead>
<tr>
<th>RDA #</th>
<th>RDA Title</th>
<th>Retention</th>
<th>Disposition</th>
<th>PII</th>
</tr>
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<tr>
<td>00414A00</td>
<td>MATERIAL STORAGE SITE MANAGEMENT (MSSM) DATA - ELECTRONIC</td>
<td>EVT+5</td>
<td>DEST</td>
<td>N</td>
</tr>
</tbody>
</table>

Salt Storage applicants, a contractor or WisDOT personnel collect salt data information using forms and information listed in the Road Salt Storage Sites Trans 277 Registration RDA above. A WisDOT consultant inspects salt sites and enters selected summary data into this MSSM to document site compliance in detail. Data includes:
- Shed locations: salt storage sites
- Facility registration data submitted by the applicant
- Compliance data from site inspections and diaries (personal notes, contacts, calendar) prepared by applicant and/or inspection consultant. Final data is as verified or corrected during the inspection.
- Compliance follow up by WisDOT as needed. Regions receive completed forms and email information.
- This record series covers salt storage site compliance data for sites without compliance issues or concerns. Current site inspection and compliance data is retained until superseded by a subsequent inspection, provided the site complies with all Trans 277 requirements.

No paper record exists for this data. TRANS 277, Wis. Admin. Code requires tracking of salt storage site compliance. Detailed compliance data is updated regularly.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12:

RETENTION: EVENT (Data superseded by updated compliance inspection) + 5 years and destroy

**00414B00. MATERIAL STORAGE SITE MANAGEMENT (MSSM) SITE HISTORY DATA**

<table>
<thead>
<tr>
<th>RDA #</th>
<th>RDA Title</th>
<th>Retention</th>
<th>Disposition</th>
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<tr>
<td>00414B00</td>
<td>MATERIAL STORAGE SITE MANAGEMENT (MSSM) SITE HISTORY DATA</td>
<td>P</td>
<td>PERM</td>
<td>N</td>
</tr>
</tbody>
</table>

This record series covers basic historical 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
- Significant compliance issues and concerns.

These selected data MSSM data elements have ongoing administrative and legal value, to track salt contamination, groundwater or other issues that impact the environment and public health and safety.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12:

No paper record exists for this data. TRANS 277, Wis. Admin. Code requires retention of summary salt storage site and significant compliance information for environmental purposes: to identify contamination, identify groundwater issues and assure public health and safety.

RETENTION: Permanent

**00415000. SALT INVENTORY & USAGE DATA (SIRS)**

<table>
<thead>
<tr>
<th>RDA #</th>
<th>RDA Title</th>
<th>Retention</th>
<th>Disposition</th>
<th>PII</th>
</tr>
</thead>
<tbody>
<tr>
<td>00415000</td>
<td>SALT INVENTORY &amp; USAGE DATA (SIRS)</td>
<td>CR+10</td>
<td>DEST</td>
<td>N</td>
</tr>
</tbody>
</table>

The WisDOT purchases salt for highway maintenance from salt vendors, through the purchasing bid and contracting process. The WisDOT subsequently sues the salt contract to set a price for any county (and municipality) to obtain salt for winter deicing purposes. Counties stockpile salt in domes, sheds, etc. Records in this series track salt inventory amounts purchased, salt distribution to county
or municipality sites. SIERS provides up-to-date salt inventory for purchasing, accounting and planning purposes. Data currently in MS Excel but will be converted to oracle. Data includes:

- 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 (official tracked in EAPS).

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12: http://www.egis.state.wi.us/rsb/code/adm/adm012.pdf and http://dotnet/bmsrecords/recelec.htm

RETENTION: EVENT (Creation) + 10 years and destroy

**00416000.** WINTER STORM REPORT DATA

The BHO Winter Maintenance unit maintains storm report information in an MS Access database. Counties provide storm data using a web front-end interface (Delphi) on the Extranet that sends a message 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 is used to track storms and weather events that require quick response from county, 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 on a shared drive in the BHO, and results are also posted on the WisDOT Extranet database.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12: http://www.egis.state.wi.us/rsb/code/adm/adm012.pdf and http://dotnet/bmsrecords/recelec.htm

RETENTION: EVENT (Creation) + 25 years and destroy

**00417000.** ANNUAL WINTER MAINTENANCE REPORTS

Annual reports provide summary data on WisDOT and county winter maintenance activities and expenditures. Reports identify winter weather conditions; 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 and 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 in “Best practices” sidebars. 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 segment. It is used by county highway departments and has a wide and diverse audience. The Bureau provides a paper report (100 + pages) to the Legislature and WHS library: maintains paper copy and an electronic version (MS Word format) on a share drive for ease of updating; and also publishes annual reports on the WisDOT Extranet site in .pdf format.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12: http://www.egis.state.wi.us/rsb/code/adm/adm012.pdf and http://dotnet/bmsrecords/recelec.htm

RETENTION: EVENT (Creation) + 25 years and destroy

**00418000.** FROZEN ROAD / WEIGHT RESTRICTION PROGRAM SUMMARY SPREADSHEET

WisDOT manages the following winter road restriction programs and records and posts information to the WisDOT Web site.

Frozen roads, Class II Roads, and Posted Roads: 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.

1. Frozen Road Declaration Program: Mid-December to late Feb or early March, certain vehicles are eligible to haul increased weight limitations; no special permit required during this period. Highway Maintenance Manual (HMM) 37.05 outlines policy and procedures. Records include Map identifying state roads to which the frozen road declaration applies-updated annually; Suspension Declaration - formal WisDOT declaration of policy; Frozen Road Declaration History: table identifies year, start/end dates, extension date, # of days and # of weeks; Frozen road maximum axle weight limitations - updated annually: and Raw Forest Products overweight permits.

2. Class II 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 (Class II) roads due to the unstable condition of the roadway subgrade during the period when frost is leaving the ground. HMM Guideline 37.10 outlines policy and procedures. Records include: Class II Roadway Restrictions list (updated as needed); Map identifying Class II state roads; Class II Roadway list; and Class II Roads Spring Weight Restrictions History: table identifies year, start/end dates, # of days and # of weeks.

3. Springtime Posted Road Program: Some roadway sections (approximately 170 miles, 13 segments that account for less than 2% of all state highways) are too weak to withstand even the legal load limit (80,000 pounds) during the springtime 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. HMM Guideline 37.15 outlines this policy and procedures. Records include Map of Springtime posted roads; Springtime Posted Roads list, both updated annually

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12: http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf and http://dotnet/bmsrecords/recelec.htm

RETENTION: EVENT (Superseded by updated information) + 5 years and destroy

**ROAD WEATHER INFORMATION SYSTEM (RWIS)**

The WisDOT road weather information system (RWIS) network currently consists of 59 sensor sites spread throughout the State. The RWIS remote processor units (RPUs) are NTCIP compatible; Windows-based servers, phone lines and modems handle RPU polling responsibilities that collect road and weather data throughout Wisconsin. Quixote Transportation Technologies (QTT), a WisDOT contracted vendor, collects the data from the sensors and sends it to the University of Wisconsin Traffic Operations and Safety (TOPS) Lab, in the School of Engineering. The Lab provides engineering-oriented services with regard to traffic operation in Wisconsin and throughout the Midwest. The TOPS Lab has a contractual relationship with WisDOT with regard to the management of the data within the RWIS and several other information systems.

WisDOT owns the RWIS data and the TOPS lab maintains it in an Oracle database and provides access to the data via a web interface that allows DOT to query historical RWIS data from the database and download the data in flat file format. Format includes: date, time, air temperature, relative humidity, wind speed and direction, precipitation, pavement temperature, pavement status (wet, dry, icy, etc.), and road chemical concentration. RWIS records date back to 2003. Currently TOPS lab only maintains records dating back from 2005. Records from 2003-2005 are currently maintained by QTT. These records will be sent to the TOPS lab for maintenance and archiving purposes in the near future. TOPS lab retains the source data it receives from QTT for 7 days after it is entered into the Oracle database.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12. http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf and http://dotnet/bmsrecords/recelec.htm

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

**TRANSPORTATION PROGRAM MONITORING & OVERSIGHT COMMITTEE MEETING RECORDS**

Series covers minutes and related administrative records for WisDOT Transportation Program Monitoring & Oversight Committees charged to provide program oversight and accountability for use of program funds. Records document committee meetings, project review and analysis, decisions and actions, including:

- Committee Meeting Agendas
- Meeting Minutes, notes and background materials, including subcommittee materials.
- Committee Membership Rosters
- Records documenting program project analysis, review and evaluation to select particular projects: engineering analysis and review documentation for functional adequacy, economic feasibility, intangible considerations such as community, environmental and economic impacts; background information; inspection reports, test results and raw data; project-specific correspondence, comments and management decisions.
- Report to the Transportation Projects Commission on Status of Major Highway Projects: Tracking mechanism, used by BSHP and Majors Committee, due to TPC by Feb. 1 and Aug. 1 annually.

Committee meeting records covered in this series include:

Statewide Projects Standing Committees: WisDOT standing committees provide centralized, executive-level program oversight for statewide projects. They include: Major Projects Programming Committee; Backbone Committee; High Cost Bridges Committee; and Transit and Aviation Program Committees

Specialized Programs Committees: WisDOT also appoints statewide committees to assure accountability for specialized programs, e.g., American Recovery & Reinvestment Act (economic stimulus).

Official Copy Location: Central Office Program Development & Analysis

3R and Bridge Program Project Selection Committees: Each DOT region has committees with primary responsibility to select and monitor appropriate use of funds for the following types of projects at the regional level.
- 3R (Resurfacing, Reconditioning and Reconstruction) projects.
- Low cost bridge projects.

Official Copy Location: Each region - region-specific projects

RETENTION: EVENT (Meeting date) + 5 years and transfer to WHS
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. The program Development & Analysis Section has lead responsibility for the Six-Year Improvement Program and subprograms. Working with region planning and programming staff, the section develops and maintains plans and related files identifying Six-Year highway improvement project schedules and plans, basing decisions on long-range plan recommendations. The Department develops Six-Year plans annually, on a continuous, rolling basis.

This records series covers each Six-Year Program plan and related records. Contents include list of highway improvement projects scheduled for that year; type of project, amount of funds allocated for each project; and project priority. Records have ongoing value to recommend project funding; develop timetables for the future; and estimate when projects will be initiated. Regions may also maintain additional background information, computations, analysis and correspondence used to evaluate and prioritize projects.

RETENTION: EVENT (Plan issue date) + 10 years and transfer to WHS

The Existing Highways component of the SHR sub-program deals with improvements to the non-Corridors 2020 Backbone portion of the state highway system. It funds "3R" improvements: resurfacing, reconditioning, and reconstructing existing roadways and the minor addition of lanes, traffic and safety improvements, and minor realignments of roadway. Also includes pavement replacement and reconstruction.

County highway committees, MPOs, local officials, legislators and the public all suggest candidate projects. Any projects considered, but not selected, in the last program are also included as candidates. WisDOT regions use a computerized model of the state highway system, coupled with occasional field reviews, to determine where deficient segments either exist or will exist in the future, and to then develop candidate improvement projects that will address those deficiencies. Regions evaluate candidate improvement projects by considering such things as priority of need, use and local interest.

This series covers communications and background materials received and created to determine region-level "3R" improvements for inclusion in 6-year plans.

RETENTION: EVENT (Superseded by next six-year plan) + 6 years and destroy confidential

Meta-Manager is a management system that consists of a comprehensive set of data and analysis tools distributed to regions to provide assistance developing, managing and measuring the Six-Year STN Highway Improvement Program and long-term needs. Meta-Manager consists of an Excel spreadsheet containing several tables; nine dBASE files, and a Meta-Manager ArcGIS shapefile with data integrated from other applications, including:
- Traffic segments from TRADAS system with Traffic forecasting model data (current values, histories and projections).
- Locational integration of highway segments from Pavement file, deficiency file, FIIPS system and TRADAS.

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, generally three times per year, containing comprehensive statewide data and also includes region-specific components created for each region:
- Region-specific Excel spreadsheet workbooks containing Meta-manager data sets: base, roadway, pave (unimproved and improved); safety; pave scope, mobility, bridge (unimproved and improved) and safety "spot".
- Region-specific Shapefile, geographic representation of the region
- Dbase tables (derived from thematic sheets in the Excel workbook) that can be coordinated with spatial representation.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12: <http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf> and <http://dotnet/bmsrecords/recelec.htm>

RETENTION: EVENT (Superseded by updated model) + 10 years and destroy confidential
Each region uses Excel Meta-manager data sets and overlays GIS coverage with condition/status data produced at the same time to calculate and coordinate program improvement models ranging from six years to as long as 20 years. Data on regional servers is updated as superseded.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12:  

RETENTION: EVENT (Final project cost statement and warranty termination) + 6 years and destroy confidential

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**THE WAY IT IS**

The Way It Is, produced monthly by the Bureau of State Highway Programs, provides WisDOT personnel with information on the progress and workings of the State Highway Program. The publication provides information on the status and operations of Allocated Subprograms (3R and Low Cost Bridge), the Major Projects Program, the Backbone Rehabilitation Program, the High Cost Bridge Program and Local Highway Programs. It also provides information on program growth over the course of the state fiscal year (SFY), three-year project Letting Implementation Plans, projects ready for advancement.

Occasionally, The Way It Is will also provide detailed articles on specific aspects of the highway program - such as the project development process. WisDOT has designated The Way It Is as an internal publication; permission to distribute issues of the publication or parts thereof must be obtained from the Division of Transportation Investment Management.

RETENTION: EVENT (Publication date) + 6 years and destroy confidential

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**REGION DESIGN PROJECT & CONTRACT FILE**

For design of bridges and highway facilities, WisDOT contracts with engineering consultants for highway design engineering services, under Chapter 84.01(13), Wis. Stats. The Region Project Manager or Supervisor, with Region Contract Specialist support, oversees the contractual process: administers the design contract and monitors compliance. This RDA covers the DOT Region Design files and includes numerous documents that are not also filed in the official contract that BPD routes to Central Files (see RDA # 487). This series =

- Contract Transcript: Includes subcontractor records and:
  - Contract Modifications: Change Orders, modifications, amendments, and extension of contract information, with supporting documentation, i.e., meeting notes and negotiations and Amendment Submittal Checklist.
  - Contract Claim Records: For claims settled at the regional level, regions may have the only copy.
  - Design Project Correspondence: Examples: MOU 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: WisDOT efforts to involve the public in project design decision-making are documented in press releases, notices, project announcements; public meetings and hearings; public interest findings, etc.
  - Expenditure Detail: The Region Contract Specialist reviews and approves bills and submits requests to pay design consultants to Bureau of Fiscal Services (BFS), DBM electronically. Regions may have supporting materials justifying expenses or authorizing payments.

  - Design Project Reports - Region Project Manager/Supervisor File:
    - WisDOT or consultant personnel generate perquisite reports to initiate a Construction Project, including:
      - Concept Definition Report: used to identify initial construction project scope during planning and design stages.
      - Plans, Specifications & Estimates (PS&E) and Exceptions to Standards. Note: incorporated into Construction Contract.
      - Project Revision Request forms used for region change management and to secure approval for estimate, scope or schedule changes.
      - Erosion Control Implementation Plans (ECIP): The ECIP is developed during the design project, and it is a contractual requirement that must be completed before start of the Construction. Related erosion records are created during construction, summarized in project diaries and covered in field finals records.

  - The following documents are also developed during the design process and the region project file may include copies. Those listed below are covered and maintained separately per other RDA policies.
    - Copies of Traffic Projections and Accident data
    - Copies of EIS, EA, ER and related environmental design materials
    - Copies of Soil Survey Reports, Soil Site Investigations & Reports. & Geotechnical Reports: See Soils & Foundation RDAs
    - Copy of Pavement Design Report - See Pavement RDA 291
    - Copies of Survey Reports, Maps - See Surveying & Mapping RDAs
    - Copies of Bridges and Structures records - See Structures RDAs

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12:  

RETENTION: EVENT (Final project cost statement and warranty termination) + 6 years and destroy confidential

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**ASBESTOS INSPECTION, ABATEMENT REPORTS AND NOTIFICATIONS OF DEMOLITION AND/OR RENOVATION**

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12:  

RETENTION: EVENT (Superseded by updated model) and destroy
<table>
<thead>
<tr>
<th>RDA #</th>
<th>RDA Title</th>
<th>Retention</th>
<th>Disposition</th>
<th>PII</th>
</tr>
</thead>
<tbody>
<tr>
<td>00451000.</td>
<td>ADOPT-A-HIGHWAY PROGRAM APPLICATIONS</td>
<td>EVT+4</td>
<td>DEST</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td>Series documents an organization or individual's application and &quot;adoption&quot; of a specified highway section for litter control and trash removal. Applications are received in the division's regional offices. Upon approval, the group is provided a permit and a highway sign announcing their sponsorship can be installed if the group so desires. Records in this series include:</td>
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<td></td>
<td>- Adopt-A-Highway Freeway/Interstate/Interchange Work Plan (Form DT1207)</td>
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<td></td>
<td>- Adopt-A-Highway Application/Permit (Form DT1206)</td>
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<td></td>
<td>- Permit</td>
<td></td>
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<td></td>
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<tr>
<td></td>
<td>- Approval letter</td>
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<td></td>
<td>- Correspondence</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>- Description of designated adopted highway segment</td>
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<td></td>
<td>Series also includes denied application files with forms listed above and:</td>
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<td>- Notes on the denial decision, the denial notice, and supporting documentation specifying reasons</td>
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<td></td>
<td>- Appeals</td>
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<tr>
<td></td>
<td>RETENTION: EVENT (Denial, expiration or termination of permits) + 4 years and destroy confidential</td>
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</tr>
<tr>
<td>00452000.</td>
<td>ADOPT-A-HIGHWAY (AAH) PROGRAM INFORMATION SYSTEM</td>
<td>EVT+2</td>
<td>DEST</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td>The system is an Oracle database and it is part of the Bureau of Highway Operations (BHO)'s Operations Information System (OIS). OIS is a computer software system under development for use by County Highway departments, Transportation districts and Central Office (BHO) staff. The AAH database is centralized and maintained in BHO. Each region captures data and enters it in database.</td>
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<tr>
<td></td>
<td>Program region coordinators manage group information such as group location, contact, and when they last picked up. The focus of this online system is to make managing the group information easier and more effective. A statewide view can be generated out of the online system to provide feedback on the overall effectiveness and health of the clean-up program.</td>
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<td>The system contains the following program information:</td>
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<tr>
<td></td>
<td>- Groups volunteering</td>
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<td></td>
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<tr>
<td></td>
<td>- Highway segments designations</td>
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<td></td>
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<td></td>
<td>- Highway signs installed</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>- Logs for tracking signs installed and segments assigned</td>
<td></td>
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<td></td>
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<tr>
<td></td>
<td>- Bags of trash collected</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>- Bags of recyclables collected</td>
<td></td>
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<td>Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards &amp; requirements for the management of electronic records outlined in Chapter ADM 12:</td>
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<tr>
<td></td>
<td>RETENTION: EVENT (Data replaced) + 2 years and destroy confidential</td>
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<td></td>
<td></td>
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</tbody>
</table>
00453000. AD HOC PROGRAM REPORTS  
CR+0/1  
DEST  
Y
This series includes any reports that may be generated for reference or to respond to a particular request. Reports may be recreated as needed and need not be retained.

RETENTION: EVENT (Creation) + 7 days OR EVENT (Superseded) and destroy confidential

00454000. ADOPT-A-HIGHWAY PUBLIC INFORMATION, GUIDANCE AND PROMOTIONAL  
EVT+3  
SHSW  
Y
This series includes any materials or documents used to promote the program, including:
- Brochures and publications
- Program procedures and forms
- Adopt-A-Highway Safety Tips informational video
- Program personnel: Program managers and coordinators

This selected information is also made available on the WisDOT website.

RETENTION: EVENT (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
• 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 & 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

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 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
<table>
<thead>
<tr>
<th>RDA #</th>
<th>RDA Title</th>
<th>Retention</th>
<th>Disposition</th>
<th>PII</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>state trunk highway</td>
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<td></td>
<td>• Significant correspondence related to the final decision</td>
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<td></td>
<td>• Review Time Extension request</td>
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<td>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.</td>
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<td></td>
<td>See also Access Covenant RDAs 00471-000 and 00471-AOO.</td>
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<td></td>
<td>Reason for creation: Records identified during agency review.</td>
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<td>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</td>
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</tr>
<tr>
<td>00469000.</td>
<td>TRANS 233 LAND DIVISION REVIEW (SPECIAL EXCEPTIONS, VARIANCES) C/</td>
<td>EVT+10</td>
<td>DEST</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>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:</td>
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<td>• Certified survey maps, deeds, condo plats (plat of surveys)</td>
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<td>• Certified map, forms allowing special exceptions, variances, etc.</td>
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<td>• Special exceptions - part of TRANS 233 files in regions, includes requests to modify access controls and to reduce the highway setback line</td>
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<tr>
<td></td>
<td>• Access Covenants. (See Access Covenant RDAs 00471-000 and 00471-AOO)</td>
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<td></td>
<td>• Variances: 1999 - 2001, term for special exceptions prior to Trans 233 revision Appeals, requests for modifications to controls in place</td>
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<td></td>
<td>• Final decisions</td>
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<td>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.</td>
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<td></td>
<td>All electronic records are kept for 10 years after the date WisDOT controls are vacated.</td>
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<td></td>
<td>RETENTION: EVENT (Date paper records are imaged and verified and WisDOT controls are vacated) + 10 years and destroy</td>
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<tr>
<td>00470000.</td>
<td>ASSESSOR'S PLAT REVIEW CASE FILES - WIS DOT IMPACT</td>
<td>EVT+5</td>
<td>DEST</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>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.</td>
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<td></td>
<td>Records in this series may include, but are not limited to:</td>
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<td></td>
<td>• Assessor's plat</td>
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<td></td>
<td>• Correspondence from DOA Plat Review</td>
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<td></td>
<td>• WisDOT review comment memo to DOA Plat Review</td>
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<td>RETENTION: EVENT (Date the Assessor's plat is vacated or re-platted) + 5 years and destroy</td>
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<tr>
<td>00470A00.</td>
<td>ASSESSOR'S PLAT REVIEW CASE FILES - NO WIS DOT IMPACT</td>
<td>EVT+5</td>
<td>DEST</td>
<td>N</td>
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<tr>
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<td>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.</td>
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<td>Records in this series may include but are not limited to:</td>
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<td></td>
<td>• Assessor's plat</td>
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<td>• Correspondence from DOA Plat Review</td>
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<td></td>
<td>• WisDOT review comment memo to DOA Plat Review</td>
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<td></td>
<td>RETENTION: EVENT (Date of memo to DOA Plat Review) + 5 years and destroy</td>
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<tr>
<td>00471000.</td>
<td>ACCESS COVENANTS - PAPER FILES</td>
<td>EVT</td>
<td>DEST</td>
<td>N</td>
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<tr>
<td></td>
<td>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.</td>
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<td>Records in this series may include but are not limited to:</td>
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<tr>
<td></td>
<td>• Access Covenants</td>
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<td></td>
<td>• Access easements if applicable</td>
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<tr>
<td></td>
<td>• Related correspondence and negotiations related to covenants</td>
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<td>RDA #</td>
<td>RDA Title</td>
<td>Retention</td>
<td>Disposition</td>
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<tr>
<td>00471A00</td>
<td>ACCESS COVENANTS - ELECTRONIC DOCUMENTS</td>
<td>EVT+5</td>
<td>DEST</td>
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<td>WisDOT saves access covenants in the Highway Access Management system (HAMS), Oracle database.</td>
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<td>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.</td>
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<td>Records in this series may include but are not limited to:</td>
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<tr>
<td></td>
<td>• Access Covenants</td>
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<tr>
<td></td>
<td>• Access easements if applicable</td>
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<td></td>
<td>Related correspondence and negotiations related to covenants.</td>
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<td></td>
<td>RETENTION: EVENT (Date the Covenant is terminated) + 5 years and destroy</td>
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<tr>
<td>00473A00</td>
<td>MAINTENANCE AGREEMENTS - COUNTIES</td>
<td>EVT+10</td>
<td>DEST</td>
<td>Y</td>
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<td></td>
<td>Annually, the WisDOT negotiates agreements with counties to perform state highway maintenance functions in the particular county. Agreements originate in the Highway Operation Region Office. Records in this series cover both routine and non-routine maintenance projects:</td>
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<td>* Routine Maintenance Agreements (RMA): Agreements are renewed on a calendar year basis, with a lump sum of funds allocated to perform the majority of routine road maintenance. RMA agreements include non-Interstate &amp; Interstate work for roadways, roadways, structures and winter maintenance. RMA projects are rolled over in HMS at the end of each year for new budget allocations that use the same FOS project ID's.</td>
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<td>* Discretionary Maintenance Agreements (DMA): WisDOT may provide discretionary funds for specific projects and locations. Different project ID's are assigned annually.</td>
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<td>* Traffic Maintenance Agreements (TMA): WisDOT uses the TMA for planned sign, pavement marking and electrical maintenance work.</td>
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<td>Regions receive and distribute copies of all agreement. BHO has the official copy.</td>
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<td>RETENTION: EVENT (Year end) + 10 years and destroy</td>
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<tr>
<td>00473A00</td>
<td>MAINTENANCE AGREEMENTS SUPPORTING DOCUMENTATION</td>
<td>EVT+6</td>
<td>DEST</td>
<td>Y</td>
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<td>Each WisDOT region office maintains copies of county maintenance agreements, including RMAs, DMAs, and TMAs. In addition to agreements, region files may also include:</td>
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<td>* Correspondence related to administering agreements and review expenditures</td>
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<td>* Notes and background information: methods used to prioritize specific county projects, identify discretionary funding projects, determine county allocation, and expenditure justifications.</td>
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<td></td>
<td>RETENTION: EVENT (Year end) + 6 years and destroy</td>
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<tr>
<td>00474A00</td>
<td>HIGHWAY MAINTENANCE SYSTEM (HMS)</td>
<td>CR+10</td>
<td>DEST</td>
<td>Y</td>
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<td></td>
<td>The Highway Maintenance System is a mainframe system that contains expenditure data by project and activity. It is a method of tracking county highway maintenance activities and monitoring funds allocated and expended, as well as a tool for budgeting maintenance. Region offices key data from the detailed invoices received into this system. HMS is used to generate Routine, Discretionary and Traffic Maintenance Agreements with counties, and data for the Annual Work Program (AWP) report.</td>
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<td>Data in HMS system includes county budgets and invoiced data and this record series covers tracking data about highway maintenance projects that needs to be retained for ongoing administrative and financial tracking purposes. Data in this record series includes Project ID, activity code, and total monthly expenditures.</td>
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<td>Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards &amp; requirements for the management of electronic records outlined in Chapter ADM 12: <a href="http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf">http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf</a> and <a href="http://dotnet/bmsrecords/recelec.htm">http://dotnet/bmsrecords/recelec.htm</a></td>
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<td>RETENTION: EVENT (Creation) + 10 years and destroy</td>
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<tr>
<td>00475000</td>
<td>ANNUAL WORK PROGRAM (AWP) REPORT</td>
<td>CR+10</td>
<td>DEST</td>
<td>N</td>
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<td>The Highway Maintenance System generates data used in an annual report summarizing highway maintenance program allocations. WisDOT chiefs and BHO personnel use the report for budget and planning purposes. The report is generated and distributed in paper format. The State Highway Maintenance Annual Work Program (AWP) for County Services contains the approved county routine maintenance agreement (RMA) amounts for the current calendar year county program. Data in the report includes: summary, graphical and detail information of project estimates by highway region by county. Summaries are also provided to identify major cost items, amounts budgeted for interstate and non-interstate maintenance projects, and subprograms by major cost items.</td>
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00476000.  HMS OUTPUT REPORTS  CR+0/1  DEST  N

Various standard, annual and other summary reports are generated from the Highway Maintenance System (HMS). Reports are used for monitoring and summarizing county budget data and expenses. Reports can be produced to project remaining expenses; obtain month-by-month county invoice data; and provide historical perspectives.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12: http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf and http://dotnet/bmsrecords/recelec.htm

RETENTION: EVENT (Creation) + 10 years and destroy

00476A00.  COUNTY HIGHWAY MAINTENANCE MONTHLY DETAIL INVOICE  CR+7  DEST  N

Each county sends detailed monthly invoices for County Maintenance activities to the WisDOT region, with information required to support total amounts. Detailed data includes:
* labor costs; work performed, salary, people hours, rates, fringes;
* equipment and materials used to maintain roads
* administrative costs
* copy of the cover sheet as submitted to BBS, DTIM

The region maintains this record in case of questions or audit concerns. Records are filed by project ID #

RETENTION: EVENT (Creation: date received) + 7 years and destroy

00476B00.  COUNTY MAINTENANCE MONTHLY INVOICE SUMMARY SHEET  CR+7  DEST  N

For each county maintenance invoice received, regions send only the summary cover sheet to the WisDOT Bureau of Business Services (BBS). The cover sheet identifies county work performed and initiates payment. This record series covers only the front sheet of the invoice as submitted by the county, including highway project numbers and expenses incurred, with project totals. BBS maintains the official copy of the Summary Sheet.

