

SECTION 31. ROAD AND BRIDGE RECORDS

Records relating to road and bridge management.

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. AGREEMENTS, CONTRACTS AND SUPPORTING DOCUMENTATION.	See: Section 15 General Records – Agreements, Contracts and Supporting Documentation	
2. COUNTY ASSISTED PAVING PROJECT (CAPP) FILES.	See: Project Files below	
3. CORRESPONDENCE AND GENERAL DOCUMENTATION. Correspondence and documentation of a general nature.	See: Section 15 General Records – Correspondence and General Documentation	
4. DAILY WORK REPORTS. Daily record (time/activity sheets) of work done by the County i.e. location, worker, work done, etc.	Road and Bridge	5 years + current
5. FINANCIAL RECORDS.	See: Section 13 Financial Records	
6. FLEET AND EQUIPMENT RECORDS.	See also: Section 14 Fleet and Equipment Records	
A. Magnesium Chloride Aboveground Storage Tanks. Records relating to permits, installation, inspection reports and similar records.	Road and Bridge	5 years + current
7. HIGHWAY USERS TAX FUND (HUTF) REPORTS. Annual reports to State of Colorado regarding allocation of HUTF funds for the construction, engineering, reconstruction, maintenance, repair, equipment, improvement and administration of the system of streets, public highways or state highways within the County.	Road and Bridge	Permanent
8. MAINTENANCE AND REPAIR RECORDS - ROAD AND BRIDGE.	See: Daily Work Reports above	

Douglas County – Records Retention Schedule

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period
9. PAYROLL AND PERSONNEL RECORDS.	See: Section 23 Payroll Records and Section 24 Personnel Records	
10. PERMITS AND SUPPORTING DOCUMENTATION – ROAD AND BRIDGE.		
A. Confined Space Entry Permits. Issued by County for employees to work in confined spaces.	Public Works	1 year after completion of entry operations and cancellation of the permit
B. Hot Work and Open Flame Work Permits. Issued by County for employees to perform hot work and open flame work.	Public Works	Until completion of hot work operations, or 1 year after completion of any associated confined space entry permit work
C. Right-of-Way Work Permits. Access, dirt cut, erosion and sediment control, moving permits.	See: Section 10 Engineering and Storm Water Records – Permits	
11. PROJECT FILES – ROAD AND BRIDGE. Design and construction project files, including as-built drawings; copies of construction contracts and supporting documentation; copies of invoices, purchase orders, project bonds, project team meeting minutes; etc.	Road and Bridge	6 years + current after replacement, demolition or transfer of the improvement to another entity, except that routine material may be purged when eligible for destruction under this retention schedule and except that the records must be evaluated for continuing legal, administrative or historical value
12. PURCHASING RECORDS.	See: Section 13 Financial Records – Purchasing Records	
13. ROAD NAME FILES.	See: Project files above	
14. STANDARDS, POLICIES AND PROCEDURES DOCUMENTATION.	See: Section 15 General Records – Policies and Procedures Documentation	
15. STREET ADDRESS AND HOUSE NUMBER RECORDS.	See: Section 25 Planning Records	Permanent
16. TRAFFIC CONTROL AND MANAGEMENT RECORDS.	See: Section 33 Traffic Management Records	