

RECORDS RETENTION SCHEDULE

Form RC-050 (Revised 10/2008)



Connecticut State Library
 Office of the Public Records Administrator
 231 Capitol Avenue
 Hartford, CT 06106
www.cslib.org/publicrecords

RETENTION SCHEDULE
 # 08-10-1

AGENCY: Department of Transportation	ADDRESS: 2800 Berlin Turnpike
PROGRAM / UNIT: Bureau of Policy and Planning: Division of Systems Information: Traffic Data Analysis/Classification Section (Unit 4202)	Newington, CT 06111

This schedule is: original
 revised
 If revised, superseded retention schedule number(s): _____

RMLO (type or print): Yvonne Chambers	TITLE (type or print): Office Assistant	APPROVED (RMLO): Yvonne Chambers	DATE: 10/21/08
APPROVED (State Archivist): Mark H. Jones	DATE: 10/23/08	APPROVED (Public Records Administrator): Eunice G. DiBella	EFFECTIVE DATE OF SCHEDULE: 10/23/08

ITEM NUMBER	RECORD SERIES TITLE	APPROVED RETENTION PERIOD			NOTES & CITATIONS
		Office (A)	Off-site (B)	Total (A + B)	
(S1-030)	Annual Traffic Volume on State Maintained Highways (record copy) Annual report issued by the unit. Also referred to as the "traffic log."	1 year from date of publication	Permanent	Permanent	May have historical value; contact State Archivist prior to submitting a Records Disposal Authorization (Form RC-108)
1.	Average Daily Traffic (ADT) Maps Maps showing point specific monitored locations and average daily traffic (ADT) count for that location for the monitoring cycle. Maps are stored in hard copy format. Most recent maps also available on agency website. Files are arranged by cycle year then by town.	6 years from date issued	Permanent	Permanent	May have historical value; contact State Archivist
2.	Expressway Maps Limited Access Highway maps showing mainline and ramp average daily traffic (ADT) volumes for each location for the monitoring cycle. Includes both federal and state highways. Map may or may not be to scale. Arranged by cycle year then by route number.	6 years from date issued	Permanent	Permanent	May have historical value; contact State Archivist

ITEM NUMBER	RECORD SERIES TITLE	APPROVED RETENTION PERIOD			NOTES & CITATIONS
		Office (A)	Off-site (B)	Total (A + B)	
(99-3-2, items #29 and #30)	<p>Traffic Count Data - Counting Program</p> <p>Consists of traffic data collected using portable counting units or permanent counting unit/stations, such as Automated Traffic Recorders (ATRs), Continuous Counting Stations (CCS), and Weigh-In-Motion (WIM) Stations. Type of data collected includes hourly volumes, vehicle classification, speed, truck weight, and turning movement data. Most data collected on a three year cycle for each federal, state, and/or local road; ATR/CCS data collected annually. Files are arranged by type of count, then by year, then by town and/or station number. Older records are stored on paper data cards; newer records are stored using both hard copy format and electronic format.</p>	6 years from end of cycle	9 years from end of cycle	15 years from end of cycle	When requesting disposal cite items #29 and #30 on records retention schedule #99-3-2
3.	<p>Traffic Studies - Special Counts</p> <p>Consists of reports compiled for any federal, state, and/or local municipality. The reports may include hourly and/or average daily traffic (ADT) volumes, vehicle classification, speed, weight and turning movement data, functional classification information, location mileage point and description. Traffic studies are conducted on a request and availability basis. Files are arranged by year and type of study then by town or expressway.</p>	6 years from date issued	6 years from date issued	12 years from date issued	May have historical value; contact State Archivist