RETENTION: EVENT (Creation: date received) + 7 years and destroy

00477000.  LEVEL OF SERVICE (LOS) ANNUAL DATA  CR+10  DEST  N

Level of Service is an Oracle budgeting tool for county highway maintenance. The Level of Service (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 record series cover Paper and electronic summary and detail data: Level of Service 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. The allocation amount is prorated based on available funds from the legislature. Regions use the prorated funding allocation to determine maintenance details to be included in each county Routine Maintenance Agreement (RMA). The LOS Program Manager uses MS Excel to perform data analysis and calculate rates for the LOS model.

Some of the data is obtained from the OIS systems listed below.
* Maintenance Machinery Management System (MMMS): calculates rates annually for LOS model. Data comes from the County Equipment Inventory System.
* Maintenance Facilities Management (MFM). This Oracle System feeds into LOS system. Region office staff enters data.
* Material Management System (MAMS): current cost rates for materials used on the state system

The LOS Program Manager maintains MS Excel background sheets and LOS detailed calculations data in an electronic format. When budget allocations are complete, the region counties receive an email message from the LOS Program Manager with attached funding allocation amounts.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12: http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf and http://dotnet/bmsrecords/recelec.htm

RETENTION: EVENT (Creation) + 10 years and destroy

00477A00.  LOS ANNUAL BINDER  CR+10  DEST  N

The LOS Program Manager maintains a binder (paper) with annual summary LOS data. The binder contains
* 2-year facility comparison report
* Reimbursable costs
* Labor rates for current year and previous year
* Final budget allocation
The Program Manager creates the LOS model and completes the budget allocation process. The binder contains MS Excel spreadsheets with previous year budget amounts, plus adjustments at previous year rates. Funding for new changes to the county transportation facilities is allocated first.

The binder and LOS detail data provide background and documentation to support LOS annual allocation amounts. This records series also administrative and statistical information and may be used to support funding comparisons; track cost factors; identify maintenance issues; monitor budgets; and plan for the future.

RETENTION: EVENT (Creation) + 10 years and destroy

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<tr>
<th>RDA #</th>
<th>RDA Title</th>
<th>Retention</th>
<th>Disposition</th>
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<tbody>
<tr>
<td>00477B00.</td>
<td>LOS ANNUAL ROUTINE CORRESPONDENCE &amp; WORK PAPERS</td>
<td>EVT</td>
<td>DEST</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>Records in this series are background LOS materials that have limited, short-term reference value to develop the LOS model. Records may include: * Work plans, time lines, status reports, schedules, etc. * Handwritten notes, messages, correspondence including communications between region personnel and consultants or other interested parties. Work papers have reference value only until the annual LOS allocation is finalized. Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards &amp; requirements for the management of electronic records outlined in Chapter ADM 12: <a href="http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf">http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf</a> and <a href="http://dotnet/bmsrecords/recelec.htm">http://dotnet/bmsrecords/recelec.htm</a></td>
<td>EVT</td>
<td>DEST</td>
<td>N</td>
</tr>
<tr>
<td>00478000.</td>
<td>HIGHWAY MAINTENANCE AGREEMENT CLASSIFICATION REQUEST</td>
<td>EVT+6</td>
<td>DEST</td>
<td>N</td>
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<td>WisDOT reimburses counties for use of maintenance machinery on state roads. Counties submit DT1644 forms to the Program Management Section, BHO identifying each piece of machinery. BHO personnel determine the reimbursement rate. Counties and the WisDOT approve it, and the form provides base data for the County Equipment Inventory System. Records in this series include: * DT1644 forms describing the piece of machinery or equipment * Photos of classified machinery, product literature or significant correspondence with the county, i.e. notifying the county of amended rates or classification changes Maintenance machinery classification agreements are negotiated via email, with completed form attached in MSWord. The official record is saved in Email format with metadata and attached documents and managed by Bureau of Highways Program Management personnel in consultation with the WisDOT postmaster. Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards &amp; requirements for the management of electronic records outlined in Chapter ADM 12: <a href="http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf">http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf</a> and <a href="http://dotnet/bmsrecords/recelec.htm">http://dotnet/bmsrecords/recelec.htm</a></td>
<td>EVT+6</td>
<td>DEST</td>
<td>N</td>
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<tr>
<td>00479000.</td>
<td>EQUIPMENT STORAGE REPORTS</td>
<td>CR+10</td>
<td>DEST</td>
<td>N</td>
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<td>The Bureau of Highway Operations identifies the percentage share of costs for equipment used on state highways and prepares equipment storage reports. Chapter 5., Highway Maintenance Manual specifies county reporting and reimbursement procedures. The BHO Program Management Section generates reports for current reimbursement (currently in MS Excel).</td>
<td>CR+10</td>
<td>DEST</td>
<td>N</td>
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<tr>
<td>00480000.</td>
<td>COUNTY EQUIPMENT INVENTORY DATA</td>
<td>EVT+6</td>
<td>DEST</td>
<td>N</td>
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<tr>
<td></td>
<td>The WisDOT Auditor, DTIM, tracks equipment operational costs to maintain state roads for 71 counties, not including Milwaukee County, to use 28,000 pieces of equipment. County Equipment Inventory data is currently maintained in a legacy standalone mainframe system. Base inventory data for each piece of equipment comes from the Highway Maintenance Equipment Classification Agreement and includes: equipment model, brand, type, classification, and county. Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards &amp; requirements for the management of electronic records outlined in Chapter ADM 12: <a href="http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf">http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf</a> and <a href="http://dotnet/bmsrecords/recelec.htm">http://dotnet/bmsrecords/recelec.htm</a></td>
<td>EVT+6</td>
<td>DEST</td>
<td>N</td>
</tr>
<tr>
<td>00481000.</td>
<td>COUNTY HIGHWAY MACHINERY FINANCIAL ANNUAL REPORTS - PAPER &amp; DISK</td>
<td>EVT+3</td>
<td>DEST</td>
<td>N</td>
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<tr>
<td></td>
<td>Per s. 83.01(7) (c), Wis. Stats. Wisconsin counties are required to report machinery total costs and utilization for every piece of maintenance equipment used annually. Counties provide data on paper forms or submit data electronically by May 1. WisDOT</td>
<td>EVT+3</td>
<td>DEST</td>
<td>N</td>
</tr>
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12/18/2019
contracts with a data entry service to key in data from paper reports and loads all reported data into County Equipment Inventory System.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12:

RETENTION: EVENT (Data entry, QC and upload to County Equipment Inventory System) + 3 years and destroy

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<tr>
<th>RDA #</th>
<th>RDA Title</th>
<th>Retention</th>
<th>Disposition</th>
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<tr>
<td>00482000.</td>
<td>MACHINERY COSTS FOR YEAR STATEWIDE DETAIL WORKSHEETS</td>
<td>CR+10</td>
<td>DEST</td>
<td>N</td>
</tr>
<tr>
<td>00482A00.</td>
<td>COUNTY HIGHWAY EXPENDITURE MICROCOMPUTER SYSTEM (CHEMS)</td>
<td>CR+10</td>
<td>DEST</td>
<td>N</td>
</tr>
<tr>
<td>00483000.</td>
<td>MACHINERY COSTS FOR YEAR EQUIPMENT RATE BOOK</td>
<td>CR+10</td>
<td>DEST</td>
<td>N</td>
</tr>
<tr>
<td>00484000.</td>
<td>MACHINERY EQUIPMENT SURVEY CASE FILES WORKING PAPERS</td>
<td>EVT+1</td>
<td>DEST</td>
<td>N</td>
</tr>
</tbody>
</table>

The Department plans to upgrade the system, beginning in late 2008 with CHEMS-PRO. 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 covers detailed county highway maintenance activity and expenditure detail data entered into CHEMS and used to track machinery detailed usage and expenditures. Currently the system generates monthly equipment usage invoices and sends them in paper format to WisDOT regions.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12:

RETENTION: EVENT (Creation) + 10 years and destroy

The DTIM Auditor develops schedules that support WisDOT reimbursed rates presented to the Machinery Management Committee annually. The Highway Maintenance Manual Chapter 5.00 specifies methodology to determine reimbursement rates for use of various types of machinery. The DTIM Auditor reviews equipment costs and usage data supplied by each county; generates average data over a five-year period; and computes reimbursement rates by class of equipment. Rates are set for two years in advance and calculated on 5-year rolling average cost base, with allowance for inflation factors. For example, 2008 rates were based on 2002 - 2006 average costs.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12:

RETENTION: EVENT (Creation) + 10 years and destroy

The Machinery Management Committee undertakes ad hoc surveys of machinery costs. Working paper include:
- Product Literature, reviews, and assessments
- Price trend information
- Inflation and changes in cost factors
- Study of rates charged
- Photos of equipment
- SAS or other ad hoc output reports of usage costs, storage, maintenance, etc.

Chapter 5 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
MACHINERY MANAGEMENT COMMITTEE

The Machinery Management Committee 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 include:

- Monthly Meeting agendas
- Meeting Minutes
- Machinery Survey Final Reports
- Reimbursement rates, including cost factors, classification and rates
- Issues and discussion items

RETENTION: EVENT (Creation) + 10 years and destroy

ROSTER OF ELIGIBLE ENGINEERING CONSULTANTS REPORT

The WisDOT creates a roster of eligible engineering consultant firms seeking prime contracts in construction and design engineering. Consultants submit electronic files (usually MSWord) and the Contract Administration Unit, Audit and Contract Administration Section, Division of Transportation Investment Management (DTIM) enters data into the Consultant Contract database, currently in MS Access. Only firms on the Roster may apply for “Roster” project advertisements in design and related services solicitations, including quarterly and special solicitations. Firms must also be on the Roster to participate in Design Opportunity Days (held each spring, advertised with the February quarterly) or the annual construction interviews (held each fall to help award contracts for the following season).

Roster data includes:

- alphabetical listing of all registered consultants without ranking
- contact information and type of services offered by firm for Wisconsin and other selected offices

The roster incorporates information as submitted by firms on the Consultant Report Form, DT1538. WisDOT regions and local units of government use the roster during the consultant contractor selection process as described in the Department's Facilities Development Manual. The roster is updated twice monthly and posted on the WisDOT DOT Net web page in .PDF format. The data record is also maintained in word processing format on a DTIM film service shared drive.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12:


RETENTION: EVENT (Last annual submittal date) + 10 years and destroy confidential

DESIGN ENGINEERING CONSULTANT CONTRACT - HIGHWAY PROJECT

The WisDOT contracts with engineering consultants for highway design engineering and related services, under Chapter 84.01 (13), Wis. Stats. and per policies specified in Facilities Development Manual (FDM) Chapter 8: Consultant Services. The Region Project Manager or Design Engineer oversees the contractual process; administrates the design contract and monitors compliance. The Bureau of State Highway Programs (BSHP), DTIM provides audit and contract administrative support. This record series covers the WisDOT signed contract awarded for an engineering consultant to design a highway improvement project. The Contract Administration Unit, Bureau of State Highway Programs (BSHP), DTIM, routes the signed original and subsequent amendments to Central Files. Series includes:

- Consultant Contract Cost Estimate Workbook, including Concept Definition Report
- Forms that summarize contract scope: Summary Scoping Checklist-Design. Forms that summarize contract scope: Summary Scoping Checklist-Design Small Purchase, Sole Source & State Trunk Design/Related Services (DT 1671)
- Project Revision Request
- Amendment Submittal Checklist
- Consultant selection approval forms, signed during selection process: Local Design Draft DT25 form - Recommendation to Governor for Contract and Bond Approval (not required for contracts under $3,000)
- Awarded contract, amendments, identifying terms and conditions of the contractual agreement, costs and deliverables - includes individual project contracts and master contracts (apply to more than one contract) and work orders (used to specify terms and conditions related to a particular design project). These may be used to design bridges, highway facilities, etc.

This records series includes only the Design Engineering Consultant Contract and not the larger highway design project file (as described in old RDAs 410 and 430). WisDOT maintains the highway design contract and delivers beyond the completion of the design contractual agreement, through the highway construction process (contracted under s. 84.06 (3) and (4), Wis. Stats.). 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.

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

DESIGN ENGINEERING CONSULTANT MASTER CONTRACT - HIGHWAY PROJECT

Master contracts are agreements between WisDOT and consultants to provide specified engineering and related services during a given period of time as authorized under Wisconsin Statutes s. 84.01(13).

Each master contract specifies an associated maximum amount of work but no guarantee of a minimum amount of work. Payments to consultants occur when project-specific agreements (work orders) are executed. The Facilities Development Manual FDM 8-5-30 details policies related to Master Contracts. This record series covers the WisDOT master contract awarded for an engineering...
consultant firm to design highway improvement projects under work orders, including:

Fully service engineering master contracts: Work orders may be issued to perform full scope design or construction engineering services on a project or just a small task or subpart of the work on the project. Regions and statewide bureaus are responsible for monitoring full service master contract usage to insure work orders are not issued in excess of the designated amount of the master contract group. The Contract Administration Unit account for work orders issued under master contracts.

Statewide Specialty Master Contracts: Statewide specialty master contracts are used for those activities managed by DTSD statewide bureaus such as photogrammetry, hazardous materials remediation, and landscape architecture. DTSD Central Office bureaus manage their master contracts and coordinate the issuance of work orders for improvement projects otherwise managed by region offices.

Region Specialty Master Contracts: Region specialty master contracts are used for region activities more specifically defined than the broad scope of services allowed under their full service master contracts. Region specialty master contracts are managed internally and may not be used for work outside of the region. Where appropriate, multiple regions may enter into joint specialty master contracts.

The Region Project manager or Design Engineer oversees the contractual process; administers the design contract and monitors compliance. The Bureau of State Highway Programs (BSHP), DTIM provides audit and contract administrative support. The Contract Administration Unit, Bureau of State Highway Programs (BSHP), DTIM, routes the signed original and subsequent amendments to Central Files.

RETENTION: EVENT (Final project cost statement - all projects related to the Master Contract) + 6 years and destroy confidential

00489000. DESIGN ENGINEERING CONSULTANT WORK ORDERS EVT+6 DEST Y

Master contract work order documents are project-specific agreements that WisDOT executes with engineering design consultants that have approved master contracts to provide specified engineering and related services during a given period of time as authorized under Wisconsin Statutes s. 84.01(15) and as specified in FDM 8-15-1. Work order records are filed by the design project number and include:
- Cover/signature page
- Contract/Work Order Submittal Checklist
- Special provisions: Work orders need to correctly reference the date of current boilerplate version and also correctly reference the boilerplate language being changed, replaced or deleted. FDM 8-29-1 details information on special provisions.
- Other required supporting documents required - same as for standards engineering design consultant contracts and listed in the Contract/Work Order Submittal Checklist.

The Contract Administration Unit, Bureau of State Highway Programs (BSHP), DTIM, routes the signed original Work Order and subsequent amendments to Central Files.

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

00490000. CONSULTANT DATABASE MASTER DATA EVT+10 DEST Y

This tracking and transaction database, currently in MS Access 2000, is used to create reports that may be sent to firms and it is used to generate a listing of e-mail addresses that are used to send notices to firms. Contract data includes:
- Project Information (Contract Entry Form screen); Project Detail; Project Cost; Project Approval Process; and Project Evaluation
- Consultant Project Information (Contract Entry Sub-form screen). Consultant data includes: information on cost, labor hours, and scope of contracts, as well as their amendments and subcontracts. Data includes project detail, date authorized to begin and close dates and reflects the complex nature of consultant contracts.
- Amendments
- Subcontract & Subcontract on Amendments
- Revisions
- Hours/Dollars
- If Authorized Work
- DT25 summary log data: vendor name, dollar amount, type of project and reason for the work.

The Audit and Contract Administration Section, DTIM or BPD, Central Office is solely responsible for entering and editing contract information consistently in the Consultant Database. Only Contract Development personnel are authorized to make changes, and no data is directly imported from any of the Department's financial systems. Copies of the application are distributed to region office services and placed on a drive accessible for all Central Office staff. Data is continuously updated throughout the design project.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12:

RETENTION: EVENT (Contract close and project completion) + 10 years and destroy confidential

00491000. CONSULTANT DATABASE STANDARD OUTPUTS AND REPORTS EVT DEST Y

The consultant database (MS Access) facilitates WisDOT's consultant contracting process, including notices and other communications with interested consulting firms, evaluations, DBE contract monitoring, reports to management and tracking of estimated and invoiced payments. Examples of reports include:
- Roster - See RDA above.
- Mailing labels and mail merges; Firm E-Mail Distribution Lists
This records series documents 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 contracts. Records cover all firms participating in the particular project selection solicitation period, including Master contracts advertised as "open to all firms," (consultants are not required to apply for inclusion on the Roster of Eligible Engineering Consultants).

WisDOT asks for consultants' interest in state highway and structure design projects (full-service design engineering master contracts) every other year in the spring. Contract types include:
- Full-service - can be used for an entire construction or design engineering effort or for certain individual services within that effort.
- Contracts are for 2-year periods.
- Specially - for one type of service: instead of soliciting for interest on individual projects, the WisDOT advertises for specialty service master contracts to be used on an as-needed basis for a given period of time (usually one or two years) to cover a type of work statewide or in a particular region, for specialized non-engineering services that may be covered under s. 84.01(13), Wis. Stats., including surveying, environmental/hazardous materials work; landscape architecture; historic preservation; and planning studies for all modes of travel.

Records cover the following steps in the contract selection process.
- Construction projects and full-service construction master contracts are advertised annually in the fall and also include upcoming schedule of advertisements, web notification, advertisements, and regional and statewide informational packages.
- Quarterly design and planning solicitations. The solicitations list information on project purpose and need, project description, deliverables, schedule for deliverables, department provides (office space work area, office furniture and equipment, etc.), consultant requirements, special skills and expectations, and interview dates. May also include special solicitation to advertise a project not included in quarterly advertisements.
- NOI Notice of Interest form DT1818 submitted by consultants to the WisDOT explaining their qualifications for each project in which they have interest. Consultant qualifications, including professional certification and license information and other materials used to evaluate interested firms.
- Consultant Interview Materials: WisDOT holds Opportunity days, including firm presentations and question/answer sessions. Firms specify project packages of interest; construction staff experience by project type (i.e. urban, rural, multi-lane, resurface, reconstruction, restructure, interstate); staff availability, including office locations and existing commitments to other districts or projects; material testing capabilities, certifications and experience with Field Manager; staff availability for full service master contract by region[s]; and how the firm will meet DBE contract goal.
- WisDOT Consultant Ratings

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12: http://www.legis.ate.wi.us/rsb/code/adm/adm012.pdf and http://dotnet/bmsrecords/recelec.htm.

Per 23 CFR 172 and 49 CFR 18.42, selection process and consultant ranking records must be retained for 3 years after completion of the project.

RETENTION: EVENT (Final project cost statement) + 4 years and destroy confidential
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Disposition
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</table>

Engineering selection process. Data in spreadsheets is obtained from the following sources:
- Information provided on consultant NOI (Notice of Interest) forms,
- WisDOT design consultant interview information
- Consultant Database data
- Design Engineering Consultant Solicitation Summary Reports
- Construction Engineering Consultant Solicitation Summary Reports-Consultant Database

Reports are currently generated as Excel Spreadsheets with separate spreadsheets for design engineering consultant projects and construction engineering projects. Summaries include:
- Consultant Solicitation Summary
- Recommended Region Selections for Solicitation
- Selections by Firm and Region
- Pending Consultant Projects
- Vendor Net Fees by Region; top 5 firm net fees by region
- Multi-year: Vendor Net Fee Workload by fiscal year - currently 5 years + current year
- Multi-year: DBE Net Fee Workload - currently 5 years + current year

Additional reports for Construction Engineering projects include:
- Construction Analysis with bar graph
- Construction Package Key Staff Conflicts
- Carryover Projects by Region
- Estimated Contract Amounts and Percentages

Spreadsheets are reviewed by upper management and used for reference and monitoring purposes. They provide snapshots in time including details about participating firms, packages of interest, locations, commitments, projects awarded, fees, etc. By contract, reports may be regenerated as long as the Consultant Database retains data for each solicitation; current year data changes throughout the contract and project close out periods.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12:

RETENTION: EVENT (Creation) + 5 years and destroy confidential

**ELIGIBLE ENGINEERING PRIME CONSULTANT REGISTRATION (ROSTER) CA CR+10 DEST Y**

Firms seeking prime construction and design engineering contracts including value engineering are required to submit engineering registration materials documenting qualifications, in order to be listed on the Roster of Eligible Engineering Consultants. Consultants submit paper or electronic (MSWord or .PDF) files to become registered consultants, and they renew registration annually, submitting information in paper or electronic format.

The Contract Administration Unit, Audit and Contract Administration Section, Division of Transportation Investment Management (DTIM) enters data into the Consultant Contract database (currently MS Access) and generates the Roster of Eligible Engineering Consultants. Records provide evidence of information submitted to become registered and include:
- Credential number of Engineering license and current Certificate of Authorization to practice professional engineering in the State of Wisconsin (per s. 443.08, Wis. Stats.); WisDOT verifies through the Dept. of Regulation & Licensing web site.
- Certification of ownership or access to department manuals, standards and guidelines
- Consultant Report, Form DT1538, submitted annually

Records are filed by year. Electronic submittals are saved to a mailbox and maintained on a DTIM shared drive.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12:

RETENTION: EVENT (Creation) + 10 years and destroy confidential

**HIGHWAY SYSTEMS CLASSIFICATION SUBMITTALS EVT+10 DEST Y**

Functional classification is a process to group streets and highways into classes, or systems, according to the character of service they are intended to provide. Most travel involves movement through a network of roads, and functional classification defines channels within the network for efficient travel. It defines the part that any particular road or street should play to serve the flow of trips through a highway network. The functional classification of public roads also establishes eligibility for state and federal funding. The Bureau of Planning & Economic Development (BPED) and regions work with Regional Planning Commissions (RPCs), Metropolitan Planning Organizations (MPOs) and local units of government to identify and periodically update road classifications, into rural, urbanized, and small urban areas. Each has sub-categories for Principal arterials, Minor arterials, collector roads or streets and local roads or streets.

