

Retention and Classification Report

Agency: Department of Transportation. Engineering & Operations. Region One (2464)

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Records Officer: _____

29758	Project manager files
29802	Project photos

AGENCY: Department of Transportation. Engineering & Operations. Region One

SERIES: 29758

3

TITLE: Project manager files

DATES: 1998-

ARRANGEMENT: Alphanumerical by project number.

DESCRIPTION:

These files contain data collected during the concept, design and preconstruction phases of construction projects. Files may contain such documents as contracts, estimates, funding documents, scope of work files, notice to proceed with construction papers, some general correspondence and duplicates of cooperative agreements. Files are sometimes used as reference during the planning stages of future projects. They may also be subject to financial audits and future litigation.

RETENTION:

Retain for 7 year(s) after end of project or program

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Pre-construction records, GRS-2584.

AUTHORIZED: 10-01-2017

FORMAT MANAGEMENT:

Paper: Retain in Office until manager files close and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s).

AGENCY: Department of Transportation. Engineering & Operations. Region One

SERIES: 29758

TITLE: Project manager files

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2021.

AGENCY: Department of Transportation. Engineering & Operations. Region One

SERIES: 29802

3

TITLE: Project photos

DATES: 1919-

ARRANGEMENT: Alphabetical by project name.

DESCRIPTION:

These records were used to document the potential historic value of structures within a project. Photos were taken of existing structures prior to projects which altered the structures, such as demolishing or road widening.

RETENTION:

Permanent. Retain for 7 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Appraisal project records, GRS-700.

AUTHORIZED: 05-17-2018

FORMAT MANAGEMENT:

Photographs: Retain in Office for 7 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). Records show structure construction, environmental details, and other historical details which may be of value to researchers.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2019.