

Department Series Report

17: Transportation

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
229#:						
Schedule #: 1125 14#: Brunswick to Boston Rail Initiative						
This record series is kept to facilitate the restoration of passenger rail service to Maine by providing a record of the project (tied to Federal Grant #FR-HSR-0005-10-01-00) as it develops. Included in these records are correspondence with government and transportation officials, information about proposed railroad stops along the route, correspondence with attorneys, invoices submitted by consultants, correspondence with other states, and files on Amtrak, the MBTA, Guilford Industries, the Federal Transit Administration, and the Coalition of Northeastern Governors, as well as contracts and consultant correspondence. Keep records in agency until project completed.	Record Copy	5/14/2012	Years 10	Years 10	Archives	Current
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Schedule #: 1256 37#:Commissioner's Correspondence (Department of Transportation)						
Correspondence to and from the Commissioner of Transportation.	Paper	3/23/1998	Years 2	Years 0	Archives	Current
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Schedule #: 1278 38A:Minutes of the Maine-New Hampshire Interstate Bridge Authority						
The Commissioner serves on the Board, currently is chairman. This is an ongoing series in the Commissioners Office. A typical file contains: a audited financial report and related correspondence. The Maine-New Hampshire Bridge authority was created by a U.S. congressional Act to build and maintain, with user tolls, a high level bridge on U.S. route 1 between Maine and New Hampshire. The toll bridge authority, as created, has the authority to carry on all work and to collect and administer revenues in support of this purpose. Both the Commissioner of Maine and New Hampshire has representation on this authority. The tolls have been taken off the bridge. The toll bridge authority no longer has a revenue stream but it still functions in administering maintenance on that bridge. Files include: minutes, agenda, financial reports and related correspondence.	Paper	11/2/1998	Years 2	Years 0	Archives	Current
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Schedule #: 1278 38B:All other files of the Maine-NH Interstate Bridge Authority						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Commissioner serves on the Board, currently is chairman. This is an ongoing series in the Commissioners Office. A typical file contains: a audited financial report and related correspondence. The Maine-New Hampshire Bridge authority was created by a U.S. congressional Act to build and maintain, with user tolls, a high level bridge on U.S. route 1 between Maine and New Hampshire. The toll bridge authority, as created, has the authority to carry on all work and to collect and administer revenues in support of this purpose. Both the Commissioner of Maine and New Hampshire has representation on this authority. The tolls have been taken off the bridge. The toll bridge authority no longer has a revenue stream but it still functions in administering maintenance on that bridge. Files include: minutes, agenda, financial reports and related correspondence. Keep in agency life of bridge.	Paper	11/2/1998	Contingent Upon Event - See Description	Years 0	Destroy	Current
Schedule #: 1303 39#:Railroad Crossing Maps						
The agency retains this series because it is required by the Federal Railroad Administration. There is a Federal inventory of the number of railroad crossings in this State. These are maps of the crossing. They document every railroad crossing in the State.	Record Copy	5/14/2012	Contingent Upon Event - See Description	0 Years 0	Archives	Current
229E:Environmental Services						
Schedule #: 1099 2#:Water Resources/Hazardous Waste Projects						
These files are kept to document that various state and federal laws and regulations are being followed at DOT highway or bridge construction or maintenance projects. The typical file consists of proposals, legal contracts, consultant agreements, water tests, soil proposals, legal contracts, consultant agreements, water tests, soil tests payment vouchers and related correspondence. keep in agency 10 years after project completion.	Record Copy	5/14/2012	Years 10	Years 0	Destroy	Current
Schedule #: 1099 3#:Water Resources Studies						
These files are kept to show that federal and state laws applying to water resources potentially affected by transportation-related structures, projects, reconstruction projects or plans are complied with. The typical file contains correspondence and chemical water testing documentation, and related correspondence.	Record Copy	5/14/2012	Years 10	0	Destroy	Current
Schedule #: 1102 4#:Natural Resource Mitigation Project Files						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status	
<p>These records are compiled to document the process through which compensatory mitigation plans for transportation-related projects are developed, constructed and monitored, are necessary to show that the plans conform to federal and state regulations.</p> <p>The files typically contain notes, literature, mitigation plans, potential mitigation sites, regulatory information, consultant information. When DOT impacts wetlands, other agencies (DEP) may require DOT to repair or redo wetlands, this is called compensatory mitigation. Keep in agency for as long as we retain ownership of site.</p>	Record Copy	5/14/2012	Years 10	Years 0	Archives	Current	
<hr/> <p>Schedule #: 1162 1#:Well Claims</p>							
<p>The records in this series are kept to show how claims against the MDOT alleging contamination of water supply systems by the agency are processed and decided. The typical file may contain the following: claim forms; property information regarding claims; water analysis reports; investigative reports; letters to claimant/status claim; invoices; well driller information from wells were drilled; waterline installation information; and settlement agreements.</p>	Paper	10/1/1997	Years 5	Years 15	Destroy	Current	
<hr/> <p>Schedule #: 1185 6#:Landscape, Sedimentation and Erosion Control Projects</p>							
<p>These files are retained to provide a record of the progress of landscape and sedimentation and erosion control projects carried out buy the Office of Enviromental Services and DOT. The project files typically contain site review reconaissance notes and recommendations, project estimates, public meeting or hearing documents, inter-agency checkpoint meeting documents, and relevant regulatory and permitting correspondence. Keep in agency until project ends.</p>	Paper	10/1/1997	Contingent Upon Event - See Description	Years 0	Years 10	Destroy	Current
<hr/> <p>Schedule #: 1189 5#:Environmental Compliance Inquiries and Complaints</p>							
<p>Documentation of responses to environmental inquiries and complaints; letters; memos; maps; photographs and reports. Typical inquiry or complaint might come from a business on environmental impact of a road or highway, i.e. Atlantic Salmon Commission might inquire or complain about runoff from a highway on the salmon industry. Keep in agency until project closes plus 10 years.</p>	Record Copy	5/14/2012	Years 10	No Retention	Years 0	Destroy	Current
<hr/> <p>Schedule #: 1199 7#:Environmental Studies for Transportation Projects</p>							