Records in this series include:
- Highway system classification submittal request, with maps, charts and other supporting documentation, as submitted to FHWA (for National Highway systems) or other appropriate approval authority.
- Approving authority response and comments
- Local government concurrence, e.g., Mayoral Letter to WisDOT, Board meetings Minutes, MPO Resolution.
- Background related to classification submittal: data analysis, classification procedures, correspondence if controversy related to the classification, etc.
Central office coordinates classification submittals and maintains current Highway Systems Classification records for the state. The Department also posts copies of approved and pending functional classification maps on its web pages as a key foundation element for highway funding, design, construction, and maintenance. Current files supersede when the next iteration is approved.

RETENTION: EVENT (Superseded by the next map iteration) + 10 years and destroy confidential

00496A00. **HIGHWAY SYSTEMS CLASSIFICATION - REGION COORDINATION FILES**

RETENTION: EVENT (Superseded by the next map iteration) + 10 years and destroy confidential

00497000. **JURISDICTIONAL TRANSFER STUDIES - DTSD-BPD COPY**

Regions send transfer agreement documents to the Bureau of Project Development (BPD).

PII includes local government and DOT officials’ names

RETENTION: EVENT (Transfer agreements amended, updated or obsolete) + 10 years and transfer to WHS

00497A00. **JURISDICTIONAL TRANSFER STUDIES - REGION FILE**

Regions maintain jurisdictional transfer study records for region-specific roadways. The region file documents the transfer, including: a copy of the transfer document, jurisdictional transfer records and significant background materials related to transfer negotiations and responsibilities agreed upon.

Permanent Justification: Each region maintains reference copies of those jurisdictional transfer study materials that impact that region's roadways. Materials have ongoing administrative and reference value and provide background information related to negotiations with local government officials and decisions. Regions need to maintain these records over time for ongoing reference purposes.

RETENTION: Permanent

00498000. **JURISDICTIONAL REVIEWS - NO ROADWAY TRANSFER**

§ 84.02, Wis. Stats. 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.

Regions maintain official copies of these studies.

The Bureaus of Planning (BOP) and Project Development (BPD) do not receive copies when the transfer action is halted.

RETENTION: EVENT (Change action date - amended or superseded jurisdiction review date) + 10 years and destroy confidential

00499000. **STATEWIDE TRANSPORTATION PLANNING & SPECIAL STUDIES**

Records in this series are all types of statewide transportation planning studies such as: Backbone Interchange Needs & Improvement Study methodology used to evaluate those interchange needs & improvement study methodology used to evaluate those interchanges with the most critical problems on the Corridors 2020 backbone system outside Southeastern Wisconsin. Study identified and
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<tr>
<td>00500000</td>
<td>CORRIDOR MANAGEMENT REVIEW COMMITTEE MEETING SUMMARIES AND AGENDAS</td>
<td>EVT+10</td>
<td>DEST Y</td>
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<td>The WisDOT Corridor Management Review Committee is charged to identify and</td>
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<td>develop Corridor Management Plans, applying Department policies and</td>
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<td>standards consistently to the Highway system statewide. These types of</td>
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<td>study plans specifically follow the rules identified under § 84.295(10),</td>
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<td>Wis. Stats., Establishing locations and right-of-way widths for future</td>
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<td>freeways or expressways. Committee corridor planning efforts include:</td>
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<td>• Needs analysis, corridor plan monitoring, evaluation of region</td>
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<td>workload ability, program balance tracking.</td>
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<td>• Study option differences, i.e., Majors, Alpha, Corridor Mgmt., Operations</td>
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<td></td>
<td>Analysis</td>
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<td></td>
<td>• Evaluation of region program revisions, new corridor additions, and</td>
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<td>corridor plan priorities for program year.</td>
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<td>Corridor Management Program Manager prepares meeting summaries,</td>
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<td>distributes them to the committee members and other interested parties.</td>
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<td>Programming decisions are also summarized separately and forwarded to</td>
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<td>committee members and region staff responsible for updating FIIPS.</td>
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<td>Records also include reports of committee decisions and approvals, charts</td>
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<td>of funding, or corridor project lists.</td>
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<td>RETENTION: EVENT (Meeting date) + 10 years and destroy confidential</td>
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<tr>
<td>00506000</td>
<td>CORRIDOR MANAGEMENT PLANS &amp; MAPS - REGIONS</td>
<td>EVT</td>
<td>DEST Y</td>
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<td>Regions maintain corridor management plans and maps to identify where the</td>
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<td>necessary right-of-way for future statutorily designated freeway or</td>
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<td>expressway projects is officially mapped and legally recorded. These</td>
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<td>types of study plans specifically follow the rules identified under §</td>
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<td>84.295(10), Wis. Stats., Establishing locations and right-of-way widths</td>
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<td>for future freeways or expressways. This records series covers plans,</td>
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<td>maps, and related materials that regions maintain to document the region's</td>
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<td>corridor planning process and recommendations, including more background</td>
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<td>detail than WisDOT files with the County Registers of Deeds. Official</td>
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<td>corridor mapping study ad management plan records in this series include:</td>
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<td>• NEPA/WEPA environmental documents,</td>
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<td>• Section 106 documents,</td>
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<td>• Recorded official map,</td>
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<td></td>
<td>• Recorded Notice of Order Establishing Future Right-Of-Way, Finding,</td>
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<td>Determination Order.</td>
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<td>These are legally recorded actions filed with County Registers of Deeds,</td>
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<td>and they never disappear from title abstracts. Each recorded action</td>
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<td>may be superseded by a succeeding recorded action.</td>
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<td>RETENTION: EVENT (Superseded) and destroy confidential</td>
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<td>00514000</td>
<td>OTHER REGIONAL TRANSPORTATION PLANNING STUDIES</td>
<td>EVT</td>
<td>DEST Y</td>
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<td>Records in this series are the final reports and work products of all</td>
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<td>other transportation planning studies that are region-specific rather</td>
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<td>than statewide in nature. These studies are project-specific rather than</td>
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<td>related to statewide plans. Includes:</td>
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<td>• Region Corridor Mapping Studies: These studies identify future</td>
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<td>right-of-way needs for state highways but are outside the specific</td>
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<td>statutory requirement necessary for § 84.295, Wis. Stats type studies.</td>
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<td>This right-of-way may be mapped by local units of government under</td>
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<td>statutory authority granted exclusively to them. Associated documents</td>
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<td>may include Memorandum of Agreements or Memorandum of Understanding</td>
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<td>between the Department and the local government(s) using their local</td>
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<td>official mapping authority.</td>
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<td>• Connector Studies</td>
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<td>• Transportation Alternatives Studies</td>
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<td>Official planning study records in this series include NEPA/WEPA</td>
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<td>environmental documents, Section 106 documents, recorded official map,</td>
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<td></td>
<td>recorded Notice of Order Establishing Future Right-Of-Way (DT 1536),</td>
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<td>Finding, Determination Order.</td>
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Legally recorded actions are maintained permanently as part of property title abstracts, even after superseded by another succeeding recorded action.

RETENTION: EVENT (Superseded by updated study) and destroy confidential

00518000. RPC, MPO AND LOCAL GOVERNMENT COORDINATION CASE FILES EVT 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.

RETENTION: EVENT (Superseded by updated information) and destroy confidential

00521000. LAND USE, ACCESS MANAGEMENT & ZONING COORDINATION FILES EVT 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, or regions may file local plans and ordinances for reference purposes. For example, when locals develop a plan, it shows existing and future access points to state trunk highways, median cross-over and desired land use patters for land adjacent to the highway. When a formal inter-governmental agreement is signed, no changes in access or median crossovers can occur without the agreement of all parties.

Records in this series include land use materials that regions maintain as necessary for administrative and reference purposes, such as:
- Local land use plans
- Access management plans
- Copies of zoning ordinances and zoning petitions
- Background information, significant correspondence and notes related to local land issues for WisDOT administrative and reference purposes

RETENTION: EVENT (Superseded by updated materials) and destroy

00523000. SCENIC BYWAYS DESIGNATION CASE 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 recreational experience. The program promotes tourism and economic development. Byway visitors also visit local motels, restaurants and tourist attractions. Funding may also be available for projects on scenic byways. e.g., to enhance the roadway, provide outlooks or signage.

Records in this series include:
- Completed scenic byway application materials, including: petition and description of road,
- Local government (town board/county highway commission with jurisdiction over the road) self-assessment of the highway, with narrative describing corridor features; and determination that the highway segment qualifies as a scenic byway.
- Advisory Board evaluation of the scenic and historic qualities along the proposed byway and recommendation to DOT Secretary to approve or deny the application.
- DOT Secretary approval/denial decision.
- May also include evidence that a hearing has been offered or held, that the road meets guidelines and is compatible with any adopted plan for scenic roads.
- Records related to withdrawal from scenic byway program, news articles and notices.

RETENTION: EVENT (Date of denial decision or date removed from program) + 5 years and transfer to WHS

00525000. LOCAL ROADS JOBS PRESERVATION PROGRAM EVT+10 DEST Y
WisDOT administers grants to improve roads in order to preserve or increase job opportunities and economic development. To date this program funded a grant (2004-2005) to the City of Janesville for a local roads improvement project to facilitate bringing parts to the General Motors plant. Currently, WisDOT has no grant funds allocated to this program.

RETENTION: EVENT (Grant project completed) + 10 years and destroy

00541000. STATE / MUNICIPAL PROJECT AGREEMENTS EVT+3 DEST Y
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. In the course of developing highway projects, the WisDOT negotiates agreements with municipalities. 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 amended/updated agreement.

Regions file state/municipal agreements by municipality and location and maintain them separately from typical project files. They are generally very long-term value records.

RETENTION: EVENT (Agreement terminated or superseded by amended/updated agreement) + 3 years and destroy confidential

00545000. RECORDS MANAGEMENT INDEXING FILES EVT+25 DEST N

This records series covers data in electronic format (currently MS Access) to identify highway projects. Includes any type of records used to index files to locate, retrieve, and manage files or respond to queries, i.e., file listings, finding aids in electronic format, including spreadsheets, reports or formatted indices. Records Coordinators develop 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.
- RDA # and retention cross-reference information
- Offsite storage data, e.g., SRC box number, box content list, etc.

This series also covers indices for central office or 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 request, conduct queries, and locate related project long term retention project records, i.e., DSRs, AsBuilt, project diaries, agreements, etc.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12: http://www.legis.state.wi.us/rsb/code/adm/admo12.pdf and http://dotnet/bmsrecords/recelec.htm

RETENTION: EVENT (Final project cost statement) + 25 years and destroy

00545A00. TRANSPORTATION PROJECT RECORDS MANAGEMENT REPORTS EVT DEST N

This records series covers all reports and other output from any type of transportation project data file, including WisDOT Oracle databases such as FIIPS, TRANS*PORT Contract Management System, or records indexing data files. Includes BPD project indexing data, data maintained for managing projects in Madison Central Files and project data and files located in regions. Covers both DESIGN and CONSTRUCTION projects and also covers Local Project indexing methods.

Reports may be generated for file listings, storage box inventories, project monitoring reviews, and to respond to open records requests or other queries. Standard types of reports also provide necessary information to purge files, move records from active to inactive storage, or generate transfer and destruct listings.

Reports may include: date and year, identifying highway project numbers, project title or description, county name, region number, date of final cost statement, file folder titles, paper file locator (in WisDOT or offsite), etc. And destruction or transfer dates.

Most reports can be regenerated on an ad hoc basis, as needed from the data files. Paper copies are maintained for reference purposes only as long as needed for reference purposes.

RETENTION: EVENT (Action taken/no longer needed) 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, CORRESPONDENCES: 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

00566000.  PHOTOGRAMMETRY PROJECT FILE: CR+35  DEST  N

Files support the compilation of planimetric maps, topographic maps, and Digital Terrain Models. Records in this series include the following old RDA series:
- RDA 136 Cross Section Ground Control File, 1966 - 1998:
  Cross sections were replaced with Digital Terrain Models (DTM)
- RDA 137: Aerial Mapping Ground Control Master File, 1966

The Photogrammetry Unit maintains paper copies of project-related information in this folder, including: stereo plotter set up reference sheets, cross section terrain listings, best fit alignment listing, control books, project request exhibit, project edit sheet and Wisconsin Summary Index (WSI) listing, final analytical triangulation solution, 9-inch by 9-inch black-and-white photos showing horizontal and vertical ground control locations.

RETENTION: EVENT (Creation) + 35 years and destroy

00604000.  SURFACE TRANSPORTATION PROGRAMS (STP) APPROVED PROJECT FILE: 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
Retention Disposition PII

- 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 project 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. TRAFFIC FORECAST PROJECTIONS EVT+25 DEST Y
DOT Regions request traffic forecasts for specific highway improvement projects, both rural and urban. Traffic Projection Forecast Reports provide total volume projections extending 20- years beyond the estimated time of a highway improvement construction project and include completed and work maps for sampling, zone, sector and district.

Traffic Forecasting Section, DTIM maintains these projections, and each DOT region keeps a copy of Traffic Projection Forecast Reports for highway improvement projects within that region. 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.

RETENTION: EVENT (Report final date) + 25 years and destroy confidential

00615000. CONTRACTOR (BIDDER) PREQUALIFICATION CASE FILE EVT+6 DEST Y
Under section 66.0901(2), Wis. Stats., 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. Each bidder record includes:
- Plan Holder and Eligible Bidder information: posted to Web 10 days prior to the letting date
- Prequalification Statement form DT1621 (or equivalent) -- including a current statement, under oath, which fully reflects the financial ability, adequacy of plant and equipment, organization, prior experience, and any other pertinent information as may be necessary or desirable to establish the competency and responsibility of the applicant. The contents of the statement is confidential and will not be disclosed except upon written order of the person filing the same, or in cases of litigation against or by such person or the Department.
- 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.
- Full explanation of unusual circumstances in connection with any item, either in the statement or in an attached separate memorandum.
- Qualification correspondence regarding acceptability of information submitted, bidder questions, responses, including WisDOT interview and selection information

Bidders are required to furnish complete information each time a new statement is submitted. Prequalification ratings are on an annual basis and expire one year and four months after the date of the financial statement, for the current Prequalification Statement on file, except as WisDOT specifically extends, withdraws, or reduces them. Bidders are required to resubmit information regularly (currently every year) to continue bidding.

RETENTION: EVENT (Bidder non-renewal or superseded by updated information) + 6 years and destroy confidential

00615A00. CONTRACTOR (BIDDER) PREQUALIFICATION LIST DATA EVT+3 DEST Y
The WisDOT maintains lists of qualified bidders and includes copies of relevant lists 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. Work ratings for individual classes of work further establish the maximum values of work in a particular classification that may be awarded to each applicant. TRNS.PORT system generates the list and it is also posted to WisDOT website in PDF format.

Lists contain the following data for each prequalified bidder: Bidder Identification number; Name and address; Business and FAX telephone numbers; Business type: corporation, etc.; Qualification expiration data; Rated capacities - by code.
- 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

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12:

RETENTION: EVENT (Superseded by updated, revised or amended list) + 3 years and destroy confidential

00616000. CONSTRUCTION LETTING FILE EVT+6 DEST Y

WisDOT is authorized to let contracts through competitive bidding processes, under s. 84.06(2), Wis. Stats. 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. Construction project bids are opened and read aloud in a public bid opening. Reviewers compare and analyze bids, looking for irregularities and ensuring the eligibility of the bidder, and award the contract to the "lowest responsible bidder". Records generated for each project may include the following:

* Successful Sealed Bids: awarded in monthly bid letting and ward process.
* Unsuccessful, unranked bidder documents
* Bid Letting Advertisements: WisDOT posts bid letting advertisements approximately five weeks prior to the bid letting on the WisDOT Construction Bid letting web page.
* Engineer's estimate -- generated from Trns.port system.
* WisDOT: Unbalanced bid analysis, Award list, Bidders' Summary and Justification letters
* Bid award reports: The WisDOT publishes bid award results on the Construction Bid letting information page and on a private web site, the Bid Express
* Contract log -- summarizing all contracts let and contract execution requirements
* Other bid reports and logs

RETENTION: EVENT (All Bid letting cycle contracts executed) + 6 years and destroy confidential

00617000. TRAFFIC ANALYSIS PROJECT INFORMATION SYSTEM (TAPIS) EVT+20 DEST Y

The TAPIS system, currently in MS Access, is used to administer traffic project 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, including 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, and location of related files.

TAPIS provides summary data about traffic impact forecast projections. It is used for project administration, reference and indexing purposes.

Electronic Records Note: In order to safeguard the information contained in the management of electronic records outlined in Chapter ADM 12: http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf and http://dotnet/bmsrecords/recelec.htm

RETENTION: EVENT (Projection completion date) + 20 years and destroy confidential

00618000. TRAFFIC ANALYSIS PROJECT INFORMATION (TAFIS) MASTER DATA CR+50 DEST N

The Traffic Analysis Project Information System (TAFIS), contains tabular and spatial traffic count data in an ArcGIS system. WisDOT collects traffic count data from almost 7,000 sites in the State, using TRADAS proprietary software. Data is collected on every Wisconsin county on a 3-year cycle. The TRADAS Oracle relational database is the source of TAFIS data. The Forecasting Section views and downloads data.

Cyclical data from previous traffic counts has ongoing forecasting and statistical value. 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. TAFIS is updated regularly.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12: http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf and http://dotnet/bmsrecords/recelec.htm

RETENTION: EVENT (Creation) + 50 years and destroy

00619000. TRAFFIC SIMULATION & FORECASTING MODEL FILES EVT DEST Y

The Forecasting Section currently uses Cube proprietary computer modeling software to develop computer models for traffic forecasting.

- Urban Travel Simulation & Forecasting Models: Wisconsin has ten urbanized areas with greater than 50,000 population, not including the SE region of the state. The Traffic Forecasting Section provides technical assistance to the Metropolitan Planning Organizations (MPOs) and Regional Planning Commissions (RPCs) in these areas to develop and maintain highly complex urban travel simulation and forecasting models for each urbanized area.
- Statewide Travel Simulation & Forecasting Model: Covers major highways in the entire state, particularly in rural areas, but in less detail than urban models. Also includes a freight forecasting model, based on commodity flow data, that results in truck forecasts.

- Truck Traffic Forecasting Models: Based on new cycles of vehicle classification data available from the TRADAS system every three years, the Section updates truck traffic forecasting models. This is in addition to truck forecasts from freight forecasting component of the Statewide travel model (above).

Records used to generate models include background information, significant computations and documentation of inputs and methodology used to develop the model. Models incorporate road networks; land use, demographic, 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.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12: http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf and http://dotnet/bmsrecords/recelec.htm.

RETENTION: EVENT (Superseded by updated or amended model) and destroy confidential

00621000. VEHICLE MILES OF TRAVEL (VMT) & TRUCK FORECASTING 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): Official annual estimates for the Department, based on both traffic and highway segment length. Annual estimates provided include: statewide basis, by highway jurisdiction, and by county.
- Long-range forecasts of VMT, by personal and commercial vehicles, at a statewide level and for the state highway system.
- Truck forecasting estimates: Truck forecasts for specific highways are also done ad hoc (on request).

Note: Truck VMT estimates and forecasts are only done on a statewide basis (because of data limitations).

Records in this series are statewide in scope but may also have technical reference value for regional and project-specific traffic forecasting purposes. Records include estimates and forecasts. VMT and truck estimates and forecasts often are incorporated into statewide planning documents, e.g., Connections 2030. Data is also published in pdf format on the DOTNET and WisDOT web sites.

Records include Section copy of final study forecast; and study methodology; background to document procedures, schedules, issues, etc. needed for ongoing reference purposes.

RETENTION: EVENT (Completion of study) + 10 years and destroy confidential

00622000. TRAFFIC FORECASTING COUNTS & SPECIAL STUDIES EVT+3 DEST Y

As needed, the Forecasting Section completes special traffic analysis and forecasting related studies. Examples include:
- Review traffic impact analyses (TIAs) of major developments;
- Review and update the seasonal factoring process used to convert 48-hour traffic counts to estimates of Average Annual Daily Traffic (AADT);
- Develop generalized peak and design hourly factors for use in traffic forecasts;
- Develop generalized heavy truck classification estimates based on highway functional classification and AADT

Records in this series document the count or study methodology and include methodology and factor sheets; conclusions, background materials; formulae, notes, instructions, schedules, procedures and related materials created in the process of completing statewide, regional and project-specific Traffic Forecasting activities of all types.

Traffic count data is collected on a 3-year cycle, and data collection materials may be useful for reference and comparative purposes until superseded by next collection cycle. DOT personnel reference records for operations, transportation and planning studies.

RETENTION: EVENT (Completion of study) + 3 years and destroy confidential

00655000. TRANSPORTATION PROJECTS COMMISSION (TPC) MEETINGS & MAJOR HIG EVT+15 SHSV Y

The DOT Secretary is a non-voting member of the Transportation Projects Commission (TPC), created in 1983, per Wis Stats Ch. 13.489, to evaluate the merits of candidate major highway projects and recommend projects to the Governor and Legislature for statutory enumeration (i.e. authorization for construction). The TPC holds hearings to receive public comments on candidate projects. The department assists the TPC in performance of duties: schedules meetings schedules, holds public hearings, conducts studies or cost estimates, analyzes candidate projects and ranks them according to:
* Safety and congestion
* Economic benefit and cost factors
* Intangibles, e.g., community development, environmental impacts

The TPC, with WisDOT's analysis and public comments, recommends to the Governor and Legislature Joint Committee on Finance a list of major highway projects and an appropriate annual funding level to support the ongoing major highway program. The Legislature may add or delete projects and may change the recommended funding level from the TPC recommendation. This records series covers WisDOT copies of TPC meeting minutes, agendas, logs of speakers, correspondence, hearing information, TPC members, resolutions, etc. For each project, and related materials that document the Secretary's and Department participation in the TPC.

Records have ongoing programming, planning, administrative reference and research value in the Department throughout the tenure of
particular administration and beyond.

RETENTION: EVENT (TPC meeting date) + 15 years and transfer to WHS

00655A00. TRANSPORTATION PROJECTS COMMISSION (TPC) MEETINGS AUDIO & VIDEO EVT+2 DEST Y

This records series includes audio and video tapes of Transportation Projects Commission (TPC) meetings and hearings that the TPC holds to receive public comments on candidate projects during the process of evaluating the merits of candidate major transportation projects. Audio and video tapes may be used to generate meeting minutes, logs and summaries of hearings.

RETENTION: EVENT (Creation) + 2 years and destroy confidential

00657000. INTELLIGENT TRANSPORTATION SYSTEM (ITS) EVT+5 SHSW Y

WisDOT identified Intelligent Transportation System (ITS) planning in the 1996 WisDOT Strategic Planning as a priority component of WisDOT transportation systems operation and management. Subsequently, in July 2006, the Bureau of Highway Operation (BHO), DTSD was charged to prepare a Traffic Operations Infrastructure Plan (TOIP) including a methodology and associated tool to strategically evaluate operational improvements from technology applications, improved communications, and intelligent transportation systems (ITS). The planning effort resulted in a quantifiable method for that evaluation, designed to build upon current WisDOT planning and programming processes.

The Traffic Operations Infrastructure Plan (TOIP) is structured around primary corridors across Wisconsin. Technology areas include detection, incident management, traffic signal systems, surveillance, ramp and highway traffic flow management, communications, and traveler warning and information. The initial TOIP report was completed in May 2008, and the plan was refined in 2009 with benefit-cost analyses and implementation guidance. As needed the plan will undergo amendments, revisions and additions.

Records related to each plan version include working papers, background materials, meeting minutes, summary and final reports documenting all plan development and implementation processes related to the ITS Business Plan and the Traffic Operations Infrastructure Plan.

RETENTION: EVENT (Plan version adopted) + 5 years and transfer to WHS

00658000. STATEWIDE TRANSPORTATION SYSTEM LONG-RANGE PLANS & SPECIAL STUDIES EVT+10 SHSW Y

The Planning Section, BPED, DTIM develops statewide plans to define Wisconsin’s transportation system needs, including a network of transportation facilities, services and key transportation policies. System plans address one transportation mode (a modal system plan). Long-Range Plans typically have 20-25-year planning horizon and are updated every 5-10 years to reflect changes in the forecasted needs of the transportation systems and changes in federal legislation. Examples in this RDA: Multi-Modal Plans: Includes all statewide plans developed and maintained IN BPED, DTIM.

Translinks 21: State’s first Multi-Modal Plan published in 1994 set a systematic framework to develop plans for each transportation mode. This plan committed the department to developing individual modal plans.
- Connections 2030, adopted in 2009, links statewide policy to region implementation activities. Includes Statewide Access Management Plan (SAMP) and update to the Corridors 2030 network. State Bicycle Transportation Plan, State Pedestrian Policy Network, Airport System Plan, Rail Issues and Opportunities Report (started as the State Rail Plan)
- Statewide Planning & Special Studies (RDA 00066-000) identified policy and other special analytical studies on all types of transportation issues, policies or projects that may impact the DOT. Plans and special studies include such topics as highway, airport, railroad, safety, enforcement, water-borne planning modes, enforcement, land use, environmental impacts, transit, freight movement, and commercial vehicles.

Final copies of long-range plans are distributed widely as public documents per § 35.84, Wis. Stats. WisDOT also publishes a copy of plans on the internal and external DOT web sites. Plans are used for ongoing transportation planning and administration; historical reference and statistical analysis. They impact all transportation program functions.

RETENTION: EVENT (Superseded) + 10 years and transfer to WHS

00658A00. STATEWIDE TRANSPORTATION SYSTEM LONG-RANGE PLANS: IMAGE & A/V CR+10 SHSW Y

Records in this series are pictures, slides, negatives, audio and video tapes and other recorded materials generated in the process of developing long range multi-modal transportation plans. See RDA 00658-000 for detailed description.

