

SCHEDULE 37-340
DEPARTMENT OF ROADS
TRAFFIC ENGINEERING DIVISION
DRAFT 5/12/2017

Retention requirements are for all records, regardless of the media on which they reside, unless otherwise noted.
Records that are handled by all Divisions and Districts will be listed in Department of Roads General Schedule 37.
If you cannot find a record or you have questions on its retention period, please

Supersedes Edition of September 19, 2011

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
037-340-001	DISASTER RECOVERY BACK-UPS FOR ELECTRONIC RECORDS	Back-up tapes or other storage media are only to be used for system restoration in the event of a disaster. Disaster recovery back-ups are never to be used or considered for records management or archiving purposes. NDOR provides all disaster recovery back-up services for their records except email, which is managed by the OCIO. Tapes for all other electronic records will be maintained and then overwritten or destroyed following the retention rotations.	OBSOLETE	NDOR backups are managed by the Office of the CIO as of September 2016.
037-340-002 (037-340-017)	CORRESPONDENCE	Correspondence related to location specific requests or incidents. These may have an impact on current or future projects. Scanned copies of letters received in Traffic Engineering from the public/outside entities and Traffic Engineering responses. Examples include requests to study or investigate a concern/suggestion for the highway and Traffic Engineering's acknowledgement of receipt of the request and summarization of study results, as well as signing requests. Includes responses and documentation of reviews.	PAPER RECORD: Scan and verify image. Minimum 1 day up to a maximum of 1 year. ELECTRONIC RECORD: Retain in ECM. 50 years ALL OTHER COPIES: Minimum 1 day up to a maximum of 1 year. PRIOR TO 2012 SECURITY MICROFILM: Transfer to State Records Center. 50 years MICROFILM WORK COPY: 50 years PRIOR TO 2009 CD SECURITY COPY: Transfer to State Records Center; 15 years CD WORK COPY: 15 years	
037-340-003	NDOR-HSO HIGHWAY SAFETY FATAL CRASH REPORTS	Information on fatal crashes involving Nebraska roads.	OBSOLETE	
037-340-004	NDOR-HSO HIGHWAY SAFETY FATALITY CRASH BAC REPORT	Lists crash information and results of the BAC (blood alcohol content) test. Information is submitted by the reporting county attorney.	OBSOLETE	
037-340-006	NDOR-HSO HIGHWAY SAFETY STANDARD SUMMARY OF NEBRASKA MOTOR VEHICLE TRAFFIC CRASHES	Statistical crash information received on motor vehicle traffic crash in Nebraska.	OBSOLETE	
037-340-009	NOHS HIGHWAY SAFETY TRAFFIC TOLL-DAILY COUNT	"Daily Count of the Nebraska Traffic Toll" is a daily comparative chart on fatalities by the type of accident.	OBSOLETE	
037-340-019	TRAFFIC REPORTS, SEMI-ANNUAL AND ANNUAL	Safety report requested by FHWA (Federal Highway Administration).	OBSOLETE	
037-340-022	TRAFFIC STUDIES, 3+ SAFETY TRAFFIC ENGINEERING	Federally subsidized project oriented study of such things as high accident intersections.	OBSOLETE	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
037-340-341-001	TRAFFIC ENGINEERING MEMOS OF UNDERSTANDING	NDOR signed original memo of understanding agreements with other State agencies.	PAPER AND ELECTRONIC RECORD: Retain in ECM. Superseded	
037-340-341-002	CORRESPONDENCE TRACKING SPREADSHEET	Electronic spreadsheet used to track all correspondence received by the traffic analysis section related to operational or safety concerns on the highway. EX: Excel spreadsheet		See Schedule 124 - General Records for all State Agencies -- NONRECORD MATERIAL, Item 124-82
037-340-341-003	DIRECTOR'S LETTER TRACKING SPREADSHEET	Tracks correspondence from public received by the Director's Office and forwarded to Traffic Engineering for a response. Actual correspondence and responses is kept by the Director's office.		See Schedule 37 - General Schedule for Department of Roads -- CORRESPONDENCE FOR GOVERNOR / DIRECTOR / DEPUTY SIGNATURE, Item 37-000-7
037-340-341-004	FHWA CORRESPONDENCE	Copies of correspondence to and from FHWA that pertain to Traffic Engineering.	ELECTRONIC RECORD: Retain in ECM. 10 years	
037-340-341-005	FHWA FORMER PROGRAMS	Correspondence related to the former projects (i.e. Pooled Fund Research project).	PAPER RECORD: Minimum of 1 day up to a maximum of 1 year	
037-340-341-006	NON-INFRASTRUCTURE PROJECTS	Supporting documentation for non-infrastructure safety projects awarded as grants by Traffic Engineering and the NDOR Highway Safety Office.	PAPER RECORD: Scan and verify image. Minimum of 1 day up to a maximum of 1 year ELECTRONIC RECORD: Retain in ECM. 20 years	
037-340-341-007	NON-INFRASTRUCTURE PROJECTS SPREADSHEET	Spreadsheet used to track project status and various reports requested by NDOR and FHWA personnel.	ELECTRONIC RECORD: Retain in ECM. Superseded	
037-340-341-008	COMMITTEE MEETING DOCUMENTATION	Meeting minutes, agendas, handouts, etc. from current or past committees that Traffic Engineering staff chairs or is responsible for recording/documenting the activities.	PAPER RECORD: Scan and verify image. Minimum of 1 day up to a maximum of 1 year ELECTRONIC RECORD: Retain in ECM. 20 years	
037-340-341-009	MANUALS/BROCHURES	Manuals/brochures/publications created by Traffic Engineering for internal/external distribution.	PAPER AND ELECTRONIC RECORD: Retain in ECM. Current plus previous version.	
037-340-341-010	SPECIAL PROJECTS	Reference or research requests from NDOR personnel.	PAPER AND ELECTRONIC RECORD: Minimum of 1 day up to a maximum of 1 year	
037-340-341-011	EMPLOYEE-RELATED DOCUMENTATION	Includes new employee checklist, reference information for new employees, employee contact information, employee extension numbers, birthdays, etc.	PAPER RECORD: Minimum 1 day up to a maximum of 1 year. ELECTRONIC RECORD: Retain in ECM. Superseded	
037-340-341-012	EMPLOYEE FILES	Copies of disciplinary and performance reviews, temporary tracking lists, active CPQs/PDQ, charitable campaigns, etc.		See Schedule 37 - General Schedule for Department of Roads -- HR DOCUMENTS, item 37-000-17
037-340-341-013	EMPLOYEE RECOGNITION	Documentation for division/agency awards, lists, spreadsheets, etc.		See Schedule 124 - General Records for all State Agencies -- EMPLOYEE RECOGNITION RECORDS, Item 124-50
037-340-341-014	ACCOUNTING-BUDGET	Draft budget and backup documents.	Current plus previous version	
037-340-341-015	ACCOUNTING-BUDGET	Approved budget.	Current plus previous version	
037-340-341-016	ACCOUNTING-NDOR DOCUMENT NUMBERS	Log of Traffic Engineering document numbers.	ELECTRONIC RECORD: Retain in ECM. Superseded	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
037-340-341-017	ACCOUNTING-EXPENSE REIMBURSEMENTS	Copy of expense reimbursements sent to Controller for reference/template.	Minimum 1 day up to a maximum of 1 year.	
