

SECTION 33. TRAFFIC MANAGEMENT RECORDS

Records relating to County traffic management operations.

General Instructions		
<ul style="list-style-type: none"> ▪ The minimum retention period applies to the record copy regardless of the storage format for the record (paper, electronic, microfilm, etc.). ▪ Unless otherwise specified in this retention schedule, duplicate copies may be destroyed at the discretion of the duplicate copy custodian provided they have no further administrative or other value. Duplicate copies should not be retained longer than the record copy. ▪ No record that is eligible for destruction under the retention schedule can be destroyed if it is pertinent to any anticipated, current or pending litigation, claim or audit or the subject of a legal hold. 		

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period
1. ACCIDENT SUMMARIES AND REPORTS – HIGH ACCIDENT LOCATIONS. Reports generated by the Traffic Division.	Traffic Division	9 years + current
2. ADOPT-A-ROADWAY FILES. Records relating to groups that adopt a roadway or highway for litter control.	Traffic Division	2 years + current after adoption is no longer in effect
3. COMPLAINTS AND REQUESTS - DOCUMENTED.	Traffic Division	5 years + current after response or action by the County
4. CORRESPONDENCE AND GENERAL DOCUMENTATION. Correspondence and general documentation of a general nature.	See: Section 15 General Records – Correspondence and General Documentation	
5. INVENTORIES – TRAFFIC CONTROL DEVICES. <ul style="list-style-type: none"> ▪ School flashers ▪ Signage ▪ Signals ▪ Striping ▪ Work orders 	Traffic Division	6 years + current
6. MAINTENANCE RECORDS. <ul style="list-style-type: none"> ▪ Correspondence and supporting documentation ▪ Daily work reports ▪ School flashers ▪ Signing and striping maintenance records ▪ Traffic signal maintenance records ▪ Traffic signal timing records ▪ Work orders 	Traffic Division	6 years + current
7. PARKING PERMITS. Residential parking permits for resident-owned vehicles in neighborhoods adjacent to schools.	Traffic Division	1 year + current after determined to be no longer valid

Douglas County – Records Retention Schedule

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period
8. POLICIES AND PROCEDURES DOCUMENTATION – TRAFFIC CONTROL. <ul style="list-style-type: none"> ▪ Guidelines ▪ Procedures ▪ Specifications ▪ Standards 	Traffic Division	Permanent <i>Duplicate Copies:</i> Until superseded
9. ROAD AND BRIDGE RECORDS.	See: Section 31 Road and Bridge Records	
10. SPECIAL EVENTS PERMITS. Issued for parades, fairs, exhibitions, motion picture filming, bicycle events, foot races and walks that impact County roadways.	Traffic Division	2 years + current after conclusion of event
11. TRAFFIC AND CONGESTION MONITORING RECORDS. <ul style="list-style-type: none"> ▪ Congestion monitoring data ▪ Field video recordings and photographs – traffic signals ▪ Traffic counts 	Traffic Division	5 years + current
12. TRAFFIC CAMERA RECORDINGS. Intermittent traffic camera recordings.	Traffic Division	2 weeks, then evaluate for continuing value prior to destruction
13. TRAFFIC FILES. Assigned TF Files, including the following material with enduring value: <ul style="list-style-type: none"> ▪ As-built plans and construction drawings ▪ Construction data ▪ Construction contracts and Professional Service Agreements ▪ Correspondence and supporting documentation with enduring value ▪ Design records ▪ Inspections ▪ Traffic maps and plans ▪ Other similar records Material of routine value in these files includes: <ul style="list-style-type: none"> ▪ Duplicate information, fax cover sheets and confirmations ▪ Procurement and related financial information, correspondence, project accounting ▪ Other similar documents that are routine in nature Material of transitory value in these files includes: <ul style="list-style-type: none"> ▪ Preliminary contracts/agreements ▪ Preliminary plans/drawings ▪ Other similar transitory records 	Engineering	<i>Material with Enduring Value:</i> Permanent <i>Material with Routine Value:</i> 2 years + current <i>Material with Transitory Value:</i> Until superseded

Douglas County – Records Retention Schedule

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period
<p>14. TRANSPORTATION MASTER PLANS AND SUPPORTING DOCUMENTATION. Master plans and supporting documentation for regional transportation relating to the vision of the Douglas County roadway network. Material with enduring value in these files includes:</p> <ul style="list-style-type: none"> ▪ Transportation Master Plans <p>Material of a routine value in these files includes:</p> <ul style="list-style-type: none"> ▪ Duplicate information ▪ Notes ▪ Procurement and related financial information, correspondence, project accounting ▪ Other similar routine documents <p>Material of transitory value in these files that may be destroyed when obsolete includes:</p> <ul style="list-style-type: none"> ▪ Rough drafts of Master Plans ▪ Other similar transitory documents 	<p>Engineering</p>	<p><i>Material with Enduring Value:</i> Permanent</p> <p><i>Material with Routine Value:</i> 2 years + current</p> <p><i>Material with Transitory Value:</i> Until superseded</p> <p><i>Duplicate Copies of Master Plans:</i> Until superseded</p>