RETENTION: EVENT (Creation) + 10 years and transfer to WHS

00658B00. STATEWIDE TRANSPORTATION SYSTEM LONG-RANGE PLANS: ELECTRONIC EVT+10 SHSW Y

Records in this series cover electronic planning data retained by the Bureau of Planning and Economic Development. Data files may include statistical analysis, emails, correspondence, graphics, charts, media activities, related databases, draft and final chapters. Plans contain transportation inventory information, location, names or other identifiers, key characteristics, mileage, and significant data for ongoing planning, administration, study and research purposes.

This records series covers significant background data that is needed to document planning methodology and calculations. Data
supports projects and plan recommendations and may be used to respond to questions or concerns and update the plan in the future. May include electronic versions of the following:
- Mode maps and plans: i.e., bicycle maps, rail maps, harbor maps
- Modal listings and inventories: lists of bicycle paths, hiking trails, rail corridors, harbor sites, etc.
- Modal policies and procedures
- Summary information and modal plans and projects
- Significant correspondence
- Data generated from Meta-Manager or other WisDOT applications.

Electronic Records Note: in order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12:
<http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf> and <http:/dotnet/bmsrecords/recelec.htm>

RETENTION: EVENT (Superseded) + 10 years and transfer to WHS

00659000. RUSTIC ROAD DESIGNATION RECORDS EVT+5 SHSW Y

The Rustic Roads program, established in 1973 under § 83.42, Wis. Stats., helps citizens and local units of government preserve what remains of Wisconsin's scenic, lightly traveled country roads. Chapter Trans RR 1, Rustic Roads, Wis. Admin code procedures. The WisDOT Rustic Roads Board, with statewide representatives, reviews applications and assigns road numbers. The Department of Transportation pays the cost of furnishing and installing rustic roads Brown and Yellow marking signs. Rustic Roads continue to be under local control, and the county, city, village or town has the same authority over the Rustic Road as It has over other highways under its jurisdiction. A Rustic Road is eligible for state aids just as any other public highway. Wisconsin currently has 107 marked Rustic Roads covering over 600 miles in 56 counties.

Records in this series are completed application materials, including: petition, description of road and resolution from town board/county highway commission with jurisdiction over the road, resolving to designate the Rustic Road. Also includes evidence that a hearing has been offered or held, that the road meets guidelines and is compatible with any adopted plan for Rustic and scenic roads. Also covers records related to withdrawal from the rustic roads system, with approval of the Rustic Roads Board, news articles and notices.

RETENTION: EVENT (Date road removed from program) + 5 years and transfer to WHS

00660000. TRANSPORTATION ECONOMIC ASSISTANCE (TEA) GRANT CASE FILES EVT+7 DEST Y

§ 84.185, Wis. Stats. and TRANS 510 establish criteria for implementing a process to evaluate and approve state Transportation Economic Assistance (TEA) program grants to governing bodies, private businesses, and consortuiums for road, rail, harbor and airport projects that attract employers to or encourage business and industry to remain and expand in Wisconsin. Grants up to $1 million 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.

File contains the application & necessary supporting documents including maps, agreements, and releases for grants. The municipality, in conjunction with an economic development project, guarantees creation and/or retention of a number of jobs at the end of a 7-yr period. If the jobs do not exist, the DOT may request reimbursement of some or all of the money awarded. Retention of greater than 7 years from project/grant completion is required for compliance auditing purposes. The program is designed to implement an improvement more quickly than normal state programming processes allow. The 50% local match can come from any combination of local, federal, or private funds or in-kind services. Applications are first come, first serve, and funded when all eligibility information is complete and satisfactory.

RETENTION: EVENT (Grant project completed) + 7 years & destroy confidential, provided audited

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.
<table>
<thead>
<tr>
<th>RDA #</th>
<th>RDA Title</th>
<th>Retention</th>
<th>Disposition</th>
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<tbody>
<tr>
<td>00663000.</td>
<td>STATE INFRASTRUCTURE BANK (SIB) PROGRAM CASE FILES</td>
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<td>This is a transportation aid program that provides low</td>
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<td>interest loans, loan guarantees, interest rate subsidies,</td>
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<td>lease-buy back options and other financial leveraging</td>
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<td>instruments to help communities provide for</td>
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<td>transportation infrastructure improvements in order</td>
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<td>to preserve, promote and encourage economic development</td>
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<td>or to improve transportation efficiency and mobility.</td>
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<td>Funds may be used for Title 23 eligible</td>
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<td>highway construction projects, the Surface Transportation</td>
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<td>Program and Title 49 Transit Program. Records include:</td>
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<td>* SIB loan applications and related materials required to</td>
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<td>process requests for funds</td>
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<td>* Documentation of repayment. Must begin no later than</td>
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<td>five years after receiving the loan. Typically repaid</td>
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<td>closed) + 8 years and destroy</td>
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<td>00700000.</td>
<td>COURTESY REVIEWS OF LAND DIVISIONS AND DEVELOPMENTS FOR</td>
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<td>LOCAL GOVERNMENTS</td>
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<td>WisDOT performs courtesy reviews of land divisions and</td>
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<td>proposed development when requested to do so by a local</td>
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<td>government and generates records. WisDOT provides</td>
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<td>recommendations for changes to the development or</td>
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<td>requirements that will lessen the impact on the</td>
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<td>existing transportation system. Records in this series</td>
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<td>may include, but are not limited to:</td>
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<td>- Recommendation letters for improvements to the proposed</td>
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<td>development or developer's agreement</td>
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<td>- Site maps, and proposed development plans</td>
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<td>Reason for creation: Records identified during agency</td>
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<td>review.</td>
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<td>00701000.</td>
<td>ACCESS MODIFICATION REQUEST CASE FILES</td>
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<td>WisDOT receives requests to change existing</td>
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<td>access controls for various reasons. Existing access</td>
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<td>controls include acquired (Wis. Stat. § 84.09), controlled</td>
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<td>access highways (Wis. Stat. § 84.25), subdivisions (Wis.</td>
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<td>other land divisions (as previously required in Wis. Admin.</td>
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<td>Records in this series may include, but are not limited to:</td>
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<td>- Request decision document (property owner letter)</td>
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<td>- Site map</td>
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<td>- Access modification request memo</td>
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<td>- Official correspondence (letters &amp; emails)</td>
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<td>- Variance letter</td>
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<td>- Registered/Certified Mail receipts</td>
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<td>- Data supporting the decision, such as pertinent</td>
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<td>* Photos</td>
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<td>* Area maps</td>
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<td>* Traffic data</td>
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<td>* Sketches</td>
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<td>* Ownership records</td>
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<td>* Internal Correspondence (letters &amp; emails)</td>
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<td>years and destroy</td>
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<td>00701A00.</td>
<td>ACCESS MODIFICATION REQUEST PROCESS DOCUMENTS</td>
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<td>Correspondence and background data gathered during the</td>
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<td>decision making process but determined to be not pertinent</td>
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<tr>
<td>00702000.</td>
<td>DRIVEWAY DENIAL AND REVOCATION APPEALS CASE FILES</td>
<td>EVT+20</td>
<td>DEST</td>
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<td>Wisconsin Stat. § 86.073 allows for the review of a Region</td>
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<td>decision denying a driveway permit request or revoking a</td>
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<td>permit.</td>
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<td>Records in this series may include, but are not limited to:</td>
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<td>* Region denial letter</td>
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<td>* Final decision document(s)</td>
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<td>* Background information supporting the decision, such as</td>
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<td>00702A00.</td>
<td>DRIVEWAY DENIAL AND REVOCATION APPEALS PROCESS DOCUMENTS</td>
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<td>Correspondence and background data gathered during the decision making process but determined to be not pertinent to the decision.</td>
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<td></td>
<td>Reason for creation: Records identified during agency review.</td>
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<td></td>
<td>RETENTION: EVENT (Date of final appeal decision) + 20 years and destroy</td>
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</tr>
<tr>
<td>00703000.</td>
<td>INTERSTATE ACCESS JUSTIFICATION REQUESTS CASE FILE</td>
<td>EVT+40 DEST N</td>
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<td></td>
<td>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.</td>
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<td>Records in this series may include, but are not limited to:</td>
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<tr>
<td></td>
<td>- Interstate Access Justification Request</td>
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<tr>
<td></td>
<td>- Meeting notes</td>
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<td></td>
<td>- Correspondence related to the request</td>
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<td></td>
<td>Reason for creation: Records identified during agency review.</td>
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<tr>
<td></td>
<td>RETENTION: EVENT (Date of final FHWA decision) + 40 years and destroy</td>
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<tr>
<td>00703A00.</td>
<td>INTERSTATE ACCESS JUSTIFICATION REQUESTS PROCESS DOCUMENTS</td>
<td>EVT+5 DEST N</td>
<td></td>
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<tr>
<td></td>
<td>Correspondence and background data gathered during the decision making process. Records in this series may include, but are not limited to:</td>
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<tr>
<td></td>
<td>- Area maps/photos</td>
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<tr>
<td></td>
<td>- Traffic studies</td>
<td></td>
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<td></td>
<td>- Public involvement correspondence</td>
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<td></td>
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<td></td>
<td>- Alternatives</td>
<td></td>
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<td></td>
<td>Reason for creation: Records identified during agency review.</td>
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<td></td>
<td>RETENTION: EVENT (Date of final FHWA decision) + 5 years and destroy</td>
<td></td>
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</tr>
<tr>
<td>00720000.</td>
<td>TRANSPORTATION ALTERNATIVES PROGRAM (TAP) APPROVED PROJECT</td>
<td>EVT+7 DEST N</td>
<td></td>
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<tr>
<td></td>
<td>The TAP program is managed by both the Local Transportation Programs &amp; Finance Section in the Division of Transportation Investment Management (OTIM), Bureau of Transit, Local Roads, Railroads and Harbors (BTLRRH) and Local Program Project Managers in the Division of Transportation Systems Development (DTSD) in five WisDOT regions.</td>
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<td></td>
<td>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.</td>
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<tr>
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<td>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:</td>
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<td></td>
<td>- Award letters</td>
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<td></td>
<td>- Sponsor Training Certifications</td>
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<td></td>
<td>- Advertisements for bid</td>
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<td></td>
<td>- Applicable plans</td>
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<td></td>
<td>- Project location maps</td>
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<td></td>
<td>- Requests for exception to standards</td>
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<td></td>
<td>- Bid award and rejection notices</td>
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<td></td>
<td>- Documentation confirming contractor payment</td>
<td></td>
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<td></td>
<td>- Project tracking logs</td>
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<td></td>
<td>Reason for creation: Program has no existing RDAs.</td>
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<td></td>
<td>RETENTION: EVENT (Date project is certified as complete) + 7 years and destroy</td>
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<tr>
<td>00721000.</td>
<td>TAP REJECTED PROJECT APPLICATIONS</td>
<td>EVT+4 DEST N</td>
<td></td>
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</tbody>
</table>

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<table>
<thead>
<tr>
<th>RDA #</th>
<th>RDA Title</th>
<th>Retention</th>
<th>Disposition</th>
<th>PII</th>
</tr>
</thead>
<tbody>
<tr>
<td>00722000</td>
<td>TAP CYCLE SOLICITATION AND GUIDANCE DOCUMENTS</td>
<td>EVT+19</td>
<td>DEST</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>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:</td>
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<tr>
<td></td>
<td>- Funding Level Calculations</td>
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<td></td>
<td>- Application Templates</td>
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<td></td>
<td>- Application Instructions</td>
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<td></td>
<td>- Cycle Guidance</td>
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<td>- Cycle Schedules</td>
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<td></td>
<td>- State Municipal Agreement (SMA) Templates</td>
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<td></td>
<td>- Review Scores</td>
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<td>- Review Committee Instruction</td>
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<td>- Public Announcements</td>
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<tr>
<td></td>
<td>- The Sponsor's Guide to Non-Traditional Transportation Project Implementation (Sponsor's Guide)</td>
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<tr>
<td></td>
<td>- Correspondence with Metropolitan Planning Organizations (MPO), Secretary's Office and Federal Highway Administration (FHWA) regarding project selection.</td>
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<td></td>
<td>Reason for creation: Program has no existing RDAs.</td>
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<td></td>
<td>RETENTION: EVENT (Date notification of denial is sent) + 4 years and destroy</td>
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<tr>
<td>00723000</td>
<td>PROGRAM TRACKING DOCUMENTS</td>
<td>EVT+2</td>
<td>DEST</td>
<td>N</td>
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<tr>
<td></td>
<td>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.</td>
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<td></td>
<td>Reason for creation: Program has no existing RDAs.</td>
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<tr>
<td></td>
<td>RETENTION: EVENT (Date when application process starts) + 19 years and destroy</td>
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<tr>
<td>00830000</td>
<td>AFFIDAVITS OF MAILING NOTICE OF SUSPENSION FOR NON-COMPLIANCE</td>
<td>EVT+0/6</td>
<td>DEST</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td>DMV notifies drivers when their operating privilege will be suspended due to a safety responsibility (SR) case.</td>
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<td></td>
<td>Records in this series are the daily reports of new SR cases. DMV processor confirms that DMV mailed a letter for each case, signs and dates the report which then becomes the affidavit of mailing.</td>
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<td>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.</td>
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<td></td>
<td>Reason for creation: These records were previously covered under 00664-A00 which has been closed.</td>
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<td></td>
<td>RETENTION: EVENT (Date DMV processor signs the affidavit of mailing report) + 180 days and destroy confidential</td>
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<tr>
<td>00831000</td>
<td>TRAFFIC SAFETY SCHOOL COURSE COMPLETIONS</td>
<td>EVT+5</td>
<td>DEST</td>
<td>Y</td>
</tr>
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<td></td>
<td>File contain records of driver participation in a traffic safety school course. Records of driver participation include, but are not limited to:</td>
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<tr>
<td></td>
<td>- Traffic safety school course completions</td>
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<tr>
<td></td>
<td>- Related correspondence</td>
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<td></td>
<td>DMV processor enters data of course participation from paper records into the driver record system, scans record into DMV image system, keeps paper records for 30 days for verification purposes and destroys confidential.</td>
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<td></td>
<td>Reason for creation: These records were previously covered under 00664-A00 which has been closed.</td>
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<td></td>
<td>RETENTION: EVENT (Date driver completes traffic safety course) + 5 years and destroy confidential</td>
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<tr>
<td>00832000</td>
<td>ADMINISTRATIVE SUSPENSION POLICE REPORTS, REQUIRED BY TRANS 11</td>
<td>EVT+0/2</td>
<td>DEST</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td>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).</td>
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<td></td>
<td>Records in this series include, but are not limited to:</td>
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<tr>
<td></td>
<td>- Notice of Intent to Suspend Operating Privilege (MV3519)</td>
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<tr>
<td>RDA #</td>
<td>RDA Title</td>
<td>Retention</td>
<td>Disposition</td>
<td>PII</td>
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</table>
|        | - 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  
|        | 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. 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: These records were previously covered under 00664-A00 which has been closed.  
|        | RETENTION: EVENT (Date of notice of intent to suspend) + 60 days and destroy confidential                                             |------------------------------------------------|-------------|-----|
| 00833000. | ADMINISTRATIVE SUSPENSION POLICE REPORTS, NOT REQUIRED BY TRANS 113  
|        | 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.  
|        | Reason for creation: These records were previously covered under 00664-A00 which has been closed.  
|        | RETENTION: EVENT (Date of receipt) and destroy confidential                                                                            |------------------------------------------------|-------------|-----|
| 00834000. | SELF-INSURANCE CERTIFICATION RECORDS  
|        | 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. 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: Program had no existing RDA in place.  
|        | RETENTION: EVENT (Effective date of certificate of self-issuance) + 5 years and destroy confidential                                       |------------------------------------------------|-------------|-----|
| 00835000. | SELF-INSURANCE CERTIFICATION FINANCIAL RECORDS  
|        | 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. 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: Program had no existing RDA in place.  
|        | RETENTION: EVENT (Effective date of certificate of self-issuance) and destroy confidential                                              |------------------------------------------------|-------------|-----|
| 00836000. | CITATIONS/COURT CONVICTIONS/WITHDRAWALS OF DRIVING PRIVILEGE  
|        | DMV receives most traffic and non-traffic citations, convictions, court orders of withdrawal of driving privilege, driver safety plans, assessments and status reports electronically. But DMV continues to receive some paper records.  
<p>|        | RETENTION: EVENT (Effective date of notice of intent to suspend) + 60 days and destroy confidential                                        |------------------------------------------------|-------------|-----|</p>
<table>
<thead>
<tr>
<th>RDA #</th>
<th>RDA Title</th>
<th>Retention</th>
<th>Disposition</th>
<th>PII</th>
</tr>
</thead>
<tbody>
<tr>
<td>00920000</td>
<td>MOTOR CARRIER AUTHORITY APPLICATIONS</td>
<td>EVT+6</td>
<td>DEST Y</td>
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</tr>
<tr>
<td></td>
<td>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</td>
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<tr>
<td>00921000</td>
<td>TEMPORARY CARRIER TRIP PERMITS</td>
<td>EVT+2</td>
<td>DEST Y</td>
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<td></td>
<td>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</td>
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<tr>
<td>00922000</td>
<td>INTERNATIONAL FUEL TAX AGREEMENT (IFTA) AUDIT FILES</td>
<td>EVT+5</td>
<td>DEST Y</td>
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<tr>
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<td>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</td>
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</table>
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

**INTERNATIONAL REGISTRATION PLAN (IRP) AUDIT FILE**

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

**UNIFIED CARRIER REGISTRATION (UCR) AUDIT FILE**

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

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**VEHICLE INFORMATION BULK FILES**

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.
- VAN = Vehicle - Address - Name
  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.
- 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

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**TITLE VI AND NONDISCRIMINATION COMPLAINT CASE FILES**

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

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**ADA COMPLIANT CASE FILES**

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
<table>
<thead>
<tr>
<th>RDA #</th>
<th>RDA Title</th>
<th>Retention</th>
<th>Disposition</th>
<th>PII</th>
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<tr>
<td>00963000.</td>
<td>WISDOT ANNUAL TITLE VI / NONDISCRIMINATION IMPLEMENTATION PLAN / EVT+5 DEST N</td>
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<td>WISDOT TITLE VI / NONDISCRIMINATION ANNUAL WORK PLAN UPDATES / EVT+5 DEST N</td>
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<td>00965000.</td>
<td>COMBINED TITLE VI I NONDISCRIMINATION IMPLEMENTATION PLANS AND / EVT+15 DEST N</td>
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<td>00966000.</td>
<td>FEDERAL-AID SUB-RECIPIENT COMPLIANCE RECORDS / EVT+5 DEST N</td>
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</tr>
</tbody>
</table>

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

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 plan approval) + 5 years and destroy

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

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

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 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 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 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 F 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 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 COMMERCIALY 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.
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
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<td>01002000.</td>
<td>CONVICTIONS RETAINED FIVE (5) YEARS</td>
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<tr>
<td>01003000.</td>
<td>CONVICTIONS RETAINED THREE (3) YEARS</td>
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<td>DEST Y</td>
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<tr>
<td>01004000.</td>
<td>WITHDRAWAL OR DENIAL OF DRIVING PRIVILEGE - RETAINED FOR LIFE</td>
<td>EVT+10</td>
<td>DEST Y</td>
</tr>
</tbody>
</table>

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.

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

<table>
<thead>
<tr>
<th>Event</th>
<th>Disposition</th>
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<tbody>
<tr>
<td>EVT+5</td>
<td>DEST Y</td>
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</table>

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

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<tr>
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<td>DEST Y</td>
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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

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<tr>
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<td>DEST Y</td>
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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

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<td>DEST Y</td>
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</table>

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

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<tr>
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<td>DEST Y</td>
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</table>

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

<table>
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<th>Disposition</th>
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<tbody>
<tr>
<td>EVT+10</td>
<td>DEST Y</td>
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</tbody>
</table>
Wisconsin courts can order the withdrawal of driving privileges. Wis. Stat. ch. 343 Subchapter III 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
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

<table>
<thead>
<tr>
<th>RDA #</th>
<th>RDA Title</th>
<th>Retention</th>
<th>Disposition</th>
<th>PII</th>
</tr>
</thead>
<tbody>
<tr>
<td>01013000.</td>
<td>VOLUNTARY TEMPORARY SURRENDER CASE FILE</td>
<td>EVT+10</td>
<td>DEST</td>
<td>Y</td>
</tr>
</tbody>
</table>
|           | 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
### FINANCIAL RESPONSIBILITY - CERTIFICATE/CANCELLATION OF INSURANCE (SR22/SR26)

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

### MUNICIPAL AIRPORT FILE

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

### LOCAL AIRPORT IMPROVEMENT PETITION FILES

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
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

COMPREHENSIVE AIRPORT IMPROVEMENT MASTER PLAN

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

AIRPORT PROJECT FILE

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

AIRPORT CONSTRUCTION PLANS (AS-BUILTS)

File contains "As-Built" airport construction plans of airport improvement projects where construction has been completed.

Retention Justification: As-Builiets 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.

RETENTION: EVENT (Date the new plan is superseded) + 40 years and destroy confidential
<table>
<thead>
<tr>
<th>RDA #</th>
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<tbody>
<tr>
<td>00175000.</td>
<td>AIRPORT FEDERAL SURPLUS PROPERTY FILES</td>
<td>EVT+0/2</td>
<td>DEST</td>
<td>N</td>
</tr>
<tr>
<td>00176000.</td>
<td>AIRSPACE OBSTRUCTION &amp; PERMIT FILES</td>
<td>EVT+3</td>
<td>DEST</td>
<td>N</td>
</tr>
<tr>
<td>00178000.</td>
<td>AIRCRAFT REGISTRATION FILES</td>
<td>EVT+10</td>
<td>DEST</td>
<td>Y</td>
</tr>
<tr>
<td>00179000.</td>
<td>AVIATION EDUCATION FILE</td>
<td>EVT+4</td>
<td>DEST</td>
<td>N</td>
</tr>
</tbody>
</table>

control purposes and then destroyed.

Supersedes RDA 00174-AOO - Airport Construction Plans - microfilm.