037-340-341-018	ACCOUNTING-VENDOR BILLS	Copy of order payment form/vendor bills sent to Controller.	Minimum 1 day up to a maximum of 1 year.	
037-340-341-019	ACCOUNTING-MEMBERSHIPS	Payment process for professional organizations that Traffic Engineering belongs to.	Minimum 1 day up to a maximum of 1 year.	
037-340-341-020	ACCOUNTING-TRAVEL REQUEST LOG	Spreadsheet for tracking actual versus estimated costs for trips taken by Traffic Engineering staff; also tracks pending travel requests routed to Director's Office for approval.	Minimum 1 day up to a maximum of 1 year.	
037-340-341-021	ACCOUNTING-APPROVED TRAVEL REQUESTS	Documentation of approved travel requests.	PAPER RECORD: Minimum 1 day up to a maximum of 1 year.	
037-340-341-022	ACCOUNTING-AUTHORITY FOR EXPENDURES	Log of AFE forms sent to Controller.	PAPER RECORD: Minimum 1 day up to a maximum of 1 year.	
037-340-341-023	ACCOUNTING-VEHICLES	Copies of Voyager gas receipts for fleet vehicles assigned to Traffic Engineering.	PAPER RECORD: 1 year.	See Schedule 37 - General Schedule for Department of Roads -- GAS RECEIPTS, item 37-000-15
037-340-341-024	ACCOUNTING-VEHICLES	Inventory of vehicles from Fleet Management; equipment numbers, description, location, etc.	ELECTRONIC RECORD: Minimum 1 day up to a maximum of 1 year.	
037-340-341-025	OFFICE SUPPLIES-PAPER	Includes stock requisitions, delivery tickets, monthly requisitions expense report, Office Depot packing slips and monthly bills, service call forms, and inventory of equipment over \$1,500.	PAPER RECORD: Minimum 1 day up to a maximum of 1 year.	
037-340-341-026	OFFICE SUPPLIES-ELECTRONIC	Spreadsheet of office supply requests and inventory of equipment over \$1,500.	ELECTRONIC RECORD: Minimum 1 day up to a maximum of 1 year.	
037-340-341-027	MEETING, CONFERENCE, TRAINING	Mailing lists, handouts, minutes, budget requests, presentations, etc. of meetings that Traffic Engineering hosts or is involved with.	Superseded plus 1.	
037-340-341-028	LEGISLATION	Reports and tracking on state legislation pertaining to Traffic Engineering.	Minimum 1 day up to a maximum of 1 year.	
037-340-341-029	STATE PATROL WORK ZONE GRANT	Breakdown of the hours charged to the work zone enforcement grant required by state legislation.	Minimum 1 day up to a maximum of 1 year.	
037-340-341-030	OFFICE PROCEDURE MANUAL	Procedures for clerical support tasks.	Superseded	
037-340-341-031	CITY-COUNTY SPREADSHEET	Spreadsheet with information on cities and counties, including population size, district, county seat, county number, etc.		See Schedule 124 - General Records for all State Agencies -- NONRECORD MATERIAL, Item 124-82
037-340-342-001	WORK ZONE CRASH REPORTS	Crash reports submitted by project manager for crashes in work zones.	OBSELETE	DR Form 100
037-340-342-002	WORK ZONE CRASH SUMMARY	Monthly summary of WZ crashes sent to district staff.	PAPER RECORD: Minimum of 1 day up to a maximum of 1 year ELECTRONIC RECORD: Retain in ECM. 3 years	
037-340-342-003	CONSTRUCTION INSPECTION REPORTS	Reports of work zone, pavement marking, and signing reviews.	PAPER RECORD: Minimum of 1 day up to a maximum of 1 year ELECTRONIC RECORD: Retain in ECM. 5 years	
037-340-342-004	HIGHWAY JUNCTION PLANS	Junction signing plan for field personnel to install/maintain signs.	PAPER RECORD: Minimum of 1 day up to a maximum of 1 year ELECTRONIC RECORD: Retain in ECM. Superseded plus 1 ELECTRONIC WORKING COPY: Superseded	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
037-340-342-005	TRAFFIC ENGINEERING POLICIES & PROCEDURES	Traffic Engineering Division policies (in P&P binder).	PAPER COPY: Superseded plus 1 ELECTRONIC WORKING COPY: Retain in ECM. Superseded plus 1 SIGNED COPY: Superseded plus 1 ALL OTHER COPIES: Superseded	
037-340-342-006	SYNCHRO FILES	Files for signal system timing.	PAPER RECORD: Minimum of 1 day up to a maximum of 1 year ELECTRONIC RECORD: Retain in ECM. Superseded	
037-340-342-007	SIGNAL TIMING SHEETS	Record of existing and past signal timing.	Superseded plus 5 years	
037-340-342-008	TRAFFIC SIGNAL CABINET LOGS	Notes reasons for signal visits.	Superseded	
037-340-342-009	SIGNAL SPREADSHEET	Spreadsheet list of statewide traffic signals and beacons. Notes location, equipment, turn-on and modification dates, etc.	Superseded	
037-340-342-010	TRAFFIC SIGNAL INSTRUCTION MEMOS	Documentation on the authorization for items of work.	Superseded	
037-340-342-011	ACTION REPORTS	Documents actions taken on signals.	PAPER RECORD: Minimum of 1 day up to a maximum of 1 year	Documents are kept until the signal has either been repaired, replaced or removed.
037-340-342-012	NEBRASKA SUPPLEMENT TO THE MUTCD	Nebraska supplement to the MUTCD, including State of Nebraska Rules and Regulations.	PAPER RECORD: Superseded plus 1 ELECTRONIC RECORD: Retain in ECM. Permanent ELECTRONIC WORKING COPY: Retain in ECM. Superseded	
037-340-342-013	MUTCD REVIEW COMMENTS	Submitted comments for MUTCD review.	Superseded	
037-340-342-014	MUTCD/SUPPLEMENTAL ORDERS	District orders for MUTCD & Nebraska Supplement to MUTCD.	PAPER RECORD: Minimum of 1 day up to a maximum of 1 year ELECTRONIC RECORD: Retain in ECM. Superseded	
037-340-342-015	PRODUCT REVIEWS / BROCHURES	Product information from vendors and acceptance/denials for approvals.	Minimum of 1 day up to a maximum of 1 year	
037-340-342-016	ROW PERMITS-COMPLETED	Permits related to traffic control devices, including plans.	Minimum of 1 day up to a maximum of 1 year	
037-340-342-017	ROW PERMITS-REVIEWED	Permits related to traffic control devices, including plans.	Superseded	
037-340-342-018	RESEARCH REPORTS	NDOR, UNL, and national research reports.	Minimum of 1 day up to a maximum of 1 year	
037-340-342-019	PHOTOS	Photos from field visits, etc.		See Schedule 37 - General Schedule for Department of Roads -- PHOTOS/VIDEO/AUDIO - OTHER BUSINESS RELATED PHOTOS, item 37-000-30
037-340-342-020	PRESENTATIONS	Misc. presentations given to various classes, conferences, etc.		See Schedule 37 - General Schedule for Department of Roads -- PRESENTATIONS - NON-PROJECT, item 37-000-32
037-340-342-021	SIGN DESIGNS	Electronic (SignCAD) and paper sign designs	Superseded	
037-340-342-022 (037-340-018)	MISCELLANEOUS SIGNING PLANS	Hospital, truck routes, auto tour, state border, alternative fuel, attraction, etc. signing plans.	PAPER RECORD: Minimum of 1 day up to a maximum of 1 year ELECTRONIC RECORD: Retain in ECM. Superseded	

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037-340-342-023	MISCELLANEOUS PAVEMENT MARKING PLANS	Pavement marking plans for towns, highway junctions, etc.	PAPER RECORD: Minimum of 1 day up to a maximum of 1 year ELECTRONIC RECORD: Retain in ECM. Superseded	
037-340-342-024	ASSOCIATED GENERAL CONTRACTORS (AGC) NOTES	Notes from AGC Traffic Control Committee meeting.	Minimum of 1 day up to a maximum of 1 year	
037-340-342-025	PERFORMANCE EVALUATIONS	Employee performance evaluations.	Minimum of 1 day up to a maximum of 1 year	See Schedule 37 - General Schedule for Department of Roads -- HR DOCUMENTS, item 37-000-17
037-340-342-026	POSITION QUESTIONS / SCORING	Interview questions and scoring used in hiring process.	Minimum of 1 day up to a maximum of 1 year	
037-340-342-027	MISC. COST ESTIMATES	Cost estimates for signing/ signal work.	Minimum of 1 day up to a maximum of 1 year	
037-340-342-028	POPULATIONS	Spreadsheet list of updated populations.	Superseded	
037-340-342-029	LOGO / TODS SIGNS	New site reviews, approvals, site plans, RFP requests, contracts, certificates of insurance, and payment reports for LOGO and TODS signs.	ALL COPIES OF REVIEW REQUESTS AND PAYMENT REPORTS: Minimum of 1 day up to a maximum of 1 year ALL COPIES OF APPROVALS, SITE PLANS, RFP REQUESTS, CONTRACTS AND CERTIFICATES OF INSURANCE: Superseded	
037-340-342-030	FHWA DOCUMENTS	Process reviews, WZ self-assessments, etc. completed in conjunction with FHWA.	PAPER RECORD: Minimum of 1 day up to a maximum of 1 year ELECTRONIC RECORD: Retain in ECM. Superseded	
037-340-342-031	WORK ZONE SAFETY AND MOBILITY POLICY	NDOR policy to comply with FHWA guidelines.	PAPER RECORD: Minimum of 1 day up to a maximum of 1 year ELECTRONIC RECORD: Retain in ECM. Superseded plus 1	
037-340-342-032	SIGN ORDERS	Sign orders from district personnel. May be either paper or electronic orders.	Minimum of 1 day up to a maximum of 1 year	
037-340-342-033	SIGN ORDER LOG FILE	Spreadsheet of orders received from district personnel.	Superseded	
037-340-342-034	SIGN ORDER MANUAL	Manual showing sign numbers, sizes and Operations stock numbers.	Superseded	
037-340-342-035	AGREEMENTS	NDOR/local agency agreement outlining responsibilities of each party for traffic control devices.	5 years after completion, fulfillment or voiding of contract	Most of the time these are part of a highway construction Project contract.
037-340-342-036	AGREEMENTS LOG FILE	Spreadsheet of Traffic Engineering agreement signature dates.	Superseded	
037-340-342-037	WORK ORDERS	Signed copy of project work orders not related to highway construction projects.	PAPER RECORD: Project completion	
037-340-342-038	NEWS ARTICLES	Location-related news.		See Schedule 124 - General Records for all State Agencies -- NONRECORD MATERIAL, Item 124-82
037-340-342-039	PUBLIC COMMENTS	Location related public comments.		See Schedule 124 - General Records for all State Agencies -- NONRECORD MATERIAL, Item 124-82
037-340-343-001	SPEED DATA-TALLY SHEETS, ELECTRONIC DATA ENTRY FILES	Used to make recommendations regarding posted speed limits and other highway features. EX: tally sheet , electronic input files.	PAPER AND ELECTRONIC RECORD: Minimum of 1 day up to a maximum of 1 year	
037-340-343-002	SPEED DATA SUMMARY FILES	Summary statistics of speed data collected in the field, which is used to assist with speed zone recommendations.	PAPER RECORD: Minimum of 1 day up to a maximum of 1 year ELECTRONIC RECORD: Retain in ECM. 10 years	

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037-340-343-003	STATEWIDE SPEED MONITORING REPORT	Report used to monitor and compare operating speeds with actual speed limits.	PAPER RECORD: Minimum of 1 day up to a maximum of 1 year ELECTRONIC RECORD: Retain in ECM. Superseded	
037-340-343-004	PEDESTRIAN VOLUME DATA SHEETS	Tally sheet used by data collectors to denote the number of pedestrians for a particular location, where they crossed and the age of each pedestrian.	PAPER RECORD: Scan and verify image. Minimum of 1 day up to a maximum of 1 year ELECTRONIC RECORD: Retain in ECM. 10 years	
037-340-343-005	FIELD OBSERVATION NOTES	Notes written by hand by the data collector observed while on site. They also list other site conditions.	PAPER RECORD: Scan and verify image. Minimum of 1 day up to a maximum of 1 year ELECTRONIC RECORD: Retain in ECM. 10 years	
037-340-343-006	PHOTOS AND PHOTOS WITH NOTES	Pictures taken with a camera to capture various site conditions. Also includes photos with notes written on them.	PAPER RECORD: Minimum of 1 day up to a maximum of 1 year ELECTRONIC RECORD: Retain in ECM. 10 years	
037-340-343-007	GAP DATA AND GAP SUMMARIES	Used to quantify gap information for pedestrians and cars who want to cross or enter the highway. EX: PETRAPro electronic file, summary worksheet.	SUMMARY WORKSHEET (PAPER OR ELECTRONIC): Minimum of 1 day up to a maximum of 1 year ELECTRONIC DATA FILE: Retain in ECM. 5 years	
037-340-343-008	TRAFFIC VOLUME DATA AND TRAFFIC VOLUME SUMMARIES	Used to quantify traffic volumes on the highway and at intersections. EX: PETRAPro electronic file, summary worksheet.	PAPER RECORD: Minimum of 1 day up to a maximum of 1 year ELECTRONIC RECORD: Retain in ECM. 5 years	
037-340-343-009	TRAFFIC VOLUMES VIDEO FILES	Video files that depict operations at a location. Used to view and quantify traffic volumes. EX: MioVision or other video files.	ELECTRONIC RECORD: Minimum of 1 day up to a maximum of 1 year	