RETENTION: Permanent

00175000. AIRPORT FEDERAL SURPLUS PROPERTY FILES

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

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

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

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.
<table>
<thead>
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</tr>
</thead>
<tbody>
<tr>
<td>00750000</td>
<td>SIX-YEAR AIRPORT CAPITAL IMPROVEMENT PROGRAM (CIP) PLAN FILES</td>
<td>EVT+6</td>
<td>DEST</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>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.</td>
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</tr>
<tr>
<td>00751000</td>
<td>PERMANENT AIRPORT LAND RECORDS</td>
<td>P</td>
<td>PERM</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>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.</td>
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</table>

**Reason for creation:** No existing RDA for these records.

**Reason for creation:** Previously covered under an RDA with a shorter retention. Records must be kept permanently.

**Reason for creation:** Permanent
**Dept #: /001/  Department Name: DTSD MADISON**

<table>
<thead>
<tr>
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<th>Disposition</th>
<th>PII</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rda00185F00</td>
<td>Filed By: Highway Segment Within County Within Year Filmed. Information By Engineering Staff Because Of At Scale Presentation. Closed Means Construction Completion. Retain 100 Years Or Until Plan No Longer Has Engineering Reference Value To Dot, (E.G.; Relocated, Rebuilt, Destroyed) Whichever Comes First. Upon End Of Retention, Plans May Be Destroyed Or Transferred To Applicable Municipal Agency If Highway Converted To Local Road, Etc. For Microfilm (1970 On) Refer Rda00186-0. (Microfilm Not At Scale).</td>
<td>EVT+2</td>
<td>DEST</td>
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</tr>
</tbody>
</table>

**Dept #: /011/  Department Name: DBM- FLEET MANAGEMENT**

<table>
<thead>
<tr>
<th>RDA #</th>
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<th>PII</th>
</tr>
</thead>
<tbody>
<tr>
<td>00111000.</td>
<td>STATE PUMP GAS TICKETS</td>
<td>EVT+2</td>
<td>DEST</td>
<td></td>
</tr>
<tr>
<td>File contains copies of gas tickets from dot owned facilities on fuel dispensed to a DOT owned vehicle. Ticket gives vehicle number, pump number and location, date and gallons dispensed and signature of person receiving. File used by Fleet Operations to verify amount &amp; use of fuel dispensed to DOT and as an audit trail and supplemental information to Vehicle Report. This is DOT Official file on fuel dispensed from dot owned pumps to DOT owned vehicles. Closed means end of calendar year in which gasoline dispensed. File in order by date fuel dispensed within pump location. RETENTION: EVENT (Closed/terminated/death) + 2 years and destroy</td>
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</table>

| 00112000. | OIL COMPANY CREDIT CARD TICKETS                                 | EVT+2     | DEST       |
| File contains copies of credit card charge slips sent to DOT from oil companies with monthly invoices. File contains only those tickets where other detail listings have been sent to BAA with invoice. If no detail, then ticket is sent to BAA with invoice. Tickets identify account number, vehicle number receiving fuel, oil or service, dollar amount and driver signature. Information is use by DOT Fleet operations to cross check oil company invoices for accuracy prior to payment authorization. Information has operational and fiscal value. Closed means end of calendar year in which invoices are dated. Reference RDA 00086-0 for DOT official invoice file. File in order by Year within Vendor name. Beginning with CY 1991 these will become a part of RDA00086-0. RETENTION: EVENT (Closed/terminated/death) + 2 years and destroy |

| 00114000. | VEHICLE USE AGREEMENTS                                          | EVT+2     | DEST       |
| File contains agreements signed by employees and other people who use DOT vehicles. Information includes person's name, driver's license number, signature and information regarding the rules for using DOT vehicles. This information is used part of the Fleet Management System and Risk Management System. Information mandated by DOA per Vehicle use Handbook. Information is used to ensure that users of DOT vehicles have been adequately briefed on rules and liabilities; that they have a valid driver license, information about special restrictions, etc. Information may be used when individual is involved in an accident involving a DOT vehicle. Closed means agreement terminated or superseded. File in order by Drivers last name. |
### DBM- FLEET MANAGEMENT

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>00115000.</td>
<td><strong>FLEET ASSIGNMENT AND EQUIPMENT RECEIPT FILE</strong></td>
<td>EVT+2</td>
<td>DEST</td>
<td></td>
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<tr>
<td></td>
<td>File contains Fleet Assignment and Equipment Receipt identifying vehicle or equipment description information and vehicle license number. File identifies where or to whom vehicle/equipment was assigned, including signature of receiving party. File includes a description of special equipment if installed. File also contains a copy of the Vehicle Odometer Statement at time of vehicle sale by DOT. Information is used in the Management and operation of the DOT Fleet. File is referenced more frequently than the Vehicle Record File. Reference RDA 00110-0 for DOT official vehicle record file. This is the DOT Official vehicle/equipment assignment file. File in order by Vehicle Number. Closed means end of calendar year in which vehicle sold. RETENTION: EVENT (Closed/terminated/death) + 2 years and destroy</td>
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</tr>
<tr>
<td>00116000.</td>
<td><strong>FLEET MANAGEMENT SYSTEM</strong></td>
<td>EVT+3</td>
<td>DEST</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Host online Fleet Management System contains DOT Fleet asset and cost information including tables of control, classification (category and rate), unit-oriented description, monthly specific and posted use detail and other applicable information. System is also tied to dot organization and financial operating systems. Information originates from vehicle/equipment purchase, use maintenance, repair, transaction transmittals, invoices, Monthly vehicle reports, postings, etc. System is used as an online resource to identify Fleet assets and related equipment, use/maintenance costs, miles/hours to develop use rates, invoice dispose/replace, audit and other fleet management requirements/needs. This is an operational working file. Refer to RDA110-0 for official record during retention period. Closed means end of calendar year in which vehicle is sold from DOT. RETENTION: EVENT (Closed/terminated/death) + 3 years and destroy</td>
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### OFFICE OF PUBLIC AFFAIRS

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<tr>
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</thead>
<tbody>
<tr>
<td>00820000.</td>
<td><strong>EVENT BRIEFS</strong></td>
<td>EVT+1</td>
<td>SHSW</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>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</td>
<td></td>
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</tr>
<tr>
<td>00821000.</td>
<td><strong>PHOTOGRAPH, VIDEO, AUDIO AND/OR INTERVIEW RELEASE AUTHORIZATI</strong></td>
<td>EVT+3</td>
<td>DEST</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td>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.</td>
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### Office of Public Affairs

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<th>Disposition</th>
<th>PII</th>
</tr>
</thead>
<tbody>
<tr>
<td>00822000.</td>
<td>AUDIO VISUAL MATERIALS</td>
<td>EVT+3</td>
<td>DEST</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>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.</td>
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<td></td>
<td>Reason for creation: No existing RDA.</td>
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<td></td>
<td>RETENTION: EVENT (Date information/record associated to the authorization is no longer used) + 3 years and destroy confidential</td>
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</tbody>
</table>

### General Counsel

<table>
<thead>
<tr>
<th>RDA #</th>
<th>RDA Title</th>
<th>Retention</th>
<th>Disposition</th>
<th>PII</th>
</tr>
</thead>
<tbody>
<tr>
<td>00480000.</td>
<td>ATTORNEY OPINIONS</td>
<td>EVT+20</td>
<td>SHSW</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td>Files are typically created as a result of requests from Department of Transportation staff; other agencies; legislators; attorneys; or the general 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. Files may include but are not limited to:</td>
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<tr>
<td></td>
<td>* Background materials</td>
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<tr>
<td></td>
<td>* Clarification of the law</td>
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<tr>
<td></td>
<td>* Interpretation of cases, statutes, regulations and other administrative materials relating to transportation including highways, ports and airports.</td>
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<tr>
<td></td>
<td>Some files may include PII that is protected by the Driver Protection Privacy Act 18 U.S.C. § 2721 et. seq.</td>
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<td></td>
<td>RETENTION: EVENT (Date file is closed) + 20 years and transfer to WHS</td>
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<tr>
<td>00490000.</td>
<td>SIGN AND ACCESS/DRIVEWAY HEARINGS FILES</td>
<td>EVT+10</td>
<td>DEST</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td>Files are typically created after action by WisDOT to remove a nonconforming sign or prohibit the construction of signs that violate statues, including, Wis. Stat. Ch. 84, 86 and 346; or regulations, including, Wis. Admin. Code, Ch. Trans. 200 and 201. Some files may include information about sign acquisition under Wis. Stat § 84.30. Files may include but are not limited to:</td>
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<td></td>
<td>* Background material; notices; appraisals and determination of values; and jurisdictional offers</td>
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<td></td>
<td>* Correspondence and other documentation of negotiations</td>
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<td></td>
<td>* Final decisions and findings/conclusions by administrative judges</td>
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<td></td>
<td>* Outdoor advertising information</td>
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<td></td>
<td>* Driveway case materials for contested hearings under Wis. Stat. Ch. 86 and Wis. Admin. Code Ch. Trans. 231.</td>
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<td></td>
<td>Retention of 10 years is necessary because sign and access/driveway cases affect interests in real property (real estate).</td>
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<td></td>
<td>Examples include sign (billboard) removal; driveway revocation; permit revocation; and roadway removal. These are transportation hearings that are unique to WisDOT and employ a specific hearing procedure. These files are of significant concern because of the frequency and expense of litigation and administrative action including appeals. A 10-year retention period is necessary because of the long-term importance of the real estate affected and to provide source material for future cases involving litigation or administrative action against the same parcel and/or parcel owner.</td>
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<td></td>
<td>RETENTION: EVENT (Date case is closed) + 10 years and destroy confidential</td>
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<tr>
<td>00520000.</td>
<td>RAILROAD CASES AND REGULATORY INTERVENTION</td>
<td>EVT+10</td>
<td>DEST</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td>Files are typically 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 program. 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 covered here may include but are not limited to:</td>
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<tr>
<td></td>
<td>* Background materials, correspondence, notices, findings, and decisions regarding regulatory intervention affecting interstate or intrastate railroads.</td>
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<td></td>
<td>* Information regarding eminent domain pursuant to Wis. Stat. Ch. 32 (Wis. Stat. § 32.05) and property management of railroad corridor property owned by the state of Wisconsin as required by Wis. Stat. § 85.09.</td>
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<tr>
<td>RDA #</td>
<td>RDA Title</td>
<td>Retention</td>
<td>Disposition</td>
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<tr>
<td>00053000.</td>
<td>LEGISLATION CASE FILES</td>
<td>EVT+5</td>
<td>SHSW</td>
<td>Y</td>
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<tr>
<td></td>
<td>Files contain background materials and letters relating to proposed and enacted legislation affecting the department both at the state and federal level. Files may include but are not limited to:</td>
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<td></td>
<td>* Bill drafts and analyses</td>
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<td></td>
<td>* Internal and external correspondence</td>
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<td></td>
<td>* Fiscal estimates</td>
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<td></td>
<td>* Amendments</td>
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<td></td>
<td>* Attorney notes and memoranda</td>
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<td></td>
<td>* Policy and position recommendations</td>
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<tr>
<td></td>
<td>* Agency position on bills and amendments</td>
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</tbody>
</table>

Note: For the purposes of the retention event - a legislative session begins on January 1 of an odd numbered year and runs for two years, so that December 31 of the even numbered year represents the effective end of the two-year legislative session.

RETENTION: EVENT (Date that legislative session ends or December 31 of the even-numbered year ending the legislative biennial session period during which the record was created) + 5 years and transfer to WHS

| 00055000. | SERVICE OF PROCESS ON NONRESIDENTS                          | 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. |
|          | Files may contain but not limited to:                       |            |             |     |
|          | * Correspondence                                             |            |             |     |
|          | * Copies of certificates                                     |            |             |     |
|          | * Summons and Complaints involving persons residing out-of-state who were involved in traffic accidents in Wisconsin as described in Wis. Stat. § 345.09. |

RETENTION: EVENT (Date documents were mailed by registered mail under Wis. Stat. § 345.09)

| 00447000. | ADMINISTRATIVE LAW HEARINGS                                 | EVT+7      | DEST        | Y   |
|          | Quasi-judicial proceedings in a wide variety of matters involving the interpretation of law and/or program regulations, either performed by state agency administrative law judges or hearing examiners or undertaken by a hearing examiner from the Division of Hearings and Appeals in the Department of Administration per Wis. Stat. § 227.43 on behalf of the state agency or performed by the Boards attached to the agency. |
|          | Files 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 Ch. Trans. 137, 138, 139, 140 |
|          | * Personnel Hearings and matters relating to: hiring unemployment compensation, employee discipline, employee termination, employment discrimination and reclassification |

Supersedes RDAs 00050-000 and 00051-000

Note: This RDA will be superseded by the applicable Legal Affairs GRS RDA when approved.

RETENTION: EVENT (Date of the final decision of the Administrative Law Judge or if case is appealed to Circuit Court the date the case is decided at the applicable court or the date of the final decision of the board attached to the state agency) + 7 years and destroy confidential

| 00448000. | ADMINISTRATIVE LAW HEARINGS - PRECEDENT SETTING OR HISTORICALLY SIGNIFICANT | EVT+20     | SHSW        | Y   |
|          | This is a subset of the Administrative Law Hearings record series in which the agency Legal Counsel, other management staff in the agency Legal Counsel, other management staff in the agency, DOA Hearings and Appeals or Archives determines that the case was historically significant or precedent setting. |
|          | Files 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 Ch. Trans. 137, 138, 139, 140 |
|          | - Personnel Hearings and matters relating to: hiring, unemployment compensation, employee discipline, employee termination, employment discrimination and reclassification |

Supersedes RDAs 00050-000 and 00051-000

Note: This RDA will be superseded by the applicable Legal Affairs GRS RDA when approved.
<table>
<thead>
<tr>
<th>Dept #:</th>
<th>Department Name:</th>
<th>RDA #</th>
<th>RDA Title</th>
<th>Retention</th>
<th>Disposition</th>
<th>PII</th>
</tr>
</thead>
<tbody>
<tr>
<td>/015/</td>
<td>GENERAL COUNSEL</td>
<td></td>
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</tbody>
</table>

**Retention**

RETENTION: EVENT (Date of the final decision of the Administrative Law Judge or if case is appealed to Circuit Court, the date the case is decided at by the applicable court, or the date of the final decision of the board attached to the state agency) + 20 years and transfer to WHS

<table>
<thead>
<tr>
<th>RDA #</th>
<th>RDA Title</th>
<th>Retention</th>
<th>Disposition</th>
<th>PII</th>
</tr>
</thead>
<tbody>
<tr>
<td>00449000.</td>
<td>WITHDRAWN ADMINISTRATIVE RULES FILES</td>
<td>EVT+10</td>
<td>DEST</td>
<td>N</td>
</tr>
</tbody>
</table>

This series contains proposed rule draft files that have been withdrawn by WisDOT under Wis. Stat. § 227.14(6) prior to filing under Wis. Stat. § 227.20.

Files may contain documents as required by 2011 E.E. 50 and Wis. Stat. Ch. 227 including:
- Background materials
- Emails, letters and correspondence
- Notices
- Rule drafts
- Code interpretations and statements of policy

RETENTION: EVENT (Date of agency withdrawal of rule under Wis. Stat. 227.14(6) + 10 years and destroy

<table>
<thead>
<tr>
<th>Dept #:</th>
<th>Department Name:</th>
<th>RDA #</th>
<th>RDA Title</th>
<th>Retention</th>
<th>Disposition</th>
<th>PII</th>
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</thead>
<tbody>
<tr>
<td>/020/</td>
<td>DTSD - CENTRAL FILES</td>
<td>00015000.</td>
<td>CONTRACTS-BRIDGE MAINTENANCE (M-FILES)</td>
<td>EVT+10</td>
<td>DEST</td>
<td>N</td>
</tr>
</tbody>
</table>

File contains highway contracts with counties and private contractors for bridge maintenance work which includes proposals for highway work, contractor's bond, power of attorney, special provisions, state aid and federal provisions, schedule of minimum wages, schedule of prices and other material pertinent to execution of the contract.

RETENTION: EVENT (Superseded or amended) + 10 years and destroy

<table>
<thead>
<tr>
<th>Dept #:</th>
<th>Department Name:</th>
<th>RDA #</th>
<th>RDA Title</th>
<th>Retention</th>
<th>Disposition</th>
<th>PII</th>
</tr>
</thead>
<tbody>
<tr>
<td>/030/</td>
<td>DBM - PAYROLL</td>
<td>00090000.</td>
<td>HIGHWAY MAINTENANCE REPORTS</td>
<td>CR+5</td>
<td>DEST</td>
<td></td>
</tr>
</tbody>
</table>

File contains correspondence, pay sheets and paid estimates concerning contracts with private contractors and various county highway departments for expenditures for highway maintenance and construction projects. File is maintained for reference purposes.

Arrangement by County Number.

RETENTION: EVENT (Creation) + 5 years and destroy

<table>
<thead>
<tr>
<th>Dept #:</th>
<th>Department Name:</th>
<th>RDA #</th>
<th>RDA Title</th>
<th>Retention</th>
<th>Disposition</th>
<th>PII</th>
</tr>
</thead>
<tbody>
<tr>
<td>/031/</td>
<td>DBM - FISCAL SERVICES</td>
<td>00021000.</td>
<td>HIGHWAY PROJECTS FINAL COST STATEMENT FILE</td>
<td>P</td>
<td>PERM</td>
<td>N</td>
</tr>
</tbody>
</table>

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-A00 and 00021-B00 - Highway Projects Final Cost Statements File (microfilm and electronic).

RETENTION: Permanent

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**Dept #: /034/  Department Name: DTSD - ADMINISTRATIVE SERVICES**

**RDA Title**

<table>
<thead>
<tr>
<th>RDA #</th>
<th>Retention</th>
<th>Disposition</th>
<th>PII</th>
</tr>
</thead>
<tbody>
<tr>
<td>00178000.</td>
<td>EVT+5</td>
<td>DEST</td>
<td>Y</td>
</tr>
</tbody>
</table>

**AIRCRAFT REGISTRATION FILE**

Files Contain Aircraft Registration Fee Exemption Application (Registration), Renewal, File Update-Aircraft Registration, Return Notices, Correspondence With Aircraft Owners And Dealers, Aircraft Dealer Applications, Copy Of Aircraft Certificates Or Registration And Other Related Information. Owners Are Required To Register Annually By November 1 And Information Is Retained As Long As The Aircraft Is Registered.

Closed Means Aircraft Is Sold Out-Of-State Or Destroyed.

Retention Pursuant To: 114.31 Wis.Stats.; 114.20 Wis Stats.

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**Dept #: /036/  Department Name: DTIM - TRANSIT**

**RDA Title**

<table>
<thead>
<tr>
<th>RDA #</th>
<th>Retention</th>
<th>Disposition</th>
<th>PII</th>
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</thead>
<tbody>
<tr>
<td>00391000.</td>
<td>EVT+3</td>
<td>DEST</td>
<td>N</td>
</tr>
</tbody>
</table>

**TRANSIT AIDS PROGRAMS CONTRACTS FILE**

Files Contain Copies Of Contracts With Municipalities, Supporting Reports And Other Information Concerning Federal Transit And Local Transportation Aids Programs. Files May Also Include Contract Correspondence, Copies Of Invoice And Payment Information To Municipalities/Private Organizations.

Contracts Are Between The Federal Transit Administration (Fta), Wisdot And Municipalities/Third Party Systems And Providers.

Contract Types Include But Are Not Limited To Fta Section 3,8,9,10,16,18, Elderly & Handicapped And Mass Transit Operating Transportation Assistance And Ride Share Programs Administered By Wisdot.

<table>
<thead>
<tr>
<th>RDA #</th>
<th>RDA Title</th>
<th>Retention</th>
<th>Disposition</th>
<th>PII</th>
</tr>
</thead>
<tbody>
<tr>
<td>00598000.</td>
<td>FEDERAL TRANSIT ASSISTANCE REIMBURSEMENT PROGRAM FILES</td>
<td>EVT+3</td>
<td>DEST</td>
<td>N</td>
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<tr>
<td></td>
<td>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.</td>
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<td>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, facilities), mobility management, transit development plans, consultant services and training.</td>
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<td></td>
<td>Records in this series may include, but are not limited to:</td>
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<td></td>
<td>- Application submittals (project descriptions, budget info, etc.)</td>
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<td></td>
<td>- Sub-recipient agreement documentation</td>
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<td></td>
<td>- Invoice and payment information</td>
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<tr>
<td></td>
<td>- Vehicle purchase ordering documentation</td>
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<td></td>
<td>- Operational reports (ridership, demographics, mileage, etc.)</td>
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<td>- Procurement and contract administration documentation</td>
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<td>- Oversight, audit and investigation documentation</td>
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<td>- Progress report documentation</td>
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<td>- Training and scholarship information</td>
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<td></td>
<td>- Correspondence</td>
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<td></td>
<td>Retention per FTA Circular 5010.1E.</td>
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<td></td>
<td>This RDA supersedes RDA #00600-000: Sec. 5307, 5309, 5313/5314 Program File and RDA #00603-000: RTAP Program Files</td>
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<td></td>
<td>RETENTION: EVENT (Date the final expenditure report is submitted to Federal Transit Administration (FTA)) + 3 years and destroy</td>
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<tr>
<td>00628000.</td>
<td>WISCONSIN TRANSPORTATION ASSISTANCE PROGRAM (WETAP) FILES</td>
<td>EVT+4</td>
<td>DEST</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>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.</td>
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<td>Records in this series may include, but are not limited to:</td>
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<tr>
<td></td>
<td>- Application submittals (project descriptions, budget info, etc.)</td>
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<td></td>
<td>- Memoranda of Understanding between WisDOT and DWD</td>
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<td></td>
<td>- Sub-recipient agreement documentation</td>
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<td>- Invoice and payment information</td>
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<td>- Vehicle purchase ordering documentation</td>
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<td>- Operational reports (ridership, employment outcomes, mileage, etc.)</td>
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<td></td>
<td>- Related correspondence</td>
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<td></td>
<td>RETENTION: EVENT (Date the final expenditure report is submitted to the FTA) + 4 years and destroy</td>
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<tr>
<td>00800000.</td>
<td>PROGRAMS OVERSIGHT AND COMPLIANCE FILES</td>
<td>EVT+5</td>
<td>DEST</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>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.</td>
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<tr>
<td></td>
<td>Review results and compliance follow up may affect future participation in transit programs for transit funding recipients and for WisDOT receiving federal funding.</td>
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<td></td>
<td>Records in these series may include, but are not limited to:</td>
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<tr>
<td></td>
<td>- Disadvantaged Business Enterprise semiannual reports</td>
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<tr>
<td></td>
<td>- Compliance Site Review assessment and corrective action files</td>
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<td></td>
<td>- Programs Asset Management files (e.g. vehicles, facilities and equipment)</td>
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<td></td>
<td>- Funding recipients' entities drug and alcohol testing summary information</td>
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<td></td>
<td>- Procurement and contract administration records (e.g. cost estimates, solicitations, evaluation scores, award letters, etc.)</td>
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<tr>
<td></td>
<td>- Charter service requests</td>
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### DTIM - TRANSIT

<table>
<thead>
<tr>
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<th>RDA Title</th>
<th>Retention</th>
<th>Disposition</th>
<th>PII</th>
</tr>
</thead>
</table>
|       | - 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 |  |  |  |

### DTIM - RR & HARBORS

<table>
<thead>
<tr>
<th>RDA #</th>
<th>RDA Title</th>
<th>Retention</th>
<th>Disposition</th>
<th>PII</th>
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<tbody>
<tr>
<td>00012000.</td>
<td>RAILROAD HIGHWAY CONTRACTS - AGREEMENTS &amp; STIPULATIONS</td>
<td>EVT+3</td>
<td>DEST</td>
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<tr>
<td>00036000.</td>
<td>PASSENGER RAIL SERVICE FILES</td>
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<tr>
<td>000361000.</td>
<td>RAILROAD PROPERTY MANAGEMENT FILES</td>
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<tr>
<td>000362000.</td>
<td>FREIGHT RAILROAD PRESERVATION PROGRAM (FRPP)</td>
<td>EVT+6</td>
<td>DEST</td>
<td>Y</td>
</tr>
</tbody>
</table>

**Railroad Highway Contracts - Agreements & Stipulations**

Records in this series are contracts executed between WisDOT and railroad companies, identifying specific construction and maintenance responsibilities. Includes:
- Railroad Stipulation: Agreement to identify clearances, size and design of a grade separation overpass and underpass structures.
- Defines access to railroad property to construct slopes and drainage for maintenance and structure preservation duties. Signatories include railroad, WisDOT and maintaining authority if different from either.
- Encroachment Agreement: Usually used when a highway parallels a track and a project requires a contractor to work on railroad lands to meld the properties, construct ditches or install drainage appurtenances. Such agreements are often used in advance of an easement purchase from the railroad. Signatories include the railroad, WisDOT and any other agency or governmental until responsible for maintaining highway appurtenances installed on railroad property.

All agreement contracts are maintained in the Railroads and Harbors Section and referenced to assure 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.

RETENTION: EVENT (Railroad line is abandoned/or elimination of the structure or property transfer to another entity) + 3 years and destroy confidential

**Passenger Rail Service Files**

WisDOT administers 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 include but not limited to plans and PS&E for passenger rails facilities, train AMTRAK sole source contracts for rail passenger service corridors, other contracts and agreements, promotional materials for passenger rail service for Wisconsin, ridership information data from AMTRAK, consultant's contracts. It also includes background materials related to passenger rail, e.g., ridership and route planning studies, marketing studies, service monitoring records, grant applications, design and construction files, equipment procurement, and other related records.

RETENTION: EVENT (Superseded or project termination or closure) + 6 years and transfer to WHS

**Railroad Property Management Files**

Property management files provide inventory and background information related to each rail corridor property owned by the state, as required under Wis. Stat. Wis. Stat. § 85.08 Freight Railroad Assistance and Wis. Stat. Wis. Stat. § 85.09 Acquisition of Abandoned Rail Property.

WisDOT official railroad property management file is located in the Railroads and Harbors Section where information is maintained related to each property to monitor and manage it over time. Records typically identify the land description; document railroad property values and the acquisition process; provide background related to rail service alternatives; and may include copies of deeds, leases and agreements. Records are needed for ongoing property maintenance; current and future construction project purposes; and property asset management. Information in this file has ongoing value until the Department sells or transfers ownership of the property to another entity.

RETENTION: EVENT (Date property is sold or transferred to another entity) + 1 year and destroy

**Freight Railroad Preservation Program (FRPP)**

WisDOT freight railroad assistance 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.
## DTIM - RR & HARBORS

<table>
<thead>
<tr>
<th>RDA #</th>
<th>RDA Title</th>
<th>Retention</th>
<th>Disposition</th>
<th>PII</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Records includes but are not limited to:</td>
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<td></td>
<td>* Field and marketing investigations,</td>
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<td></td>
<td>* Financial &amp; technical assistance analysis reports</td>
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<tr>
<td></td>
<td>* Federal &amp; state aide allocations</td>
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<tr>
<td></td>
<td>* Photos, track and property conditions</td>
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<tr>
<td></td>
<td>* Construction or improvement progress</td>
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</tbody>
</table>

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.

RETENTION: EVENT (Date contract is terminated or property is sold or transferred to another entity) + 6 years and destroy confidential

### HARBOR ASSISTANCE PROGRAM (HAP) PROJECT FILES

<table>
<thead>
<tr>
<th>RDA Title</th>
<th>Retention</th>
<th>Disposition</th>
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</tr>
</thead>
<tbody>
<tr>
<td>HARBOR ASSISTANCE PROGRAM (HAP) PROJECT FILES</td>
<td>EVT+25</td>
<td>DEST</td>
<td>N</td>
</tr>
</tbody>
</table>

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

## DTIM - LOCAL ROADS & FINANCE

<table>
<thead>
<tr>
<th>RDA #</th>
<th>RDA Title</th>
<th>Retention</th>
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<tr>
<td>00456000</td>
<td>CONGESTION MITIGATION &amp; AIR QUALITY IMPROVEMENT PROGRAM (CMAQ)</td>
<td>EVT+3</td>
<td>DEST</td>
<td>N</td>
</tr>
</tbody>
</table>

Files include:

- Program development files
- Application files (other state agencies, local municipalities, companies, groups of employers)
- Federal requirements documentation
- Non-approved project files
- Program Management files

The primary focus of the CMAQ program is to provide funding to support innovative multimodal transportation projects that effectively reduce emissions from the transportation sector in Wisconsin’s 11 county ozone non-attainment area.

This is a federal initiative with Federal CMAQ guidelines published under USC sec 149 of Title 23, Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) Sec 1008CMAQ.

Closed means project financial closing.