037-340-343-010	TRAFFIC ACCIDENT SURVEY	Diagram crash and crash query information used to identify crash patterns. EX: hand written summaries of crash data, diagrammatic tally sheet.	PAPER RECORD: Scan and verify image. Minimum of 1 day up to a maximum of 1 year ELECTRONIC RECORD: Minimum of 1 day up to a maximum of 3 years	
037-340-343-011	CRASH RECORDS REQUEST	Submission form used to request summarized crash data from the NDOR accident records section. EX: Standard DOR Form	PAPER AND ELECTRONIC RECORD: Minimum of 1 day up to a maximum of 1 year	
037-340-343-012	QUERY SUMMARIES FROM THE NDOR ACCIDENT RECORDS DATABASE	Summary of crash info based on a specific set of query requirements. Used to summarize crash data and identify trends. EX: Exported to Microsoft Excel from the NDOR crash records database.	PAPER RECORD: Minimum of 1 day up to a maximum of 1 year ELECTRONIC RECORD: Retain in ECM. 20 years	
037-340-343-013	CAPACITY ANALYSIS SOFTWARE FILES	Software files used to determine highway capacity and operations. EX: Synchro, Highway Capacity Software, CORSIM, etc.	ELECTRONIC RECORD: Retain in ECM. 5 years	
037-340-343-014	CAPACITY ANALYSIS SUMMARY FILES	Summary sheets and outputs from Capacity Analysis Software. EX: Synchro, Highway Capacity Software, CORSIM, etc.	PAPER RECORD: Minimum of 1 day up to a maximum of 1 year ELECTRONIC RECORD: Retain in ECM. 3 years	
037-340-343-015	SIGNAL WARRANT ANALYSIS AND SUMMARY FILES	Analysis files used to determine if traffic signals are warranted. Also includes summary charts . EX: Highway Capacity Software files, spreadsheets and the summary output files from these things.	PAPER RECORD: Minimum of 1 day up to a maximum of 1 year ELECTRONIC RECORD: Retain in ECM. 3 years	
037-340-343-016	LEFT AND RIGHT TURN BAY WARRANT ANALYSIS AND SUMMARY FILES	Analysis files used to determine if left or right turn bays are warranted. Also includes summary charts . EX: Spreadsheets and the summary output files from these things.	PAPER RECORD: Minimum of 1 day up to a maximum of 1 year ELECTRONIC RECORD: Retain in ECM. 3 years	
037-340-343-017	LEFT TURN PHASE WARRANT ANALYSIS AND SUMMARY FILES	Analysis files used to determine if a left turn phase is warranted. Also includes summary charts. EX: Flowchart worksheet.	PAPER RECORD: Minimum of 1 day up to a maximum of 1 year ELECTRONIC RECORD: Retain in ECM. 3 years	

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037-340-343-018	STUDY TRACKING LOG	Used to organize the filing of data related to specific study locations on the highway system. EX: Access database.	PAPER RECORD: Minimum of 1 day up to a maximum of 1 year ELECTRONIC RECORD: Retain in ECM. Superseded	
037-340-343-019	SPEED ZONE DATABASE		ELECTRONIC RECORD: Retain in ECM. Superseded	
037-340-343-020	ACTION REPORTS	Used to affect changes to traffic control devices in the field. Also used to verify that changes are made. EX: Electronic forms, paper copies, and scanned copies of signed forms.	ELECTRONIC DRAFT: Minimum of 1 day up to a maximum of 1 year SIGNED PAPER RECORD: Scan and verify image. Minimum of 1 day up to a maximum of 1 year SIGNED ELECTRONIC RECORD: Retain in ECM. 5 years	
037-340-343-021 (037-340-016)	COVER LETTERS FOR SPEED ZONE CHANGES	Letters informing local entities about changes to speed limits on nearby highways. EX: Letter	SIGNED PAPER RECORD: Send original, no copy. ELECTRONIC DRAFT RECORD: Minimum of 1 day up to a maximum of 1 year	
037-340-343-022	SPEED ZONE RECORDS DATABASE	Manages the numbering system for speed authorizations. EX: Spreadsheet	PAPER RECORD: Minimum of 1 day up to a maximum of 1 year ELECTRONIC RECORD: Retain in ECM. Superseded	
037-340-343-023	SPEED MAPS USED FOR SPEED AUTHORIZATIONS	Maps used to convey boundaries of speed zones along with speed data and traffic control devices. EX: Electronic speed plat maps and speed sign maps (.dgn files or MicroStation files).	PAPER RECORD: Minimum of 1 day up to a maximum of 1 year ELECTRONIC RECORD: Retain in ECM. Superseded	
037-340-343-024	SPEED AUTHORIZATIONS	To establish proper speed limits other than those defined by statute. EX: Compiled packets, including cover sheet, local ordinance, and maps.	ELECTRONIC DRAFT: Minimum of 1 day up to a maximum of 1 year SIGNED PAPER RECORD: Scan and verify image. Minimum of 1 day up to a maximum of 1 year SIGNED ELECTRONIC RECORD: Retain in ECM. Superseded plus 1	
037-340-343-025 (037-340-013)	TRAFFIC ANALYSIS DOCUMENTATION- UNRELATED TO NDOR PROJECTS	These documents summarize study results for aspects of the highway such as safety, geometry, operations, etc. These documents are typically produced after the Traffic Analysis section receives a concern from the public or other NDOR personnel about a location on the State highway (unrelated to NDOR highway projects). Studies usually document how the concern was received, what data was collected for the study, results and recommendations. EX: Memorandums.	PAPER AND ELECTRONIC DRAFTS: Minimum of 1 day up to a maximum of 1 year PAPER RECORD: Minimum of 1 day up to a maximum of 1 year FINAL ELECTRONIC RECORD: Retain in ECM. 20 years	
037-340-343-026 (037-340-015)	CONSULTANT OR 3RD PARTY STUDIES	Studies conducted by third parties for roadways maintained by NDOR. Some studies are initiated by NDOR, while others may initiated by a third party.	DRAFT STUDIES: Minimum of 1 day up to a maximum of 1 year PAPER AND ELECTRONIC RECORD: If initiated by others, minimum of 1 day up to a maximum of 1 year PAPER RECORD: If initiated by NDOR, minimum of 1 day up to a maximum of 1 year ELECTRONIC RECORD: Retain in ECM. If initiated by NDOR, 20 years	
037-340-343-027	MAPS, SKETCHES OR DIAGRAMS	Used to display information used in analysis and reports - also used to display data collection requests, depict site conditions, etc.. EX: Electronic drawings (e.g. MicroStation), hand sketches and other visuals	PAPER RECORD: Minimum of 1 day up to a maximum of 1 year ELECTRONIC RECORD: Retain in ECM. 10 years	

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037-340-343-028	CHRONOLOGY OR TIMELINE SUMMARIES	Developed to summarize the study history of a location and the history of traffic control at a particular location, usually developed for management. EX: Powerpoint or Excel files.	PAPER RECORD: Minimum of 1 day up to a maximum of 1 year ELECTRONIC RECORD: Retain in ECM. Superseded	
037-340-343-029	MATERIALS GENERATED FOR MEETINGS SCHEDULED AND/OR RUN BY THE TRAFFIC ANALYSIS SECTION	Used to document discussions and decisions with respect to project issues or location studies. Also includes visuals such as maps, presentation slides, etc. Meetings can be internal or external. EX: Powerpoint files, notes, minutes, sign-in sheets, etc.	PAPER RECORD: Minimum of 1 day up to a maximum of 1 year DRAFT ELECTRONIC RECORD: Minimum of 1 day up to a maximum of 1 year FINAL ELECTRONIC RECORD: Retain in ECM. 20 Years	
037-340-343-030	EXPECTATIONS MEMORANDUMS	Provides employees with a list of expectations related to their job within the Traffic Analysis section.	DRAFT PAPER RECORD: Minimum of 1 day up to a maximum of 1 year SIGNED PAPER RECORD: Scan and verify. Minimum of 1 day up to a maximum of 1 year SIGNED ELECTRONIC RECORD: Retain in ECM. Superseded plus 1	If disciplinary action is involved, a signed electronic copy is sent to Human Resources Division.