RETENTION: EVENT (Closed/terminated/death) + 3 years and destroy

### CMAQ PROGRAM REJECTED PROJECT APPLICATIONS

<table>
<thead>
<tr>
<th>RDA Title</th>
<th>Retention</th>
<th>Disposition</th>
<th>PII</th>
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</thead>
<tbody>
<tr>
<td>CMAQ PROGRAM REJECTED PROJECT APPLICATIONS</td>
<td>EVT+4</td>
<td>DEST</td>
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</table>

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

### CMAQ CYCLE SOLICITATION AND GUIDANCE DOCUMENTS

<table>
<thead>
<tr>
<th>RDA Title</th>
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<th>Disposition</th>
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<tbody>
<tr>
<td>CMAQ CYCLE SOLICITATION AND GUIDANCE DOCUMENTS</td>
<td>EVT+19</td>
<td>DEST</td>
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</tbody>
</table>
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

<table>
<thead>
<tr>
<th>RDA #</th>
<th>RDA Title</th>
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<th>Disposition</th>
<th>PII</th>
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<tr>
<td>00727000</td>
<td>PROGRAM TRACKING DOCUMENTS</td>
<td>EVT+2</td>
<td>DEST</td>
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<tr>
<td></td>
<td>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.</td>
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<td></td>
<td>Reason for creation: New RDA needed to cover these documents with shorter retention.</td>
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<td></td>
<td>RETENTION: EVENT (Date program cycle is completed) + 2 years and destroy</td>
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<td>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.</td>
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<td></td>
<td>Reason for creation: New RDA needed. These records are needed for a shorter retention.</td>
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<tr>
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<td>RETENTION: EVENT (Date notification of denial is sent) + 4 years and destroy</td>
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<td>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:</td>
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<tr>
<td></td>
<td>- Funding Level Calculations</td>
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<tr>
<td></td>
<td>- Application Templates</td>
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<tr>
<td></td>
<td>- Application Instructions</td>
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<td>- Cycle Guidance</td>
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<td>- Cycle Schedules</td>
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<td>- State Municipal Agreement (SMA) Templates</td>
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<td></td>
<td>- Review Scores</td>
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<tr>
<td></td>
<td>- Review Committee Instruction</td>
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<tr>
<td></td>
<td>- Public Announcements</td>
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<tr>
<td></td>
<td>- Related correspondence</td>
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<td>Reason for creation: previously covered under RDA 00604-000, but documents are needed for a longer retention.</td>
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</tbody>
</table>
RETENTION: EVENT (Date when application process starts) + 19 years and destroy

**00732000.** 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.

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

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 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
### Dept #: /038/  Department Name:  DTIM - LOCAL ROADS & FINANCE

<table>
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<tr>
<th>RDA #</th>
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<th>Retention</th>
<th>Disposition</th>
<th>PII</th>
</tr>
</thead>
</table>
|       | - 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  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

### Dept #: /040/  Department Name:  DTIM - PLANNING

<table>
<thead>
<tr>
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<th>Retention</th>
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</tr>
</thead>
<tbody>
<tr>
<td>00056000.  ADMINISTRATOR'S FILES  EVT+4  DEST  N</td>
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</table>

File contains general correspondence related to the administration of the Division of Transportation Investment Management; AASHTO (American Association of State Highway & Transportation Officials) and TRB (Transportation Research board) materials; and blue folder (Secretary’s signature) and red folder (Governor’s signature) correspondence (originals are maintained by the DOT Secretary’s Office).

The purpose of the file is to maintain and document the ongoing administrative processes of the Division and the Department.

The retention periods for these records are calculated from the end of the fiscal year.

Closed means superseded or not active/reopened.

RETENTION: EVENT (Closed) + 4 years and destroy

00059000.  ADMINISTRATIVE SERVICES FILE  EVT+4  DEST  N

File contains copies of correspondence relating to the administrative functions of the division; printing requests, purchase orders, purchase requisitions (DBM has originals); notice of receipts; employee training records; forms management materials; publication management materials; records management materials; space and facilities management materials and service contract files and grant files.

The purpose of the file series is to maintain records of administrative support functions provided for the division.

The retention periods for these records are calculated from the end of the fiscal year. Final clearance need not be obtained from the FHWA to destroy these records if the disposal is according to this RDA.

RETENTION: EVENT (Closed/final payment of the project) + 4 years and destroy

00390000.  JOB-RIDE PROGRAM FILE  CR+5  DEST  N

File contains program correspondence and other information regarding the JOB-RIDE Program in Wisconsin. The file may also contain copies of invoice and payment information concerning the services provisions.

The JOB-RIDE program began in 1989 to address mismatches between areas of job growth and labor surplus. JOB_RIDE provides transportation for interviews and work trips for unemployed and underemployed individuals to jobs in areas not served by public transit.
This program through WisDOT contracts with grantees. The file is used by WisDOT to administer the program.

The program is a part of Transportation aids funding from the Oil Overcharge Fund administered by the U.S. Dept. of Energy.

RETENTION: EVENT (Creation) + 5 years and destroy

**Dept #: 0052**
**Department Name:** DTSD - STRUCTURES

<table>
<thead>
<tr>
<th>RDA #</th>
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<th>Retention</th>
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<th>PII</th>
</tr>
</thead>
<tbody>
<tr>
<td>00190000.</td>
<td>HIGHWAY STRUCTURES INFORMATION SYSTEM (HSIS) MASTER DATA</td>
<td>EVT+10</td>
<td>SHSW</td>
<td>Y</td>
</tr>
</tbody>
</table>

The Bureau of Structures maintains the HSIS application (currently in Oracle) to inventory and manage all highway structures for which the WisDOT has responsibilities as defined in 23 CFR part 650 and Trans 212, Wis. Adm. Code. HSIS includes data from the old Wisconsin Bridge System Database and adds structure data as projects are developed. Types of structures include bridges, culverts, retaining walls, noise barriers, and overhead sign structures. Master data for each numbered structure includes 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 (associated with inspection reports stored as .pdf documents)
- Maintenance data.

PII: Names of structure inspector, plan approval names

Confidential: Per § 19.36(9), Wis. Stats, plans and specifications for state owned or leased buildings, structures, and facilities are confidential.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12: http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf and http://dotnet/bmsrecords/recelec.htm.

WisDOT uses HSIS to accomplish required reporting to FHWA and to administer/maintain the vast Wisconsin transportation system network. HSIS data is critical for other WisDOT programs that access or extract data. The STN system uses HSIS data in route assignment for carrier oversize/overweight permits. Transportation Investment Management (DTIM) uses Metamanager system to manipulate HSIS data for bridge and structures funding. Data has long-term (life-of-structure) administrative and reference value to ensure that WisDOT complies with requirements to construct, monitor and maintain highway structures over time.

RETENTION: EVENT (Life of structure) + 10 years and transfer to WHS

| 00190A00. | HIGHWAY STRUCTURE DATA ENTRY FORMS & DOCUMENTS | EVT+10 | SHSW | Y |

Records in this series are forms and documents providing data and documentation for each transportation structure. Personnel enter forms directly into the Highway Structure Information System (HSIS) and scan in maps, reports and other types of documents (stored in image format). Documents are stored by structure number.

*Structure Inventory Form - New Bridge File: Preliminary designer and plans checker submit for entry into the File.

*Load Rating Input File - Permits File: Designers submit electronic input data for load rating the structure.

*Designer Computations and Inventory Superstructure Design Run: Designers record design, inventory, operating ratings and maximum vehicle weights on the plans. Also Substructure computer runs as determined by the Engineer. Placed into scanned folder.

*Pile Driving Reports: Scanned by Structures Devel. Section.

*Shop Drawings for steel Bridges, Sign Bridges, Prestressed Girders, High Mast Poles, Retaining Walls, Floor Drains, Railings and all Steel Joints: Metals Fabrication & Inspection Unit or other source sends to Structures Development Section for scanning into HSI.

*mill tests, heat numbers & shop inspection reports for all steel main members: metals fabrication & inspection unit sends electronic files data into HSI.

*Hydraulic and Scour Computations, Contour Maps and Site Report: Preliminary Structures & Hydraulics Unit to scanned folder.

*Subsurface Exploration Report: Preliminary Structures & Hydraulics Unit places into scanned folder or loads electronic copies from Geotechnical files.

*Structure Survey Report: Preliminary Structures & Hydraulics Unit places report into scanned folder.

Throughout the life of each structure, additional forms and documents are added as it is maintained and repaired.

Confidential: per § 19.36(9), Wis. Stats., plans and specifications for state owned or leased buildings, structures, and facilities are confidential.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12: http://www.legis.state.wi.us/rsb/code/adm/adm0112.pdf and http://dotnet/bmsrecords/recelec.htm
RETENTION: EVENT (Life of structure) + 10 years and transfer to WHS

00191000. STRUCTURE FIELD INSPECTION REPORTS - INSPECTOR COPY EVT DEST N

Highway Structures are inspected prior to the opening of the structure to traffic and at least every 2 years thereafter. To determine the condition, strength or load carrying capacity of a bridge or other structure as built, any modifications since it was built and its present condition. If drawings are not available or are incomplete, they must be reproduced by means of complete measurements taken in the field. The present condition and changes that may occur in the future are determined from field inspections.

Records in this series document the field inspection, performed by the region personnel, ultrasonic engineer, or other specialty inspector. This series covers the inspector's copy and related background materials created or received to initiate and complete the inspection, including paper and electronic correspondence related to all types of bridge and culvert inspections, i.e., Initial; Routine; Fracture Critical; Damage; In-Depth; Interim; Underwater, including dive reports; and Movable Bridge Inspections. Also includes 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 of the paper documents for reference purposes.

RETENTION: EVENT (Loaded into HSIS) and destroy

00572000. BRIDGE AND CULVERT INSPECTION REPORTS - HSIS EVT+10 SHSW Y

Federal Bridge Inspection Standards require that all bridges and Federal Aid Routes structures be inspected prior to opening of the structure to traffic and at intervals not to exceed two years thereafter. More frequent inspections are performed for bridges that are posted for load capacity or when warranted by condition. Trained Region Maintenance Section personnel perform inspections of bridges on the State Trunk Highway Network (STN). Engineers from Bridge Inspection Unit, Central Office also assist in the inspection of bridges with unique structural problems or when it is suspected that a reduction in load capacity is warranted. Local highway maintenance patrols report sources of danger, i.e., broken or damaged members or components, and potential scour around footings or accumulation of debris in river channels. The Region Structures Maintenance Section enters data directly or scans each Structure Inspection Report into the Highway Structures Information System (HSIS). The FHWA requires inspection reports; and WisDOT uses inspections to administer, maintain, determine and ensure the safety of the Wisconsin bridge network. Inspection report records include bridge identification, location and summary inspection information and conclusions for all types of inspections, including:

- Initial - prior to open to traffic
- Routine inspections - required every two years
- Fracture Critical - as needed
- Damage - Inspection triggered from bridge incident or failure report.
- In-Depth inspection information - defined and required by Federal 23 CFR Part 650 and Wisconsin Administrative Code, Trans 212; required as necessary but at a minimum of at least once every 6 years.
- Interim inspection - between routine inspections as needed.
- Underwater, including dive reports
- Movable Bridge

Pll Data: Bridge Inspectors' names are included

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12: http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf and http://dotnet/bmsrecords/recelec.htm.

The Bureau retains a complete history of inspections for the life of the bridge or culvert structure.

RETENTION: EVENT (Life of the structure) + 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: WisDOT policy calls for an in-depth inspection of overhead and cantilever sign bridges every two or four years with a visual inspection every year. The Bureau of Structures contracts for sign bridge inspections to identify deficient sign bridge structures. In-depth inspections for newly installed and existing sign bridge structures include ultrasonic testing of anchor bolts and inspections of welds with dye penetrant and mag-particle testing.
- Light pole Inspections, including Cor-ten light poles. Since 1998, WisDOT conducts ultrasonic and visual inspections on a majority of known cor-ten lightpoles throughout the state.
- Culverts greater than 5 feet but less than 20 feet.

Ancillary inspections also are to be scanned as time permits and the official copy maintained in HSIS.

Pll Data: Bridge Inspectors' names are included

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12: http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf and http://dotnet/bmsrecords/recelec.htm

RETENTION: EVENT (Life of structure) + 10 years and destroy confidential
### Department Name: DTSD - STRUCTURES

<table>
<thead>
<tr>
<th>RDA #</th>
<th>RDA Title</th>
<th>Retention</th>
<th>Disposition</th>
<th>PII</th>
</tr>
</thead>
<tbody>
<tr>
<td>00574000.</td>
<td>AS LET STRUCTURE PLANS - HSIS</td>
<td>EVT+10</td>
<td>DEST</td>
<td>Y</td>
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<tr>
<td></td>
<td>The final structures design incorporates special provisions and is ultimately part of the AsLet plan that is used to initiate the bid letting project construction contract. At bid letting, printers send a digital image of structure plans in a computer folder to the Structures Development Section. Structures personnel label plan sheets and place them into HSIS. Records in this series are limited only to the Structure AsLet project plan. The Bureau of Structures maintains a complete history of the structure design, including the AsLet, for the life of the structure to document the structure's design integrity, that it meets highway construction and safety standards. Note: 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.</td>
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<td>PII Data: Bridge Inspectors' names are included</td>
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<td></td>
<td>Confidential: Per § 19.36(9), Wis. Stats., plans and specifications for state owned or leased buildings, structures, and facilities are confidential.</td>
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<td>Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards &amp; requirements for the management of electronic records outlined in Chapter ADM 12: <a href="http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf">http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf</a> and <a href="http://dotnet/bmsrecords/recelec.htm">http://dotnet/bmsrecords/recelec.htm</a></td>
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<td>RETENTION: EVENT (Life of structure) + 10 years and destroy confidential</td>
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<tr>
<td>00575000.</td>
<td>AS BUILT STRUCTURE PLANS - HSIS</td>
<td>EVT+10</td>
<td>SHSW</td>
<td>Y</td>
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<td></td>
<td>The AsBuilt documents the final end result of the construction project, including noted changes to the AsLet plan that were made during actual project construction. The Structures Development Section scans Structures AsBuilt plans into HSIS after the construction project is completed. Records in this series are limited only to the Structure plans included in the AsBuilt plan.</td>
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<td>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.</td>
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<td>PII Data: Designers' initials or names are included</td>
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<td></td>
<td>Confidential: Per § 19.36(9), Wis. Stats., plans and specifications for state owned or leased buildings, structures, and facilities are confidential.</td>
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<td>Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards &amp; requirements for the management of electronic records outlined in Chapter ADM 12: <a href="http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf">http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf</a> and <a href="http://dotnet/bmsrecords/recelec.htm">http://dotnet/bmsrecords/recelec.htm</a></td>
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<td></td>
<td>RETENTION: EVENT (Life of structure) + 10 years and transfer to WHS</td>
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<tr>
<td>00576000.</td>
<td>STRUCTURES DESIGN ENGINEER DESIGN DRAWINGS &amp; MODELS -- CADDs</td>
<td>EVT</td>
<td>DEST</td>
<td>N</td>
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<td></td>
<td>WisDOT structures designers develop two-dimensional structure drawings and designs and compute structural ratings to engineer, construct, rehabilitate, remodel or maintain highway structures, including bridge, culvert, retaining wall, sound barrier, sign bridge, etc. Designers use MicroStation or other CADDs software tools to create designs. Finished designs are scanned and stored as .pdf or .tif images in the Highway Structure Information System (HSIS), and the scanned images are covered in other RDAs in this schedule. Structures uses the Oracle File Cabinet interface to locate and retrieve files.</td>
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<td>This records series covers the Design Engineer's working, reference and model files, including MicroStation and other CADDs files. Structures require ongoing maintenance and design attention throughout their useful life, and Design Engineers maintain design models and references to facilitate future work and reduce unnecessary redesign labor, i.e., to update structure designs and develop new projects. Design Engineers retain the CADD design until it is scanned and uploaded into HSIS and no longer needed for further design reference or model purposes.</td>
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<td>Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards &amp; requirements for the management of electronic records outlined in Chapter ADM 12: <a href="http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf">http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf</a> and <a href="http://dotnet/bmsrecords/recelec.htm">http://dotnet/bmsrecords/recelec.htm</a>.</td>
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<td>RETENTION: EVENT (Entered or scanned into HSIS and no longer needed for redesign) and destroy</td>
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<tr>
<td>00577000.</td>
<td>STRUCTURE HYDRAULIC DRAINAGE REFERENCE &amp; WORK PAPERS</td>
<td>EVT</td>
<td>DEST</td>
<td>N</td>
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<td>Chapter 9, Section 55 of the 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 Chapters 86.075, 88.87 and 88.89, Wis. Stats. FDM Chapter 13, &quot;Drainage,&quot; further specifies drainage practices and design requirements for bridges, culverts and other structures. This records series covers hydraulic and drainage background records and detailed data that the Structures &amp; Hydraulics Unit and region drainage personnel maintain for ongoing analysis and reference purposes, such as:</td>
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<td>- Basin-wide, region-wide drainage and hydraulic data, maps, including regional drainage board issues and correspondence,</td>
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</table>
|         | - Drainage survey notes and mapping data: location and elevation on ditches, waterways, culvert outlets, tile lines, catch basins,
### DTSD - STRUCTURES

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<thead>
<tr>
<th>RDA #</th>
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<tbody>
<tr>
<td>00578000.</td>
<td>LOAD AND RESISTANCE FACTOR (LRFD) BRIDGE POSTINGS AND MAPS</td>
<td>EVT</td>
<td>DEST</td>
<td>N</td>
</tr>
</tbody>
</table>

Records in this series identify bridges that are posted with weight or other restrictions of safety purposes. The Structures Development Section manages the LRFD postings program. During the Preliminary Structure Design phase, designers compute Load Ratings for all interior girder or slab type structures. Computed load ratings specify maximum vehicle weights for WisDOT to issue vehicle loading permits.

LRFD data is a component of the Highway Structures Information System (HSIS) and data is covered in HSIS Master data RDA. This records series covers the LRFD informational materials generated and updated regularly. The Bureau generates lists of LRFD bridge postings and restrictions, including the following maps that identify bridges with load restrictions:

- Single map of the state owned posted bridges.
- Posted bridge County map series: The posted bridges at the county level.
- Restricted bridge County map series: The restricted bridge county map series is a guide for all annual permit holders. It contains clearance and capacity information.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12:

RETENTION: EVENT (Superseded by updated posting) and destroy

| 00579000. | STRUCTURE DESIGN DEVELOPMENT FILES -- LOW VALUE | EVT | DEST | N |

Records in this series are created and received during the structures preliminary design development phase. They are used during the final design development process and described in Bridge Manual procedure # 6.3.4.2. These materials are not uploaded to or scanned into HSIS. When the Final Structures plans are completed, they are destroyed.

- All "void" material
- All copies except one of preliminary drawings
- Extra copies of plan and profile sheets
- Preliminary computer design runs

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12:

RETENTION: EVENT (Final structure plan approval) and destroy

| 00580000. | STRUCTURES DESIGN PROGRESS FILES -- INTERIM VALUE | 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 procedure 6.3.4.1 these records have value throughout the structures construction process and are not needed thereafter.

- Miscellaneous correspondence and Transmittal letters
- Preliminary drawings and computations
- Prints of soil borings and plan profile sheets
- Quantity computations and bill of bars
- Shop steel quantity computations: added during construction
- Design checker’s computations
- Preliminary Designer Computations and computer runs of non-complex structures on non-state-maintained structures.
- Layout sheets
- Elevation runs and bridge geometrics
- Falsework plans: added to packet during construction
- Miscellaneous Test Reports
- Photographs of Bridge Rehabs

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12:
**PRESTRESSED CONCRETE PLANT INSPECTIONS AND REPORTS**

**RDA #** 00581000  
**RDA Title** RETENTION: EVENT (Structure completion report date) and destroy confidential  
**Retention** CR+50  
**Disposition** DEST  
**PII** Y  

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 stressed resulting from given external loadings are counteracted to a desired degree. In reinforced concrete members the prestress is commonly introduced by tensioning the steel reinforcement".

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 copies of Quality Verification (QV) reports that a QV inspector representing WisDOT completes at the plant weekly.

Note: Materials Management Section maintains other prestressed concrete data per the Material Management Records Schedule:
- RDA 00347 Materials Tracking System - MTS Master Data identifies certified sources of supply inventory.
- RDA 00348 Approved Products Lists specifies products that are pre-qualified for use on Wisconsin DOT projects.

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 in addition, each plant is required to maintain testing and QC records on site in order to meet standards and specifications for WisDOT structures projects.

Long-Term Value: 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.

---

**BRIDGE FAILURE CASE FILES**

**RDA #** 00582000  
**RDA Title** RETENTION: EVENT (Creation) + 50 years and destroy confidential  
**Retention** EVT+10  
**Disposition** SHSW  
**PII** Y  

WisDOT follows National Incident Management System (NIMS) and incident command system (ICS) principle to coordinate responses to highway incidents, including those related to bridges and structures. State Patrol or other law enforcement contacts the Regional Office who in turn contacts the Bureau of Structures. The Regional Office retains general oversight of the incident, and a Bureau of Structures representative has shared responsibility. Incidents trigger structure damage inspections. Minor incidents, e.g., vehicle hits on girders, column or railing, are unlikely to cause a bridge failure.

A bridge failure, i.e., 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 DOT. Whenever rehabilitation plans are required, the Structures Design Section provides assistance.

This records series includes significant background correspondence and evidence that the Bureau of Structures acted to:
- Meet NIMS and ICS incident response requirements;
- Assess bridge incident damage, determine its cause, plan and implement necessary repairs.

Note: All damage inspection reports and other bridge inspection reports are scanned into HSIS. See RDAs: 00190-000, 00190-A00, 00572-000 and 00573-000.

---

**BRIDGE INSPECTOR CERTIFICATION CASE FILES - APPROVED**

**RDA #** 00583000  
**RDA Title** RETENTION: EVENT (Date of damage inspection) + 10 years and transfer to WHS  
**Retention** EVT+10  
**Disposition** DEST  
**PII** Y  

The Bureau of Structures requires various types of structure inspections. Persons who perform these inspections must be certified as bridge inspectors by Wisconsin DOT, and the Bureau of Structures follows standard procedures for certification. Records in this series document bridge inspector qualifications and the certification and re certification processes, including:
- Inspector bridge inspection application data: name, address, phone, email, inspection area(s), and documentation of bridge inspector qualifications.
- Evidence that bridge inspector satisfactorily completed training courses required by WisDOT, including updated training.
- WisDOT review and approval or denial of certification. Notes, comments, correspondence between candidate and WisDOT Bureau of Structures regarding certification qualifications.

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.

---

**BRIDGE INSPECTOR CERTIFICATION CASE FILES - DENIED AND RESCINDED**

**RDA #** 00584000  
**RDA Title** RETENTION: EVENT (Structure completion report date) and destroy confidential  
**Retention** EVT+50  
**Disposition** DEST  
**PII** Y  

This records series includes records of bridge inspectors and applicants who are denied certification approval and those whose certification is rescinded for cause. This records series documents the WisDOT Bureau of Structures decision to deny or rescind the certification for applicants who fail to meet certification standards and special cases of inspectors whose certification is rescinded due to poor inspection performance, negligence, problems with inspections, etc.

Long-Term Retention: This series is retained as evidence of the decision in case of a dispute with the applicant; as background

12/18/2019
<table>
<thead>
<tr>
<th>RDA #</th>
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<th>Retention</th>
<th>Disposition</th>
<th>PII</th>
</tr>
</thead>
<tbody>
<tr>
<td>00585000.</td>
<td>BRIDGE MAINTENANCE LISTS</td>
<td>EVT</td>
<td>DEST</td>
<td>Y</td>
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<tr>
<td></td>
<td>The Structures Maintenance Section posts bridge maintenance information and lists on the WisDOT and DOTNet web sites. Information is posted for informational purposes and to facilitate the construction or maintenance of a structure. Records and data to compile lists are covered in other RDAs. Lists include but are not limited to the following:</td>
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<td>- Product information lists: product informatio used by each region for bridge maintenance on the Maintenance product information includes cost and comments for bearings, concrete repair, deck overlays and repairs, scour protection and deck/parapet sealer, bridge washing and joint repair/sealer maintenance</td>
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<td>- Certified Metal Fabrication shops</td>
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<td>- Approved Bridge Painting products, painting publications, and painting specifications</td>
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<td>- List of bridge inspections - by type</td>
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<td>- List of certified Bridge Inspectors</td>
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<td>- List of Bridge Inspection course rosters</td>
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<td>- List of Structure Manual Holders</td>
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<td>RETENTION: EVENT (Date denied or rescinded) + 50 years and destroy confidential</td>
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<tr>
<td>00586000.</td>
<td>BRIDGE METAL SECONDARY FABRICATION SHOP CERTIFICATION</td>
<td>EVT+50</td>
<td>DEST</td>
<td>Y</td>
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<tr>
<td></td>
<td>Metal Fabricators follow Construction Materials Manual procedure 8.75.2 to certify that they are capable of consistently supplying bridge metal secondary fabrication products that comply with pertinent specification and contract requirements. Rail posts Anchor assemblies for rail posts Sleeves Shims Rail panels Anchor bolts Protection angles Structural fasteners Expansion devices Curb and sidewalk cover plates Floor drains Guardrail anchors Sheet lead Elastomeric pads Bearing assemblies (steel) Structural steel diaphragms</td>
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<td>Records in this series document the certification process:</td>
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<td>- Written application (Attention: bridge shop fabrication supervisor), 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.</td>
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<td>- May include copy of WisDOT routine or periodic on-site plant inspection report: observed fabricating processes, recordkeeping, visual inspection of completed products for quality of workmanship, conformance with specifications and freedom from defects. All shop inspections are in HSIS.</td>
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<td>- Proposes modifications in methods or source materials change.</td>
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<td>- Notice of approval - signed by Director, Bureau of Structures</td>
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<td>- Annual re-approval request</td>
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<td>- Record of terminated, withdrawn or lapsed certification approval.</td>
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<td>WisDOT Fabrication Supervisor notifies region construction and materials sections when bridge metal secondary shops are approved and publishes approved fabrication plants list - DOTNET.</td>
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<td>Long-Term Value: Records document the fabricator’s certification and relate to more than one bridge or structure project. Shop inspections are scanned into HSIS but not all certification documents are. Records have long-term legal product liability value.</td>
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<td></td>
<td>RETENTION: EVENT (Certification terminated or superseded by updated materials) + 50 years and destroy confidential</td>
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<tr>
<td>00587000.</td>
<td>FABRICATION SHOP INSPECTION REPORT &amp; NOTES: INSPECTOR COPY</td>
<td>EVT</td>
<td>DEST</td>
<td>Y</td>
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<tr>
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<td>The WisDOT conducts regular inspections for 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 Fabrication Unit monitors shop fabrication methods and tests materials produced for structural integrity and compliance with standards. Inspections conducted apply to the specific numbered structure that is under construction or repair. The Construction &amp; 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 until five years after final acceptance of the products. The Metals Fabrication &amp; Inspection Units sends electronic files data into HSIS, including the following:</td>
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<td>- Shop Drawings for Steel Bridges, Sign Bridges, Prestressed Girders, High Mast Poles, Retaining Walls, Floor Drains, Railings and all...</td>
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**DTSD - STRUCTURES**

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<tbody>
<tr>
<td>00588000.</td>
<td><strong>STRUCTURE TRANSMITTAL DOCUMENTS</strong></td>
<td>EVT+1</td>
<td>DEST Y</td>
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<tr>
<td></td>
<td>Records in this series are limited to forms and correspondence used only to transmit other materials to WisDOT for review and/or routing purposes. Examples include but are not limited to:</td>
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<tr>
<td></td>
<td>- Transmittal of shop drawings to fabricators (DT2135)</td>
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<td>- Transmittal of shop drawings to districts (DT1830)</td>
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<td></td>
<td>- Record and distribution of shop drawings (DT1831)</td>
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<td></td>
<td>RETENTION: EVENT (Transmittal date) + 1 year and destroy confidential</td>
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<tr>
<td>00589000.</td>
<td><strong>WISDOT STRUCTURES INTERAGENCY AGREEMENTS AND MEMORANDA OF</strong> EVT+25 DEST Y</td>
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<tr>
<td></td>
<td>The WisDOT Bureau of Structures enters into formal interagency cooperative agreements and memoranda of understanding (MOU) with other federal, state and local agencies to document and address structures issues and concerns. Records in this series are official copies of agreements that delineate WisDOT and other agency responsibilities to cooperatively evaluate the condition of structures. Agreements include but are not limited to:</td>
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<td></td>
<td>- Border Bridge Maintenance &amp; Inspection agreements with adjacent states</td>
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<td></td>
<td>- Memorandum of Understanding with Wisconsin Department of Natural Resources (DNR)</td>
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<td>Agreements have value for the duration of the agreement term, until terminated or superseded.</td>
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<td></td>
<td>RETENTION: EVENT (Agreement termination or completely superseded by updated agreement) + 25 years and destroy confidential</td>
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</table>

**DTSD - SURVEY & MAPPING**

<table>
<thead>
<tr>
<th>RDA #</th>
<th>RDA Title</th>
<th>Retention</th>
<th>Disposition</th>
<th>PII</th>
</tr>
</thead>
<tbody>
<tr>
<td>00184000.</td>
<td><strong>TOPOGRAPHIC MAP CADDSS RECORDS</strong></td>
<td>CR+25</td>
<td>DEST N</td>
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</tr>
<tr>
<td></td>
<td>Between 1955 and 1998, the WisDOT developed topographic maps. Topographic maps show 2-foot contours of the Earth in addition to the features shown on planimetric maps. Topographic maps were used to show highway preconstruction surface configuration of right-of-way and adjacent areas. Information includes relief characteristics, water, drainage features and man-made or cultural features. Topographic mapping was generated as follows:</td>
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<td></td>
<td>- CADDSS MicroStation™ Topographic Maps, 1983 - 1998: CADDSS software was used to generate topographic maps.</td>
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<tr>
<td></td>
<td>- Old RDA 184 Topographic Maps - Mylar, 1955 - 1984: Prior to electronic CADDSS files, maps were constructed from stereo plotter output into 24&quot; x 36&quot; mylar map sheets. All mylar records have been destroyed, per old RDA retention/disposition: closed (3 years after construction completion or 10 years, whichever comes first) and destroy.</td>
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<td></td>
<td>Retention Justification: WisDOT no longer generates topographic maps. The Digital Terrain Model (DTM) and Planimetric maps provide photogrammetry required. Although this is a closed series, topographic map CADDSS records have long-term administrative legal and administrative value: 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/updated to develop DTM s or referenced for future transportation maintenance and reconstruction projects; or used as evidence for property disputes, State Patrol incidents, and legal actions. Outside agencies and private sector staff also request copies of the files.</td>
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<tr>
<td></td>
<td>Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards &amp; requirements for the management of electronic records outlined in Chapter ADM 12: <a href="http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf">http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf</a> and <a href="http://dotnet/bmsrecords/recelec.htm">http://dotnet/bmsrecords/recelec.htm</a></td>
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<tr>
<td></td>
<td>RETENTION: EVENT (Creation) + 25 years and destroy</td>
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</tbody>
</table>
### VERTICAL AERIAL PHOTOGRAPHY SCANS

<table>
<thead>
<tr>
<th>RDA #</th>
<th>RDA Title</th>
<th>Retention</th>
<th>Disposition</th>
<th>PII</th>
</tr>
</thead>
<tbody>
<tr>
<td>00135B00.</td>
<td>VERTICAL AERIAL PHOTOGRAPHY SCANS</td>
<td>EVT+25</td>
<td>SHSW</td>
<td>N</td>
</tr>
</tbody>
</table>

Surveying & Mapping Section is responsible for high-resolution scans for use in softcopy mapping and for enlargements. The Section scanned projects from 2001 forward. Scans of older negatives are created as requested.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12:

RETENTION: EVENT (Scan date) + 25 years and Transfer to WHS

### SURVEY DATA - ELECTRONIC FORMAT

<table>
<thead>
<tr>
<th>RDA #</th>
<th>RDA Title</th>
<th>Retention</th>
<th>Disposition</th>
<th>PII</th>
</tr>
</thead>
<tbody>
<tr>
<td>00180B00.</td>
<td>SURVEY DATA - ELECTRONIC FORMAT</td>
<td>CR+100</td>
<td>SHSW</td>
<td>N</td>
</tr>
</tbody>
</table>

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) software with CADDs, calculation and reporting functions; Trimble Survey Controller; and SDMS Survey Data Management System, an AASHTOware product; and CAICE.

Regions now 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.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12:

Retention Justification: Records have long-term value to perform future survey and platting work and for background evidence related to WisDOT legal actions (outdoor advertising, real estate taking, environmental issues, etc.).

RETENTION: EVENT (Creation) + 100 years and transfer to WHS

### ENGINEERING CONTROL SURVEYS

<table>
<thead>
<tr>
<th>RDA #</th>
<th>RDA Title</th>
<th>Retention</th>
<th>Disposition</th>
<th>PII</th>
</tr>
</thead>
<tbody>
<tr>
<td>00180C00.</td>
<td>ENGINEERING CONTROL SURVEYS</td>
<td>EVT+100</td>
<td>SHSW</td>
<td>N</td>
</tr>
</tbody>
</table>

Engineering control surveys provide horizontal and vertical control in support of transportation improvement projects using conventional and GPS surveying techniques. Ground control surveys consist of digital observational data, analysis/adjustment files, and other digital documentation regarding the project. Principle engineering control surveys consist of a bound report with a CD of the report as well as all observational data, analysis/adjustment files, and other digital documentation regarding the project. The project report may contain:
- Survey Control Reference a.k.a. DT2262 Record -Control Survey Station
- Survey Project Location
- Survey Site Log
- Survey Session Log
- Survey Data Acquisition Specification Sheet
- GPS Survey Data Checklist

2005- current: Regions maintain Engineering Control records.

Electronic records note: in order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12:

Retention Justification: Records may be used for project engineering, insurance and environmental purposes. For future work, WisDOT may reuses data instead of completely resurvey sites. Controls have long-term value, at least until final installation of the Wisconsin Height Modernization Program (WI-HMPS and Continuously Operating Reference Station Network (WI-CORS-NET) projects.

RETENTION: EVENT (Survey report date) + 100 years and transfer to WHS

### OBLOQUE AERIAL IMAGERY FILES

<table>
<thead>
<tr>
<th>RDA #</th>
<th>RDA Title</th>
<th>P</th>
<th>PERM</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>00560000.</td>
<td>OBLOQUE AERIAL IMAGERY FILES</td>
<td>P</td>
<td>PERM</td>
<td>N</td>
</tr>
</tbody>
</table>

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. Records in this series are oblique color imagery of Wisconsin sites in multiple media including negatives, prints, and digital images.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12:

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Permanent Justification: WisDOT has no resources to scan older paper and film images contained in the older files. Actual prints are used for pre- and 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.

RETENTION: Permanent

00561000. ORTHO AND GEOREFERENCED IMAGE CASE FILES CR+25 DEST N

An ortho image is a digital aerial image with the distortions due to the camera and terrain relief removed. The final product is an amalgamation, with the image characteristics of a photographic image and the geometric characteristics of a stereo compiled map. It is produced by using software that relates points on the image to points that have coordinate values on a vector, i.e., by draping a scanned aerial image over a Triangulated Irregular Network (TIN) file produced from a Digital Terrain Model (DTM) and a Camera Orientation Parameter file generated from Analytical Triangulation. A georeferenced image is a digital aerial image that has been warped to fit a set of coordinates. The ortho image provides a designer with more information than the traditional vector mapping, and the public can perceive more about a highway project. The ortho image process produces a scalable raster image which can be used as a background for: R/W Sheets; Plan Sheets; Engineering Exhibits; Land Use Maps; Resurfacing Plans; Digital Mosaics; and Public Information Meetings.

Surveying & Mapping Section retains the final image in raster format in a directory on the LAN and given the same unique File Cabinet archival name as the related mapping project.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12: http://www.legis.state.wi.us/rsa/code/adm/adm012.pdf and http://dotnet/bmsrecords/recelec.htm

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 issues, and other legal action. Images are used for WisDOT reference, to view land images over time.

RETENTION: EVENT (Creation) + 25 years and destroy

00562000. STATEWIDE AERIAL PHOTOGRAPHY P PERM N

Records in this series include old statewide aerial photography project records that have long-term value. They are used statewide by multiple agencies for environmental studies, WisDOT locations of gas stations, and possible contamination sites. WisDOT provides copies at charge and handles many open records requests. The Dept. of Agriculture and USGS have official copies of these records. WisDOT Surveying and Mapping Section maintains the official DOT copy. Records series includes:

* USDA Negatives and Prints, 1937 - 1940 - Statewide aerial imagery consists of paper photos and film negatives. Materials are old. Paper and film are supplementary records. WisDOT acquired from USDA.
* RC-9 Negatives, 1966 - 1967 (Old RDA 83/065-15): RC-9 was the camera type used for these negatives.
* Statewide BWIR Negatives, 1978 - 1980 (Old RDA 83/065-13): 26 - 5-drawer cabinets (130 drawers) are the only records to document the only WisDOT statewide aerial photo project flown.
* WisDNR County Negatives, 1986 - : WisDNR flies 4 counties (in a rotation) annually for wetland inventory and forestry purposes and transfers original film to WisDOT to be custodians. WisDOT maintains negatives, since 1986.

Supersedes RDAs 83/065 - 13 & 83/065 – 15

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.

RETENTION: Permanent

00563000. DIGITAL TERRAIN MODEL (DTM) MASTER DATA CR+25 DEST N

A digital terrain model (DTM) is a mathematical model of the existing earth's surface created from a triangulated irregular network (TIN) of digitized three-dimensional coordinates (break lines and random points). DTM's accurately depict the undulation of the Earth's surface. Data may be collected from 3D stereoscopic systems (interfaced to MicroStation) that have already been mapped, or if new imagery is requested, it can be collected while the operator compiles planimetric features. DTM's are used for planning and designing highway improvement projects. Surface models are used to create 3D models of the proposed roadway for machine grading. Region planning and design staff can investigate alternate alignments, cut cross sections or generate contours at any place within the DTM.

Data is:
- Existing: depicts status of earth's surface prior to construction.
- Final: DTM is collected from new imagery after the contractor has completed the earthwork.

Prior to 1993, WisDOT compiled Topographic maps and cross sections for projects instead of DTM's. Planimetric and DTM mapping are now the standard types. Records in this series are final DTM survey data including the map and reports that contain significant summary information on the particular site. Surveying & Mapping Section delivers completed DTM's to the Region via Filing Cabinet, the WisDOT electronic storage system.

Retention Justification: WisDOT reuses and updates data as needed for maintenance and reconstruction projects. State patrol also uses data as a basis for incident scene analysis, and it may also be used in litigation, property disputes and other legal actions. This
type of data collection is costly to collect; it has long-term administrative and legal values.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12:

RETENTION: EVENT (Creation) + 25 years and destroy

00564000. PLANIMETRIC MAP DATA CR+25 DEST N

The planimetric map shows the position of all natural and human-made earth features. Imagery for planimetric maps is usually taken in the Spring, and the map is used for transportation project planning and design. This records series covers planimetric data that the Surveying and Mapping Section maintains and archives in the Oracle File Cabinet SY_ directory. Access to data is through file servers and client software. Surveying & Mapping Section provides photogrammetric mapping files to CADDS coordinates in each region and in other specific functional areas.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12:

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. Outside agencies and private sector staff request copies of the electronic files for purposes other than planning and designing highways. Other uses include property disputes, State Patrol incidents, litigation and other legal actions involving WisDOT.

RETENTION: EVENT (Creation) + 25 years and destroy

00565000. PHOTOGRAMMETRY DATA TRANSLATION FILES CR+25 DEST N

Photogrammetry deals with measurements of aerial images. The Surveying and Mapping Photogrammetry Unit translates two-dimensional and three-dimensional Micro Station (CADD) files between datum and coordinated systems, per specifications for the Wisconsin County Coordinate System (WCCS) and as defined in the Facilitates Development Manual. The Photogrammetry Unit maintains a copy of the original electronic file and the translated electronic file in the CADS Filing Cabinet.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12:

RETENTION: EVENT (Creation) + 25 years and destroy

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) projects. Master data includes multiple data fields to provide project information and track various cost components and project status/progress. It contains customized Visual Basic programming to extend its functionality for scheduling projects and to perform other tasks. The Milestone system is capable of generating reports and responding to queries for specific needs. Also used to provide statistics on photogrammetry project(s), including date, coverage, sites, etc. Tracks project from request data through delivery of final project.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12:

RETENTION: EVENT (Creation) + 20 years and destroy

00568000. WISCONSIN STATE HIGHWAY MAP AND COUNTY MAP DATA EVT+2 DEST N

This records series is the electronic (CADD) data maintained to support Wisconsin State and County mapping. Data provides a snapshot in time of the state and county transportation network, and it cannot necessarily be recreated or regenerated from other sources.

Includes:
- 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 State Statue 84.02. Digital information is specifically set up for efficient updating, maintenance, and creation of color separations required for printing.
- The Wisconsin County Maps are updated and maintained as individual digital mapping base files for all 72 counties of Wisconsin, for the specific purpose of printing individual county maps and printing for the 8.5 x 11-inch county map booklet. Digital information is specifically set up for efficient updating, maintenance, and printing by the Digital Cartography Unit. Printed maps and county map booklets are made available each year in February.

Digital data is available in directories via the WisDOT electronic Filing Cabinet storage system.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12:
<table>
<thead>
<tr>
<th>RDA #</th>
<th>RDA Title</th>
<th>Retention</th>
<th>Disposition</th>
<th>PII</th>
</tr>
</thead>
<tbody>
<tr>
<td>00568A00.</td>
<td><strong>STATE HIGHWAY MAP AND COUNTY MAP - MASTER PAPER RECORD</strong></td>
<td><strong>P</strong></td>
<td><strong>PERM</strong></td>
<td><strong>N</strong></td>
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<tr>
<td></td>
<td>Records in this series are master copies of each WisDOT map generated for public use, including:</td>
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<td></td>
<td>- Folded State Highway Map - dating to 1947 Required to produce at least biennially - folded. State maps contain PII data: identify the Governor at the time of printing.</td>
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<td>- 8.5 by 11-inch booklet of County Maps - dating to 1990 done annually.</td>
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<td>Printed maps are distributed widely.</td>
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<td></td>
<td>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.</td>
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<td>RETENTION: Permanent</td>
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</tr>
<tr>
<td>00568B00.</td>
<td><strong>WISCONSIN STATE HIGHWAY MAP AND COUNTY MAP CASE FILES - PAPER</strong></td>
<td><strong>EVT+2</strong></td>
<td><strong>DEST</strong></td>
<td><strong>N</strong></td>
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<tr>
<td></td>
<td>Records in this series are created by the Digital Cartography Unit that is responsible for collecting and coordinating pertinent update information from state, county, and other various sources to update requests from private mapping companies to update various products. The unit maintains the current version plus two previous versions for ease of updating and to respond to requests. Records include background materials and correspondence needed to generate state and county maps by date issued.</td>
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<td></td>
<td>Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards &amp; requirements for the management of electronic records outlined in Chapter ADM 12:</td>
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<td></td>
<td>RETENTION: EVENT (Superseded by 2 updated versions) and destroy</td>
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<tr>
<td>00569000.</td>
<td><strong>RIGHT-OF-WAY PLATS (RW PLATS)</strong></td>
<td><strong>P</strong></td>
<td><strong>PERM</strong></td>
<td><strong>Y</strong></td>
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<tr>
<td></td>
<td>The Surveying and Mapping Section, Geodetic Surveys Unit provides right-of-way plat (RW Plat) coordination services for WisDOT. At one time RW Plats were the standard type of plat developed for all highway improvement projects. As of 2003, all new highway improvement project plats must be Transportation Project Plats (TPPs). However, occasionally, for projects initiated prior to the TPP process, WisDOT generates a traditional right-of-way plat. R/W Plats are always filed with the County Clerk's office but they are not recorded documents, i.e., filed with Registers of Deeds.</td>
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<td>Currently, traditional right-of-way plats are generated on a Micro Station platform with CAICE software. Plats are incorporated into the AsLet Highway Improvement Design Plan, and ultimately, into the AsBuilt Construction Plan.</td>
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<td></td>
<td>This records series covers the official WisDOT copy of Right-of-way plats, maintained in each region in paper or electronic forms. Each Regional Plat Coordinator maintains current plats for the particular region on a region share drive.</td>
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<td>PII: On all R/W plats, personally identifiable information includes DOT management signature. If prepared by a consultant, the plat also includes consultant Registered Land Surveyor (RLS) stamp and signature. PII will also include names of property owners from whom WisDOT is acquiring rights or interests in property.</td>
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<td></td>
<td>Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards &amp; requirements for the management of electronic records outlined in Chapter ADM 12:</td>
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<tr>
<td></td>
<td>Permanent Justification: Plats 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,</td>
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<tr>
<td></td>
<td>RETENTION: Permanent</td>
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</tr>
<tr>
<td>00570000.</td>
<td><strong>TRANSPORTATION PROJECT PLATS (TPPS)</strong></td>
<td><strong>P</strong></td>
<td><strong>PERM</strong></td>
<td><strong>Y</strong></td>
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<tr>
<td></td>
<td>Transportation Project Plats (TPPs), first used in 1998, became the standard WisDOT plat type for all highway improvement projects in 2003. Final plats are recorded with the appropriate County Register of Deeds. Regional plat prepares (WisDOT personnel or design consultants) develop TPPs. TPPs are currently generated on a MicroStation platform using CAICE software. Regions send copies of all plats to Surveying and Mapping, BTS, DTSD to be reviewed for consistency, finalized and sent to the appropriate county register of deeds office. Registers of Deeds hold the official, recorded versions of all TPPs, for the particular county.</td>
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<td>This records series covers the official WisDOT versions of TPPs. Regional Plat Coordinators each maintain the official region-specific TPPs, with county recording information, on a regional share drive. Regions also post the final version (in .pdf format) in the &quot;E-plan&quot; Folder on the WisDOT network shared drive, where it is accessible to authorized WisDOT personnel for a period of time. TPPs are incorporated into the AsLet Highway Improvement Design Plan, and ultimately, into the AsBuilt Construction Plan.</td>
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<tr>
<td></td>
<td>PII: On all TPPs prepared by WisDOT, personally identifiable information includes a signature by the plat preparer that created the plat</td>
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<tr>
<td>RDA #</td>
<td>RDA Title</td>
<td>Retention</td>
<td>Disposition</td>
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<tr>
<td>00571000.</td>
<td>WISCONSIN HEIGHT MODERNIZATION PROGRAM (WI-HMP) AND WI-CORS-N</td>
<td>P</td>
<td>PERM</td>
<td>N</td>
</tr>
<tr>
<td>00611000.</td>
<td>LABORATORY QUALIFICATION CASE FILES</td>
<td>EVT+5</td>
<td>DEST</td>
<td>N</td>
</tr>
</tbody>
</table>

in addition to a management approval signature. If a consultant prepares the plat, a Registered Land Surveyor (RLS) representing that consultant prepares the plat, a Registered Land Surveyor (RLS) representing that consultant will stamp and sign the plat, and it will contain a DOT management approval signature. PII also includes names of property owners from whom WisDOT is acquiring right or interests in property.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12: http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf and http://dotnet/bmsrecords/recelec.htm

Permanent Justification: Plats 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,

RETENTION: Permanent

00571000. WISCONSIN HEIGHT MODERNIZATION PROGRAM (WI-HMP) AND WI-CORS-N P PERM N

Records in this series document projects to establish survey base points and technology to facilitate surveying efforts and increase survey accuracy and consistency. Includes:

Wisconsin Height Modernization Program (WI-HMP): the purpose of the Statewide Height Modernization program (WI-HMP) is to create concrete monumentation disks poured into the ground at regular intervals throughout the state. WisDOT surveyors use traditional ground survey methods to target monument site locations; capture x, y and z coordinates; and submit data to the Federal National Geodetic Survey (NGS).

Continuously Operating Reference Station Network (WI-CORS-NET): WI-CORS-NET captures Z (elevation) coordinate data using antennas (installed on pillars throughout the state), uses GPS technology and communicates data via satellite to a central server. Surveying and Mapping Section manages DOT Personnel and contractor forces that install the network or pillars. Each pillar contains a GPS receiver to collect data around the positioned marker. When receivers are operating, cell phones and other technology will communicate with stations and collect GPS data. Records in this series identify pillar station site locations and marker positions; and document accurate installation of GPS receivers, construction and testing of the CORS network, including:

- Original survey books, filed notes created to target monument location
- Maps of monument locations
- Mark descriptions and photos. NGS also identifies and posts marker descriptions on the NGS website.
- GPS and leveling survey observation logs and data
- GPS and leveling data processed observations and adjustments.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12: http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf and http://dotnet/bmsrecords/recelec.htm

Retention Justification: These records serve as the basis of all future positioning needs for the design, construction, and maintenance of all transportation facilities. The Wisconsin Height Modernization 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 among a few. This data serves not only the needs of the department, but also all public and private entities throughout Wisconsin.

RETENTION: Permanent

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
### LAB INSPECTION REPORTS

**RDA #**: 00612000  
**RDA Title**: LAB INSPECTION REPORTS  
**Retention**: EVT+5  
**Disposition**: DEST  
**PII**: 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

### REGION FIELD VERIFICATION & INDEPENDENT ASSURANCE RECORDS

**RDA #**: 00613000  
**RDA Title**: REGION FIELD VERIFICATION & INDEPENDENT ASSURANCE RECORDS  
**Retention**: EVT+5  
**Disposition**: DEST  
**PII**: 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

### LIST OF QUALIFIED LABORATORIES

**RDA #**: 00614000  
**RDA Title**: LIST OF QUALIFIED LABORATORIES  
**Retention**: EVT+10  
**Disposition**: DEST  
**PII**: 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

### PHOTOLOG IMAGE MASTER FILES - ALL MEDIA

**RDA #**: 00185A00  
**RDA Title**: PHOTOLOG IMAGE MASTER FILES - ALL MEDIA  
**Retention**: CR+50  
**Disposition**: SHSW  
**PII**: 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

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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
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

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 for bodily injury or death to a person and 6 years for damage to property per Wis. Stat. § 893.54.

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

File contains records of insurance filings and cancellations keyed from paper records documenting evidence of insurance coverage for motor carriers as required in s.194.41 Wis. Stats.

Insurance filings are retained to provide documentation for court cases involving damages for injury or death to a person or damage to property. Actions must be commenced within 3 years for bodily injury or death to a person and within 6 years for damage to property,
### DMV - MOTOR CARRIER INSURANCE

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<th>Disposition</th>
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s.893.54 and s.893.52. (computer records require minimal storage to provide evidence for court cases involving property damage.)

The filing arrangement is numeric by the account number associated with the motor carrier name and accessed by use of the CIN/Function.

Closed means cancellation or superseded, using the date of cancellation that appears on the insurance company certificates.

Reference RDA 00105-0 for paper certificates/notices.

RETENTION: EVENT (Closed/terminated/death) + 6 years and destroy

### DSP - TRANSPORTATION SAFETY

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00520000.  

SAFETY EDUCATION AND SPECIAL DETAIL REPORT  

File contains Safety Education and Special Detail Reports which document actions that are done for the purpose of traffic direction, traffic safety or education or related duties. Special details that are included in this type of activity are safety talks, panel discussions, television appearances, radio talks or tapes, traffic control functions, and any presentation or other operations that promote safety.

The Safety Education and Special Detail Report includes the following information: 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 specifics about the detail.

WSP Policy and Procedure 10-4 requires the Safety Education and Special Detail Report to be completed.

PII may include name and address

RETENTION: EVENT (Creation) + 1 year and destroy

00530000.  