037-340-343-031	DATA COLLECTOR SCHEDULES	Developed to publicize data collector whereabouts for the week. EX: Excel spreadsheet.	PAPER RECORD: Minimum of 1 day up to a maximum of 1 year ELECTRONIC RECORD: Retain in ECM. Superseded	
037-340-343-032	DATA COLLECTOR LOGS AND MILEAGE RECORDS	Helps track data collector activity over the course of a week.	PAPER RECORD: Minimum of 1 day up to a maximum of 1 year ELECTRONIC RECORD: Retain in ECM. 5 years	
037-340-344-001	NDOR ROADS BILLING SYSTEM SUMMARY OF SPD ACCOUNTS	Used to extract the last account number to invoice the next invoice.	PAPER RECORD: Minimum of 1 day up to a maximum of 1 year	
037-340-344-002	STATE PROPERTY DAMAGE REPORT	Summary of State Property Damage Accounts generated, billed, paid, sent to legal and written off. Report is generated monthly and yearly.	PAPER RECORD: 1 year ELECTRONIC RECORD: Retain in ECM. 5 years ALL OTHER COPIES: Minimum 1 day up to a maximum of 1 year	
037-340-344-003	ANNUAL NEBRASKA CRASH FACTS BOOKLETS	Annual summaries of Nebraska traffic crash facts.	WORKING COPY: Superseded ELECTRONIC RECORD: Retain in ECM. Permanent ALL OTHER COPIES: Minimum 1 day up to a maximum of 1 year	
037-340-344-004	STATE PROPERTY DAMAGE INSTRUCTION MANUAL	Instructions for state property damage.	ELECTRONIC RECORD: Retain in ECM. Superseded	
037-340-344-005	DAMAGE CLAIM LETTERS	Letters are mailed out with forms for private citizens to file claim for damages.	PAPER RECORD: 3 years	
037-340-344-006 (037-340-021)	SPD (STATE PROPERTY DAMAGE) FILE	Cases created or reported damage to NDOR. Possible supporting documents are letters to drivers, owners, insurance companies, invoice, DIRK system notifications, phone messages, scanned documents, and pictures.	PAPER RECORD: Completed cases where costs incurred and payment made: 3 years; Cases where no damage was incurred: 3 years; Uncollectible cases: 5 years	
037-340-344-007	VANDALISM/THEFT FORMS	Cases created of vandalism or theft to NDOR property. DR form 25.	ELECTRONIC RECORD: Retain in ECM. 3 years	
037-340-344-008	UNINVOICED SPD CASES BY DISTRICT REPORT	Forward to appropriate district for notification of cases that are over 60 days old.	PAPER RECORD: Minimum of 1 day up to a maximum of 1 year	
037-340-344-009	DAMAGE CLAIM LETTERS LOG LIST	List of all letters mailed out with forms for private citizens to file claim for damages.	ELECTRONIC RECORD: Retain in ECM. Superseded	
037-340-344-010	VANDALISM/THEFT LIST	Spreadsheet of all cases created of vandalism or theft to NDOR property.	ELECTRONIC RECORD: Retain in ECM. 3 years	
037-340-344-011	AUDIO FILES OF SAFETY COMMITTEE MEETINGS	Electronic recording of Safety Committee meetings.	ELECTRONIC RECORD: Retain in ECM. 3 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
037-340-344-012	MINUTES-SAFETY COMMITTEE MEETINGS	Written record of Safety Committee meetings.		See Schedule 124 - General Records for State Agencies -- MEETING MINUTES AND MATERIALS, item 124-78
037-340-344-013	BENEFIT COST EVALUATION	Evaluation of safety projects including benefit cost analysis, collision diagrams, calculation sheet, societal cost sheet.	PAPER RECORD: Scan and destroy after image verification ELECTRONIC RECORD: Retain in ECM. 20 years	
037-340-344-014	INDIVIDUAL STUDY REQUEST	Written request for an accident study.	PAPER RECORD: Minimum of 1 day up to a maximum of 1 year	
037-340-344-015	SAFETY PROJECT TRACKING SYSTEM	Tracks the status of Safety Funded projects and potential safety projects; updated monthly.	PAPER RECORD: 20 years ELECTRONIC RECORD: Retain in ECM. Superseded	
037-340-344-016	HIGHWAY SAFETY GUIDELINE MANUAL FOR THE ANALYSIS AND EVALUATION UNIT	Instruction manual on how to complete standard reports.	PAPER RECORD: Superseded ELECTRONIC RECORD: Retain in ECM. Superseded	
037-340-344-017	ACCIDENT SPOT MAP REPORT	Graphic display of accident locations. Possible supporting documents for report: request sheet, calculation sheet, location maps, project design sheets, correspondence, "blue" front sheet, traffic volume sheet, NECTAR sheet, form DR73, digital photos, scanned documents, IHI sheets, HSI database query.	PAPER RECORD: Scan and verify image. Minimum of 1 day up to a maximum of 1 year ELECTRONIC RECORD: Retain in ECM. 20 years	
037-340-344-018	ACCIDENT COLLISION DIAGRAM REPORT	Graphic display of accidents at a specific location. Possible supporting documents for report: request sheet, calculation sheet, location maps, project design sheets, correspondence, "blue" front sheet, traffic volume sheet, NECTAR sheet, form DR73, digital photos, scanned documents, IHI sheets, HSI database query.	PAPER RECORD: Scan and verify image. Minimum of 1 day up to a maximum of 1 year ELECTRONIC RECORD: Retain in ECM. 20 years	