MOTORCYCLIST SAFETY PROGRAM RECORDS  

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  

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. Admin. 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

00596000. HIGHWAY SAFETY PLAN AND ANNUAL REPORT FILE EVT+4 SHSW N

00656000. STATISTICAL DIGESTS EVT+4 DEST N

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

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

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 (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. 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
### DMV - MCS

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<tr>
<td></td>
<td>Wisconsin or other UCR states.</td>
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Records in this series may include, but are not limited to:
- UCR Applications
- Records of payment
- 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.

RETENTION: EVENT (Date of motor carrier registration) + 3 years and destroy confidential

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### DMV - DEALER LICENSING

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<tr>
<td></td>
<td>VEHICLE DEALER LICENSING RECORDS</td>
<td>EVT+7</td>
<td>DEST</td>
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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. 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 00213-000 Dealer Inspection Reports.

RETENTION: EVENT (Date dealer goes out of business or date their license expires) + 7 years and destroy confidential

EVT + 7 yrs = date dealer goes out of business or date their license expires; destroy confidential

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### DEALER COMPLAINT FILES

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<td>DEALER COMPLAINT FILES</td>
<td>EVT+7</td>
<td>DEST</td>
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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, and 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.
Retention

Disposition

PII

- 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. 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 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 be conducted to take action against a motor vehicle dealer's license such as: license denial, suspension, revocation or special orders against the license.

Records in this series may include, but are not limited to:
- DOT 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. 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 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
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<td>WisDOT I/M Program staff conduct audits of testing facilities and TACs,</td>
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<td></td>
<td>and review records to maintain compliance with federal and state</td>
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<td></td>
<td>requirements.</td>
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<td>Records in this series may include, but are not limited to:</td>
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<td></td>
<td>- Audit reports of Private Inspection Facilities (PIF) including, amongst</td>
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<td></td>
<td>others, overt, covert and remote observation.</td>
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<td></td>
<td>- Inspection reports</td>
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<td></td>
<td>- Customer complaints</td>
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<td>- Investigation reports and case files on emissions fraud</td>
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<td></td>
<td>- PIF staff inspectors' certification records</td>
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<td>- Disciplinary Actions resulting from errors such as data entry error,</td>
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<td>incorrect weight waiver, testing off camera, etc.</td>
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<td>- Letters and documented offenses</td>
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<td></td>
<td>- Related correspondence</td>
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<td>The official record in this series may exist in paper or electronic</td>
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<td>format and the retention will apply to the applicable official record</td>
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<td>format. When the paper records, or any other format, are digitized they</td>
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<td>will be kept until verified for quality control purposes and then</td>
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<td></td>
<td>destroyed.</td>
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<td></td>
<td>Reason for creation: no existing RDA for these records.</td>
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<tr>
<td></td>
<td>RETENTION: EVENT (Date the vehicle's appointment with the TAC ended) + 5</td>
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<td></td>
<td>years and destroy confidential</td>
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<tr>
<td>00873000.</td>
<td>PIF AND TAC FACILITIES LISTS</td>
<td>EVT+5</td>
<td>DEST</td>
<td>N</td>
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<tr>
<td></td>
<td>DOT maintains a list of current PIF and TAC facilities used to do I/M</td>
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<td>inspections. These listings are updated on a regular basis. The official</td>
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<td>record in this series may exist in paper or electronic format and the</td>
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<td>retention will apply to the applicable official record format. When the</td>
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<td>paper records, or any other format, are digitized they will be kept until</td>
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<td>verified for quality control purposes and then destroyed.</td>
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<td></td>
<td>Reason for creation: no existing RDA for these records.</td>
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<tr>
<td></td>
<td>RETENTION: EVENT (Date list is superseded) + 5 years and destroy</td>
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<tr>
<td>00880000.</td>
<td>CONSUMER BOND CLAIM FILES</td>
<td>EVT+7</td>
<td>DEST</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td>The Wisconsin Consumer Bond Claim Program is in place to assist Wisconsin</td>
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<td>consumers who face monetary loss after they have purchased a used motor</td>
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<td>vehicle. To qualify there must be a documented violation by the selling</td>
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<td>dealer of the applicable Wisconsin Statutes or administrative rules.</td>
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<td>Records in this series may include, but are not limited to:</td>
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<tr>
<td></td>
<td>- Consumer bond claim and supporting documentation</td>
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<td></td>
<td>- Bond Claim case summaries</td>
<td></td>
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<td></td>
<td>- Interested parties' lists</td>
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<td></td>
<td>- Dealer, claimant, and bond company correspondence</td>
<td></td>
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<td></td>
<td>- Dealer bonds and any bond continuations or attachments</td>
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<tr>
<td></td>
<td>- Investigation reports and attachments</td>
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<td></td>
<td>- DOA Division of Hearings and Appeals (DHA) case related records</td>
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<td></td>
<td>- Other related correspondence</td>
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<td></td>
<td>The official record in this series may exist in paper or electronic</td>
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<td></td>
<td>format and the retention will apply to the applicable official record</td>
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<td></td>
<td>format. When the paper records, or any other format, are digitized they</td>
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<td>will be kept until verified for quality control purposes and then</td>
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<td>destroyed.</td>
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<td></td>
<td>Reason for creation: no existing RDA for these records.</td>
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<tr>
<td></td>
<td>RETENTION: EVENT (Date the bond claim is withdrawn, dismissed, or resolved) + 7 years and destroy confidential</td>
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<tr>
<td>00881000.</td>
<td>ELECTRONIC LIEN TITLE (ELT) PARTICIPANTS FILE</td>
<td>EVT+2</td>
<td>DEST</td>
<td>N</td>
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<tr>
<td></td>
<td>The Electronic Lien Title (ELT) Program consists of the transmission and</td>
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<td>management of data transferred to and from E-lenders (lenders choosing to</td>
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<td>receive titles electronically), ESPs (Electronic Service Providers, aka</td>
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<td>vendors), and the state.</td>
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<td></td>
<td>The program involves itself with the setup of Vendors by reviewing/</td>
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<td>accepting applications to participate, this application process also</td>
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<td>includes a review of the vendor's financial records provided by the</td>
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<td></td>
<td>applicant.</td>
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</tbody>
</table>
Files contain paper and electronic 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 for the above-mentioned forms
- 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 vendor or agent terminates program participation) + 2 years and destroy confidential

<table>
<thead>
<tr>
<th>RDA</th>
<th>RDA Title</th>
<th>Retention</th>
<th>Disposition</th>
<th>PII</th>
</tr>
</thead>
<tbody>
<tr>
<td>00882000.</td>
<td>THIRD PARTY PROGRAM RECORDS EVT+2 DEST N</td>
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</tbody>
</table>

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. 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 contract is canceled) + 2 years and destroy

<table>
<thead>
<tr>
<th>RDA</th>
<th>RDA Title</th>
<th>Retention</th>
<th>Disposition</th>
<th>PII</th>
</tr>
</thead>
<tbody>
<tr>
<td>00883000.</td>
<td>LEMON LAW PROGRAM CASE FILES EVT+3 DEST Y</td>
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</tr>
</tbody>
</table>

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. 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 case is settled or dismissed) + 3 years and destroy confidential
**DMV-TITLE AND REGISTRATION**

<table>
<thead>
<tr>
<th>RDA #</th>
<th>RDA Title</th>
<th>Retention</th>
<th>Disposition</th>
<th>PII</th>
</tr>
</thead>
<tbody>
<tr>
<td>00044000.</td>
<td>DISABLED VETERANS LICENSE PLATES APPLICATIONS</td>
<td>EVT+5</td>
<td>DEST</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td><strong>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.</strong></td>
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<td>Records in this series may include, but are not limited to:</td>
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<td></td>
<td>• Original applications for disabled veteran license plates</td>
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<td></td>
<td>• Related correspondence</td>
<td></td>
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<tr>
<td></td>
<td>• Denial letters</td>
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<tr>
<td></td>
<td>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.</td>
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<td></td>
<td>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.</td>
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<tr>
<td></td>
<td>RDA supersedes RDA 00044-AOO - Disabled Veteran License Plate Applications - Microfilm</td>
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<td></td>
<td>RETENTION: EVENT (Date when no longer eligible for plat designation) + 5 years and destroy confidential</td>
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<tr>
<td>00045000.</td>
<td>DISABLED PARKING IDENTIFICATION CARD APPLICATIONS</td>
<td>EVT+5</td>
<td>DEST</td>
<td>Y</td>
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<tr>
<td></td>
<td><strong>Wis. Stat. § 343.51 authorizes the issuance of disabled parking identification cards.</strong></td>
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<td>Records in this series may include, but are not limited to:</td>
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<td></td>
<td>• Original and renewal application forms</td>
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<td></td>
<td>• Supporting documentation including medical certification of disability</td>
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<td></td>
<td>• Related correspondence</td>
<td></td>
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<tr>
<td></td>
<td>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.</td>
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<td></td>
<td>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.</td>
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<td></td>
<td>RETENTION: EVENT (Date the disabled parking identification is no longer valid) + 5 years and destroy confidential</td>
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**DMV - CITATION & WITHDRAWALS**

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<thead>
<tr>
<th>RDA #</th>
<th>RDA Title</th>
<th>Retention</th>
<th>Disposition</th>
<th>PII</th>
</tr>
</thead>
<tbody>
<tr>
<td>00101000.</td>
<td>SAFETY RESPONSIBILITY (SR) CASE FILE</td>
<td>EVT+3</td>
<td>DEST</td>
<td>Y</td>
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<tr>
<td></td>
<td><strong>Files contain driver license/registration withdrawal cases established under the 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.</strong></td>
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<td>Records under this series include, but are not limited to:</td>
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<td>• Withdrawal orders of operating/registration privileges mailed to the drivers/owners</td>
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<td>• Crash damage/injury evaluations</td>
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<td></td>
<td>• Hearing requests and decisions</td>
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<td></td>
<td>• Releases of liability</td>
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<td></td>
<td>• Installment agreements</td>
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<td></td>
<td>• Related correspondence</td>
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<td></td>
<td>Series also includes audio recordings of SR hearing proceedings conducted pursuant to Wis. Stat. § 344.02.</td>
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<td>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.</td>
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<td></td>
<td>RETENTION: EVENT (Date case requirements/conditions have been satisfied in accordance with the SR law and any installment</td>
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</tbody>
</table>
agreements have been paid in full (i.e. case closed)) + 3 years and destroy confidential

RETENTION: EVENT (Date DMV closes survey responses) + 1 years and destroy

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

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.
### MEDICAL REVIEW BOARD HEARINGS FILE

**RDA #:** 00548000  
**RDA Title:** MEDICAL REVIEW BOARD HEARINGS FILE  
**Retention:** \(\text{EVT+1}\)  
**Disposition:** DEST  
**PII:** 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.

### COMMERCIAL DRIVER LICENSE (CDL) THIRD PARTY TESTING COMPANIES / EXAMINERS FILES

**RDA #:** 00668000  
**RDA Title:** COMMERCIAL DRIVER LICENSE (CDL) THIRD PARTY TESTING COMPANIES / EXAMINERS FILES  
**Retention:** \(\text{EVT+5}\)  
**Disposition:** DEST  
**PII:** 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. Admin. 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.

### DRIVER TRAINING SCHOOL (DTS) PROGRAM

**RDA #:** 00850000  
**RDA Title:** DRIVER TRAINING SCHOOL (DTS) PROGRAM  
**Retention:** \(\text{EVT+4}\)  
**Disposition:** DEST  
**PII:** 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
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

RENEWAL OF PERMISSION FOR ORGANIZATIONAL SERVICES TO USE DMV DATA

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 contains 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

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

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

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.

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
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-l 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

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

File contains requests, inquiries, complaint letters, internal transactions, correspondence regarding Wisconsin driver license issuance and other related material. File is used for reference in internal office operations and with public contact.

RETENTION: EVENT (Creation) + 6 months and destroy

File contains medical information and case histories of individuals whose ability to safely drive has been questioned due to a physical or mental condition per chapter 343, Wis Stats. Reports filed with DOT include information regarding individuals subject to episodes of altered consciousness or loss of body control. This procedure applies to approved medical reports with no follow-up requirements.

The paper is used to update computerized records and then destroyed.

RETENTION: EVENT (Entered into data system) + 1 week and destroy confidential

File contains medical information and case histories of persons subject to episodes of altered consciousness or loss of body control as covered in chapter 343, Wis Stats. and chapter Trans 108, Wis Admin Code. File is maintained as a basis for evaluating eligibility for driver licenses. These individuals may be required to file periodic medical follow-up reports.

RETENTION: EVENT (Closed/terminated/death) + 5 years and destroy confidential

File contains medical information and case histories of individuals whose ability to safely drive has been questioned due to a physical or mental condition per chapter 343, Wis Stats. Reports filed with DOT include information regarding individuals subject to episodes of altered consciousness or loss of body control. This procedure applies to approved medical reports with no follow-up requirements.

The paper is used to update computerized records and then destroyed.

RETENTION: EVENT (Entered into data system) + 1 week and destroy confidential
### DMV - REVENUE & ACCOUNTINGS

#### RDA # | RDA Title | Retention | Disposition | PII
--- | --- | --- | --- | ---

| 00026000. | MEDICAL CORRESPONDENCE/NO RESTRICTIONS | EVT+2/3 | DEST | Y |
| 00027000. | VISION/NO CANCELLATION CASE FILE | EVT+0/3 | DEST | Y |

**File contains medical information and case histories of individuals whose ability to safely drive has been questioned due to physical or mental condition. These individuals may be required to file follow-up medical reports periodically per Chapter 343, Wis. Stats. Medical conditions are those not covered by chapter Trans. 108, Wis. Admin code.**

File is maintained as a basis for evaluating eligibility for driver's license.

RETENTION: EVENT (Closed/terminated/death) + 4 years and destroy confidential

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### STATE PATROL

#### Dept #: /300/  
**Department Name:** STATE PATROL

#### RDA # | RDA Title | Retention | Disposition | PII
--- | --- | --- | --- | ---

| 00027000. | BREATH ALCOHOL INSTRUMENT OPERATOR CERTIFICATION AND RE-CERT | EVT+7 | DEST | Y |
| 00030000. | EVIDENTIAL BREATH ALCOHOL INSTRUMENT, ALCOHOL SIMULATOR SOLU | EVT+7 | DEST | N |

**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

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

Supersedes RDAs 00374-000 - Ambulance Inspection Files; 00374-AOO - Ambulance Inspection Files - Machine Readable and 00508-000 - School Bus Inspection Database

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, photos, narrative of crash witness information, road conditions, investigating officer information, truck and bus information if involved in crash, and supplemental information.

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, for juveniles taken into custody, for detoxification or mental health custody, and 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.

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.

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 is 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**

<table>
<thead>
<tr>
<th>RDA #</th>
<th>RDA Title</th>
<th>Retention</th>
<th>Disposition</th>
<th>PII</th>
</tr>
</thead>
<tbody>
<tr>
<td>00504000.</td>
<td>SALVAGE VEHICLE RECORDS</td>
<td>EVT+3</td>
<td>DEST</td>
<td>Y</td>
</tr>
</tbody>
</table>

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

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 per Wis. Admin. Code TRANS 149.07(1)(c).

**RETENTION: EVENT (Date inspection is completed) + 3 years and destroy confidential**

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<thead>
<tr>
<th>RDA #</th>
<th>RDA Title</th>
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</thead>
<tbody>
<tr>
<td>00507000.</td>
<td>DSP UNIFORMED PERSONNEL VACATION REQUESTS / APPROVALS</td>
<td>EVT+1</td>
<td>DEST</td>
<td>Y</td>
</tr>
</tbody>
</table>

Record series contains written or electronic vacation requests submitted by uniformed State Patrol personnel and the approval/denial actions taken by the DSP chain of command.

The vacation request and approval process is governed by labor contracts/agreements and is primarily based on troop member seniority. Records are maintained at State Patrol Regions/Posts and at State Headquarters by troop or other work unit.

Records in this series may include, but are not limited to:
- Uniformed personnel vacation requests
- Approval/Denial decisions
- Uniformed personnel seniority lists
- 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.
<table>
<thead>
<tr>
<th>RDA #: 00511000</th>
<th>RDA Title: WISCONSIN UNIFORM TRAFFIC CITATIONS (UTC)</th>
<th>Retention: EVT+10 Y</th>
<th>Disposition: DEST Y</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>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.</strong></td>
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<td>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.</td>
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<tr>
<td>Records in this series may include, but are not limited to:</td>
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<tr>
<td>- Citation form including officer incident report</td>
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<tr>
<td>- Report of the court disposition</td>
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<tr>
<td>- Related correspondence</td>
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<td>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.</td>
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<td>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.</td>
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<td>If a recording becomes part of an investigation, it will be covered then under RDA 00942-000 - Investigation Case File.</td>
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<tr>
<th>RDA #: 00512000</th>
<th>RDA Title: TRAFFIC WARNINGS / EQUIPMENT VIOLATION NOTICES</th>
<th>Retention: EVT+10 Y</th>
<th>Disposition: DEST Y</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Record series contains the Traffic Warning/Equipment Violation Notice which is 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.</strong></td>
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<tr>
<td>Records in this series include, but may not be limited to:</td>
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<td>- Notice of violation</td>
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<tr>
<td>- Related correspondence</td>
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<tr>
<th>RDA #: 00513000</th>
<th>RDA Title: PARENT NOTIFICATION LETTERS INVOLVING JUVENILES</th>
<th>Retention: EVT+10 Y</th>
<th>Disposition: DEST Y</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Record series contain letters sent to parents/legal guardians informing them of citations or warnings received by persons under 18 years of age. File may include Driver License Check Data Sheets which are completed by enforcement officers when a juvenile is issued a citation.</strong></td>
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<td>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.</td>
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<tr>
<td>Records in this series include, but may not be limited to:</td>
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<tr>
<td>- Parent notification letter</td>
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<tr>
<td>- Driver License Check Data Sheet Related correspondence</td>
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<tr>
<td>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.</td>
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</tr>
<tr>
<td>If a recording becomes part of an investigation, it will be covered then under RDA 00942-000 - Investigation Case File.</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
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, Estimated value.

- The clerk who stores the property provides:
  Clerk’s signature, Storage location, Date and time the property was employees 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 information as required

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 is 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.

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.

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 N
### File contains Escort Service Reports which are completed when Troopers/Inspectors escort or provide security services that are in the interested 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**

<table>
<thead>
<tr>
<th>RDA #</th>
<th>RDA Title</th>
<th>Retention</th>
<th>Disposition</th>
<th>PII</th>
</tr>
</thead>
<tbody>
<tr>
<td>00522000</td>
<td><strong>WARRANT RECORDS</strong></td>
<td>EVT+10</td>
<td>DEST</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td>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 and a 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).</td>
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<tr>
<td>00526000</td>
<td><strong>SPEEDOMETER CERTIFICATIONS</strong></td>
<td>EVT+10</td>
<td>DEST</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>Record series contains Speedometer Certifications which 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 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. Speedometer Certifications are maintained for court and evidentiary 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.</td>
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<tr>
<td>00527000</td>
<td><strong>AIRCRAFT REPORT FILE</strong></td>
<td>EVT+1</td>
<td>DEST</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>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 traveling 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...</td>
<td></td>
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</tr>
</tbody>
</table>
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

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.

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 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, but are not limited to, the following information:
Date examined, Location, Make, Model year, Body style, Color, License number, Safety certification or state inspection number, Engine number, PVIN on vehicle, Engine unit number, Body code number, Transmission number, Body number, Model number, Trim number, Paint number, Lock numbers of Ignition, Glove compartment number, Trunk, Accessories and special equipment, Marks of identification, Name and address of possessor of vehicle, Purchase date, Purchase amount, Name and address of person who sold vehicle, Location where vehicle is being stored, Theft information (if applicable), Police complaint number, Name of person arrested (if applicable).

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
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.

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.

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

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 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.

Reason for creation: This RDA merges records previously covered in RDAs 00505-000 - Innovative Alcohol Enforcement of Drunk Drivers - Videotape, 00625-000 - Mobile Video Surveillance - Video Records (event + 6 months retention), and 00625-AOO - Mobile Video Surveillance - Video Records - (creation + 2 months retention).

This RDA supersedes RDAs 00505-000, 00625-000 and 00625-AOO.

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

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.

Reason for creation: This RDA merges records previously covered in RDAs 00505-000 - Innovative Alcohol Enforcement of Drunk Drivers - Videotape, 00625-000 - Mobile Video Surveillance - Video Records (event + 6 months retention), and 00625-AOO - Mobile Video Surveillance - Video Records - (creation + 2 months retention) and covers records needed for a shorter retention period.

This RDA supersedes RDAs 00505-000, 00625-000 and 00625-AOO.

RETENTION: EVENT (Date of creation of recording) + 3 days and destroy confidential

Record series contains 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 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 is 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.

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 adjudication) + 50 years and destroy confidential

**DISPATCH RECORDS**

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

**RADIO COMMUNICATIONS TOWER RECORDS**

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.

PII 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

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

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

PROPERTY/EVIDENCE RECORDS

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.

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.

FIREARMS AND OTHER WEAPONS INVENTORY RECORDS

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.

DSP TROUBLE TICKETING AND SYSTEM CHANGE RECORDS

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
### Retention

<table>
<thead>
<tr>
<th>RDA #</th>
<th>RDA Title</th>
<th>Retention</th>
<th>Disposition</th>
<th>PII</th>
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<tr>
<td>00022000.</td>
<td>VEHICLE RECORD CERTIFICATION &amp; VERIFICATION</td>
<td>EVT+5</td>
<td>DEST</td>
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<td>00043000.</td>
<td>JUNKED AND RETURNED VEHICLE TITLES</td>
<td>EVT+1</td>
<td>DEST</td>
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<tr>
<td>00123000.</td>
<td>VEHICLE TITLE APPLICATION -- PAPER APPLICATIONS</td>
<td>EVT+0/3</td>
<td>DEST</td>
<td>Y</td>
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</tbody>
</table>

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

**DMV - VEHICLE RECORDS**

- 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 (PII) 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-A00 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

- 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 noted 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 (PII) 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-C00 for the retention of the electronic record.

RETENTION: EVENT (Date document 9is digitized) + 1 year and destroy confidential

- 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 PII 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-C00 - 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-C00.

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-A00 - Fictitious Vehicle Registration Contacts - Machine Readable.
<table>
<thead>
<tr>
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<th>Disposition</th>
<th>PII</th>
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<tr>
<td>00231000.</td>
<td>TRAFFIC VIOLATION &amp; REGISTRATION PROGRAM (TVRP) CASE FILE</td>
<td>EVT+5</td>
<td>DEST</td>
<td>Y</td>
</tr>
</tbody>
</table>

**Traffic Violation & Registration Program (TVRP) Case File**

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 (PII) 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

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<table>
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<th>PII</th>
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<td>HIGHWAY PROPERTY DAMAGE CLAIMS FILES</td>
<td>EVT+4</td>
<td>DEST</td>
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</tr>
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</table>

**Highway Property Damage Claims Files**

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 or vandalism.

Records in this series include but are not limited to invoices for damages, contractor charge sheets, accident/incident reports and all data/correspondence collected during the active period of the claim.

Official records in this series include both paper and imaged records. Records in this series maintained in paper format will not be converted to digital format and are also considered official records.

Digital images of all the claims related documents are kept in the IBM Content Manager eClient imaging system.

**Retention:** EVENT (Date claim is closed) + 4 years and destroy confidential

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<tr>
<th>RDA #</th>
<th>RDA Title</th>
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<th>Disposition</th>
<th>PII</th>
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<td>00130A00.</td>
<td>HIGHWAY PROPERTY DAMAGE CLAIMS FILES - SOURCE DOCUMENTS</td>
<td>EVT+0/1</td>
<td>DEST</td>
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</table>

**Highway Property Damage Claims Files - Source Documents**

Records in this series include the original paper claim documents and supporting documentation. These documents are imaged and stored in the IBM Content Manager eClient imaging system. Original documents are kept for 1 month after successful digital imaging and then destroyed confidentially. Digital image then becomes the official records.

**Retention:** EVENT (Date of successful digital imaging) + 1 month and destroy confidential

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<td>00130B00.</td>
<td>DAMAGE CLAIMS CICS SYSTEM - CLAIMS DETAIL DATA</td>
<td>EVT+4</td>
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**Damage Claims CICS System - Claims Detail Data**

The claims detail data contained in this system includes the claims detailed information, including but not limited to name, address, type damage done, amount owed, status of claim and a comments area for notes on the claim. Digital images of claims documents are kept in the Highway Damage Claims IBM Content Manager eClient imaging system and are cross-referenced in the CICS system.

The Damage Claims Customer Information Control System (CICS) is a DB2 (IBM Database) server contained in the IBM Rational Host On-Demand (HOD) system. The CICS Damage Claims system is used to create and track highway damage claims.

Information in this database also serves as a tickler system so staff are alerted when follow up is due on a claim. The claims remain available for lookup if needed, after they are closed in the system. Reports can also be generated.

Also see RDA 000130-000 - Highway Property Damage Claims Files.
### DBM - RISK & SAFETY MANAGEMENT

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**Retention:** EVENT (Date claim is closed) + 4 years and destroy confidential

### DBM - BUSINESS SERVICES DIRECTOR

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<th>Dept #</th>
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<tr>
<td>/840/</td>
<td>00055000.</td>
<td>SERVICE OF PROCESS ON NONRESIDENTS</td>
<td>EVT+2</td>
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</tr>
</tbody>
</table>

File contains correspondence, copies of certificates, and summons and complaints involving persons residing out-of-state who were involved in traffic accidents in Wisconsin as described in 345.09, Wis. Stats. Purpose of the file is to document that the appropriate papers were served on the person(s). Retention is necessary to validate that appropriate documents were filed.

This file is the agency official file.

Arrangement is by respondent name.

**Retention:** EVENT (Closed) + 2 years and destroy