037-340-344-019	ACCIDENT RATE ANALYSIS REPORT	Accident rate of interchanges, intersections, and roadway sections. Possible supporting documents for report: request sheet, calculation sheet, location maps, project design sheets, correspondence, "blue" front sheet, traffic volume sheet, NECTAR sheet, form DR73, digital photos, scanned documents, IHI sheets, HSI database query.	PAPER RECORD: Scan and verify image. Minimum of 1 day up to a maximum of 1 year ELECTRONIC RECORD: Retain in ECM. 20 years	
037-340-344-020	INDIVIDUAL ACCIDENT ANALYSIS REPORT	Summary of individual accidents. Possible supporting documents for report: request sheet, location maps, correspondence, "blue" front sheet, scanned documents, IHI sheets, HSI database query.	PAPER RECORD: Scan and verify image. Minimum of 1 day up to a maximum of 1 year ELECTRONIC RECORD: Retain in ECM. 20 years	
037-340-344-021	ACCIDENT DATABASE QUERY REPORT	List the location of accidents and associated accident data. Possible supporting documents for report: request sheet, calculation sheet, location maps, project design sheets, correspondence, "blue" front sheet, traffic volume sheet, NECTAR sheet, form DR73, digital photos, scanned documents, IHI sheets, HSI database query.	PAPER RECORD: Scan and verify image. Minimum of 1 day up to a maximum of 1 year ELECTRONIC RECORD: Retain in ECM. 20 years	
037-340-344-022	BASIC DATA SUMMARY REPORT	Summary of accident data. Possible supporting documents for report: request sheet, calculation sheet, location maps, project design sheets, correspondence, "blue" front sheet, traffic volume sheet, NECTAR sheet, form DR73, digital photos, scanned documents, IHI sheets, HSI database query.	PAPER RECORD: Scan and verify image. Minimum of 1 day up to a maximum of 1 year ELECTRONIC RECORD: Retain in ECM. 20 years	
037-340-344-023	EMPLOYEE INFORMATION	Possible documents include: performance tracking report, correspondences, scanned documents.	PAPER AND ELECTRONIC RECORD: Minimum of 1 day up to a maximum of 5 years	If disciplinary action is involved, an electronic copy is sent to Human Resources Division.

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
037-340-344-024	YEARLY STANDARD SUMMARIES, NEBRASKA MOTOR VEHICLE TRAFFIC ACCIDENT	Yearly statewide accident summaries and annual special summaries of various topics (county, cities, various vehicle types, highway users, etc.)	PAPER RECORD: Scan and verify image. Minimum of 1 day up to a maximum of 3 years ELECTRONIC RECORD: Retain in ECM. Permanent ALL OTHER COPIES: Minimum 1 day up to a maximum of 1 year	
037-340-344-025 (037-340-006) (037-340-020)	MONTHLY AND SPECIAL SUMMARIES OF NEBRASKA MOTOR VEHICLE TRAFFIC ACCIDENTS	Monthly statewide accident summaries and annual special summaries of various topics (county, cities, various vehicle types, highway users, etc.)	MICROFILM: Destroy PAPER RECORD: Scan and verify image. Destroy when no longer of reference value, but less than three years. ELECTRONIC RECORD: Retain in ECM. 10 years	
037-340-344-026	LAW FIRM CONTACTS	Signed contract of agreement between NDOR and a law firms for NDOR to provide access into the Law firm report access site.	PAPER RECORD: Scan and verify image. Minimum of 1 day up to a maximum of 1 year ELECTRONIC RECORD: Retain in ECM. Superseded plus 2	
037-340-344-027	LOCATION STUDY REQUESTS	Spreadsheet tracking internal and external requests received for accident studies and the time to complete the requests. Generated per request to satisfy data requester's needs.	ELECTRONIC RECORD: Retain in ECM. Permanent	
037-340-344-028	AD HOC QUERIES	Used to extract data from the different databases.	ELECTRONIC RECORD: Retain in ECM. Superseded	
037-340-344-029	AD HOC QUERIES REPORT	Report generated from running a ad hoc query .	ELECTRONIC RECORD: Minimum of 1 day up to a maximum of 1 year	
037-340-344-030	MANUALS (DATA ENTRY / CODING)	Manuals used to guide employees on how to do the data entry and coding processes.	PAPER RECORD: Superseded ELECTRONIC RECORD: Retain in ECM. Superseded plus 2	
037-340-344-031	INVESTIGATOR'S MANUAL	Used to instruct Investigators on the proper way to fill out accident reports. Paper version is used to compare past information given to law enforcement offices to the current information.	PAPER RECORD: Superseded plus 5 ELECTRONIC RECORD: Retain in ECM. Superseded plus 1	
037-340-344-032 (037-340-014)	ACCIDENT REPORTS	DR40, DR41, DR40a, DR174 and DR41 forms, and supporting documentation which includes accident clarification letters.	PAPER RECORD: Scan and verify image. Minimum of 1 day up to a maximum of 1 year ELECTRONIC RECORD: Retain in ECM. 20 years CD WORK COPY: Obsolete CD SECURITY COPY: Obsolete PHOTOGRAPHIC NEGATIVES: Obsolete	
037-340-344-033	FATAL ACCIDENT REPORTS	Electronic images of vehicle accident reports.	ELECTRONIC RECORD: Retain in ECM. Permanent	1956 was the first year NDOR was required to maintain these reports. All microfilm records have been scanned and the images have been verified.
037-340-344-034 (037-340-014)	ACCIDENT PHOTOS	Photos of vehicle accidents that support the vehicle accident report.	PHOTOGRAPHIC NEGATIVES: 5 years CDs: 5 years	
037-340-344-035	ONBASE REPORT SERVICES REPORTS	Production counts created out of OnBase.	ELECTRONIC RECORD: Minimum of 1 day up to a maximum of 1 year	
037-340-344-036	FARS ACCIDENT DATABASE	An Access database used to create morning reports, monthly reports and yearly reports.	ELECTRONIC RECORD: Retain in ECM. Superseded plus 2 ELECTRONIC DATA: Permanent	
037-340-344-037	TOLL COMPARE REPORT	Used to compare the last five years of fatal accidents.	ELECTRONIC RECORD: Retain in ECM. Superseded	
037-340-344-038 (037-340-009)	WEEKLY DAILY TRAFFIC REPORT	Tracks the day to day fatals for one week	PAPER AND ELECTRONIC RECORD: Minimum 1 day up to a maximum of 1 year	

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037-340-344-039	MONTHLY FATAL REPORT	Used to compile monthly fatal statistics.	PAPER RECORD: Minimum of 1 day up to a maximum of 1 year	
037-340-344-040	NATIONAL SAFETY COUNCIL	Monthly urban/rural fatal counts.	ELECTRONIC RECORD: Retain in ECM. Superseded plus 3	
037-340-344-041	FATALITIES BY MONTH REPORT	Fatal crashes by month report.	PAPER AND ELECTRONIC RECORD: Retain in ECM. Superseded	
037-340-344-042	NON TRAFFIC RAILROAD REPORT	Count of non traffic RR fatalities.	PAPER RECORD: Minimum of 1 day up to a maximum of 1 year ELECTRONIC RECORD: Minimum of 1 day up to a maximum of 5 years ALL OTHER COPIES: Minimum 1 day up to a maximum of 1 year	
037-340-344-043	RAILROAD REPORT	Count of MV-RR fatal crashes.	PAPER AND ELECTRONIC RECORD: Minimum of 1 day up to a maximum of 1 year	
037-340-344-044	STATE PATROL HQ FATAL CRASHES	Year end report of total fatalities.	PAPER RECORD: Superseded	
037-340-344-045	BAC FORM TEMPLATE	Template used to generate BAC forms.	ELECTRONIC RECORD: Retain in ECM. Superseded	
037-340-344-046	BAC FORM LETTER	Used to request BAC results from County Attorney.	PAPER RECORD: Superseded	
037-340-344-047	IHI REFERENCE BOOK	IHI Reference Post Book.	PAPER AND ELECTRONIC RECORD: Retain in ECM. 20 years	
037-340-344-048	URBAN REFERENCE BOOK	Reference Post Book for Highway Safety. Contains IHI information that is relevant for the spot mappers to reference.	PAPER AND ELECTRONIC RECORD: Retain in ECM. 20 years	
037-340-344-049	YEARLY ACCIDENT SPOT MAPS	Yearly accident spot maps	PAPER AND ELECTRONIC RECORD: Retain in ECM. 20 years	
037-340-344-050	ACCIDENT LOCATION GUIDELINES MANUAL	Manual for accident location marking rules.	PAPER RECORD: Superseded plus 1 ELECTRONIC RECORD: Retain in ECM. Superseded	
037-340-344-051	SPOT MAP TEMPLATES	Used as background maps for accident spot maps.	ELECTRONIC RECORD: Retain in ECM. Superseded	
037-340-344-052	GEOMEDIA USER MANUAL	Spot mapping Instructions for GeoMedia software.	PAPER RECORD: Superseded plus 1 ELECTRONIC RECORD: Retain in ECM. Superseded	
037-340-344-053	ACCIDENT SPOT MAPS	Requested Accident Spot Maps for specific areas or data.	PAPER AND ELECTRONIC RECORD: Retain in ECM. 10 years	
037-340-344-054	NEBRASKA HIGHWAY REFERENCE LOG BOOK	Printed copy of IHI Reference Post Log Book used by the spot mappers.	PAPER RECORD: 20 years	
037-340-344-055	ACCIDENT SPOT MAP QUALITY CONTROL LIST	Spot map completed dates and quality control completed dates.	ELECTRONIC RECORD: Retain in ECM. Superseded	
037-340-344-056	LETTER TEMPLATES	Cover letters sent with spot maps.	ELECTRONIC RECORD: Retain in ECM. Superseded	
037-340-344-057	CHECK REGISTRY	Spreadsheet used to track the day-to-day incoming transactions.	ELECTRONIC RECORD: Retain in ECM. Superseded	
037-340-344-058	METRO REGISTRY	Spreadsheet used to track the day-to-day incoming transactions.	ELECTRONIC RECORD: Retain in ECM. Superseded	
037-340-344-059	INCOMING MAIL	Stored for audit purposes.	PAPER RECORD: 5 years	
037-340-344-060	EMPLOYEE PERSONAL FILE	Documentation pertaining to day-to-day employee activities.	PAPER RECORD: 5 years	If disciplinary action is involved, a copy is sent to Human Resources Division.
037-340-344-061	BILLS TRANSACTION DOCUMENTATION	Collected and retained for 5 years. Used as a reference documents in cases that payment is in question.	PAPER RECORD: 5 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
037-340-345-001 (037-340-005)	NDOR-HSO HIGHWAY SAFETY PROJECT FILES	Federally funded highway safety projects for promoting NHTSA (National Highway Transportation Safety Administration) priority areas. Files may include, but are not limited to: Highway Safety reporting requirements, monthly cash request forms, grant agreement, special condition forms and project correspondence.	PAPER RECORD: Scan and verify image. Minimum of 1 day up to a maximum of 3 years ELECTRONIC RECORD: Retain in ECM. 10 years	
037-340-345-002 (037-340-012)	NDOR-HSO HIGHWAY SAFETY PLANS (HSP)/ ANNUAL REPORTS	One year plan is set up on the federal fiscal year. It is used to set up elements for projects and lists tasks within each element. Annual Report on projects and tasks is completed after each federal fiscal year.	ELECTRONIC RECORD: Retain in ECM. 10 years	
037-340-345-003	NDOR-HSO HIGHWAY SAFETY FEDERAL FUNDING APPLICATIONS	Specific federal funding applications for special funding's, 402, 408, 410, 2010, 405, OJJDP, etc. It is used to set up elements for projects. Project activities are included in HSP Annual Report on projects and tasks is completed after each federal fiscal year.	ELECTRONIC RECORD: Retain in ECM. 10 years	
037-340-345-004	NDOR-HSO MANAGEMENT REVIEWS	Review by NHTSA of federal funds policies and procedures.	PAPER RECORD: Scan and verify image. Minimum of 1 day up to a maximum of 1 year ELECTRONIC RECORD: Retain in ECM. 10 years	
037-340-345-005	NDOR-HSO SURVEYS, OPINION POLLS	Safety belt, child restraint annual surveys, public opinion polls.	ELECTRONIC RECORD: Retain in ECM. 20 years	
037-340-345-006 (037-340-011)	NDOR-HSO HIGHWAY SAFETY FEDERAL EQUIPMENT AND DEPRECIATION RECORD	Incorporates and replaces Depreciated Equipment Record and Evaluation/Inventory/ Monitoring Report. Includes type of equipment purchased (if over \$5,000.00), band serial number, date purchased, cost and amount of federal participation. The depreciation record is submitted to Highway Safety when a piece of equipment reaches the end of its depreciation period. Data includes item, ID, date acquired, cost and length of useful life.	PAPER RECORD: Scan and verify image. Minimum of 1 day up to a maximum of 1 year ELECTRONIC RECORD: Retain in ECM. 5 years	After 5 years it must be submitted to the NHTSA before it is destroyed.
037-340-345-007	NDOR-HSO CORRESPONDENCE	Letters outside of project file, NHTSA, GHSA, legislation, grant denied.	ELECTRONIC RECORD: Retain in ECM. 5 years	
037-340-345-008	NDOR-HSO ACCOUNTING-A-133 AUDITS	All records associated with the efforts to monitor compliance with OMB Circular A-133 Sub recipient Audit Requirements. Includes, but not limited to: Independent Audit Reports of Sub Recipient's annual financial statements, review checklists, annual reminder/notification letters, return questionnaires, correspondence and documentation used in the identification of federal pass through projects and the establishment of annual federal payment amounts.	PAPER RECORD: 3 years ELECTRONIC RECORD: Retain in ECM. 3 years	A-133 Federal Guidelines - From date received or issued unless ongoing issues are present.
037-340-345-009	NDOR-HSO ACCOUNTING-FFATA REPORTS	All support documentation pertaining to administrative, programmatic, and financial management of grants. Records must include, but not limited to: procurement method rationale; selection of contract type; contractor selection or rejection; proof of debarment verification; and basis for contract costs.	ELECTRONIC RECORD: Retain in ECM. 3 years following; 1. Cal EMA's letter closing out the Fed/State grant award. 2. Subgrantee's resolution of monitoring or audit findings. Sub-grantees must maintain sufficient records to detail the significant history of a procurement.	<i>This CFR section no longer exists:</i> CFR Title 44, Section 13.42 © CFR Title 44, Section 13.36 (b)(9)
037-340-345-010	NDOR-HSO ACCOUNTING-NHTSA REPORTS	NHTSA Grant, monthly financial reports, general ledger, project status reports, support documentation.	ELECTRONIC RECORD: 3 years after submittal of the final expenditure report or resolution of litigation, claim or audit	Refer to Part 18 - Uniform Administrative Requirements for Grants & Cooperative Agreements to State & Local Governments

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037-340-345-011	NDOR-HSO ACCOUNTING-OJJD FINANCIAL FILES	May include books of original entry, source documents (awards, applications, financial & narrative reports), supporting accounting transactions, general ledger, subsidiary ledgers, personnel & payroll records (time & attendance reports for all individuals under award), cancelled checks, time & effort reports for consultants, & any related documents or records.	ELECTRONIC RECORD: Retain in ECM. 3 years after financially or programmatically closed, or closure of audit, whichever is later	Refer to OJDP 2013 Financial Guide
37-340-345-012	NDOR-HSO ACCOUNTING-HSIP FINANCIAL FILES	Needs a description	PAPER RECORD: Scan and verify image. Minimum of 1 day up to a maximum of 3 years ELECTRONIC RECORD: Retain in ECM. 5 years after financially or programmatically closed, or closure of audit, whichever is later	<u>This CFR section no longer exists:</u> 49 CFR - Part 18 - Y
37-340-345-013	NDOR-HSO NEWS PRINT	Printed Materials pertaining to grant activities, motor vehicle crashes, etc.	PAPER RECORD: Scan and verify image. Minimum of 1 day up to a maximum of 3 years ELECTRONIC RECORD: Retain in ECM. Minimum of 1 day up to a maximum of 5 years	
037-340-345-014	NDOR-HSO WEBSITE	Excel spreadsheets/work documents saved as PDF for website by motor vehicle crash data and statistics, traffic safety area, projects grant forms, public information items, etc.	ELECTRONIC RECORD: Retain in ECM. Superseded	
037-340-345-015	NDOR-HSO FATAL CRASH FILE	Excel spreadsheets/work documents with motor vehicle crash data and statistics by type, alcohol, bac, cell phone, economic costs, fatalities, holiday, license drivers, registrations, motorcycle, occupant protection, pickup, speed, teen, traffic safety, etc.	PAPER RECORD: Minimum of 1 day up to a maximum of 1 year ELECTRONIC RECORD: Retain in ECM. Superseded	
037-340-345-016	NDOR-HSO MEETINGS	Traffic Records Coordinating Committee agenda and minutes.		See Schedule 124 - General Records for State Agencies -- MEETING MINUTES AND MATERIALS, item 124-78
037-340-345-017	NDOR-HSO ACCOUNTANT FILES	Prepare and maintain financial HSP for federal funds files. Responsible for budgetary and fiscal reporting of federal funds files. Keep track of federal funds by type: claims, worksheets, contract awards, invoices, audits, FFATA requirements, project lists, etc.	PAPER RECORD: Scan and verify image. Minimum of 1 day up to a maximum of 1 year ELECTRONIC RECORD: Retain in ECM. 10 years	
037-340-345-018	DMV ANNUAL REPORTS	Computer report is created as needed to show the number of motor vehicle registrations by county.	ELECTRONIC RECORD: Retain in ECM. 10 years	
037-340-345-019	NDOR-HSO MANUAL & POLICIES	NDOR-HSO Policy and Procedure Management Manual, and Grant Contract Proposal Guide and Polices and Procedures,	ELECTRONIC RECORD: Retain in ECM. Superseded plus 3	
037-340-345-020	NDOR-HSO DRUG RECOGNITION FILES	Maintain training files of DRE students and instructors on certification and recertification requirements.	PAPER RECORD: Scan and verify image. Minimum of 1 day to maximum of 10 years ELECTRONIC RECORD: Retain in ECM. 10 years	
037-340-345-021	NDOR-HSO FORMS	Includes original internal office forms, grants (project/mini-grant) forms, monitoring, on site, application, claims for reimbursement, etc.	ELECTRONIC RECORD: Retain in ECM. Superseded	
037-340-345-022	NDOR-HSO EQUIPMENT LISTING BY COUNTY AND TYPE	Spreadsheet of federally funded equipment items by county, agency and state total. List of in-car cameras, PBTs, radars, and speed monitoring trailers.	ELECTRONIC RECORD: Retain in ECM. 20 years	
037-340-345-023 (037-340-002)	NDOR-HSO HIGHWAY SAFETY CRASHES BY AGE GROUP, SEX AND COUNTY OF	Computer report created as needed to show the number of crashes by age group, sex and county of residence.	ELECTRONIC RECORD: Retain in ECM. 10 years	
037-340-345-024 (037-340-007)	NDOR-HSO HIGHWAY SAFETY STATE TOTALS BY AGE AND SEX OF LICENSED DRIVERS	Computer report is created as needed to show the age and sex of licensed drivers in the state and by county.	ELECTRONIC RECORD: Retain in ECM. 10 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
037-340-345-025 (037-340-010)	NDOR-HSO HIGHWAY SAFETY VIOLATIONS BY AGE GROUP AND SEX	Computer report is created as needed to show the number of violations according to age group by county.	ELECTRONIC RECORD: Retain in ECM. 10 years	
037-340-345-026 (037-340-008)	NDOR-HSO HIGHWAY SAFETY SUSPENSION AND REVOCATION BY COUNTY	Computer report is created as needed to show the number of license suspensions and revocations for each county.	ELECTRONIC RECORD: Retain in ECM. 10 years	