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
These records are kept to provide documentation that environmental responsibilities have been met for transportation projects as required by federal and state laws, regulations, guidelines and agreements. Typical files may include environmental impact statements; FHWA records of decision; environmental assessments; FHWA findings of no significant impact; environmental baseline reports; scoping meeting minutes; minutes of public meetings; wetlands findings; and threatened or endangered species reports; historic resources reports; archaeological resources reports; interagency coordination correspondence; and application/notification request. Keep in agency until 10 years after project closed to charges.	Record Copy	5/14/2012	Years 10	Years 0	Archives	Current
Schedule #: 1637 8#:Superfund, Investigation and Feasibility Study						
Program is to investigate the hazardous toxic waste sites in Maine with Maine DOT employees, consulting firms, EPA and Maine DEP. The investigation includes gathering of field data, testing, validation and reporting data to be used by Maine DOT, Maine DEP, EPA and other Federal and local agencies. The feasibility study uses the information from the investigation to determine feasible alternatives for potential clean-up and remediation. Files maintained in this series will ensure compliance with relevant State and Federal environmental regulations and administrative consent orders. The typical file will contain technical and administrative proposals, analytical test data; legal agreements; contracts; soil, bedrock, water and ecological assessment information; geophysical data; topographic survey data; public outreach information; financial expenditure data, and related correspondence.	Record Copy	5/14/2012	Years 60	Years 0	Archives	Current
Schedule #: 1637 9#:Superfund, Investigation and Feasibility Study - Callahan Mine						
Callahan Mine Superfund Site - Brooksville Maine: Project is directed toward addressing legal and regulatory requirements established between the State of Maine and the US Department of Justice and US Environmental Protection Agency. Efforts center on investigating and assessing environmental site conditions; evaluating human health and environmental risks and developing appropriate remedial strategies to ameliorate adverse impacts to onsite soil, surface water and groundwater. All relevant data and information generated as part of the Callahan Mine site studies must be maintained for extended periods of time as mandated by state and federal environmental regulations and court-ordered consent agreements.	Paper	10/22/2015	No Retention 0	No Retention 0	Archives	Current

229A:Internal Audit

Schedule #: 967 1#:DOT External Audit Workpaper Files

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
DOT audits of external agreements/contracts made with third-party recipients such as consultants, municipalities, railroads, utilities, etc., to determine if these recipients have complied with applicable Federal/State laws and regulations in the administration of related programs. These workpapers serve as support to the results of the audit, and document the audit report.	Record Copy	5/14/2012	Years 10	No Retention 0	Destroy	Current
Schedule #: 967 2#:DOT Internal Audit Workpapers						
DOT audits of internal operations that determine whether the Department has complied with applicable Federal and State Laws/regulations. These workpaper files serve as documentation of DOT's activities in relation to the above, some of which are included as part of the State's Annual Single audit which is completed in accordance with the Federal Single Audit Act of 1984. The files consist of the following categories: (1) Audit Reports; (2) Audit Management (assignments/supervisory review); (3) Preliminary Reviews (prior reports, questionnaires, interviews, universes of costs, etc.); (4) Audit Program; and (5) Audit Testing & Verification. These are the actual workpapers that support the audit report.	Record Copy	5/14/2012	Years 10	No Retention 0	Destroy	Current
229L:Legal Services						
Schedule #: 175 4#:Abstracts of Title						
Cover sheet, title chain, schedules, abstract sheet, encumbrance sheets and plans.	Mixed	5/21/2015	Years 50	No Retention 0	Destroy	Current
Schedule #: 933 6#:Vehicle Accident Report						
If state vehicles are involved in accidents, a report is sent to DOT Legal. Files include: copy of State Policy, accident report.	Digital File	5/14/2012	Years 5	No Retention 0	Destroy	Current
Schedule #: 933 8#:Guardrail Claims						
When an accident occurs and a guardrail is damaged. Files include: police report; pleading; correspondence. The driver of the vehicle who damaged the guardrail is instructed to pay. Retention begins when case closes.	Paper	10/1/1997	Years 3	No Retention 0	Destroy	Current
Schedule #: 933 9#:Potential Torts						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Notice of intent to file a claim against the state. Files include: investigation report and related correspondence. These files are potential torts and settled out of court. If a case goes to court it is considered an actual tort and filed under a different series: Torts (DOT).	Mixed	5/21/2015	Years 10	No Retention 0	Destroy	Current
Schedule #: 934 10#:Tort Claims						
Claims by member of the public against DOT for damages. Files include: pleadings, investigative material, and related correspondence, also copy of accident report. Retention begins when case concluded.	Digital File	9/16/2014	Years 10	No Retention 0	Destroy	Current
Schedule #: 934 11#:Eminent Domain Cases						
A disgruntled property owner appeals to court over land taken by DOT. Files include: briefs; photos; investigative materials and related correspondence. Retention begins when case concluded.	Digital File	9/16/2014	Years 10	No Retention 0	Destroy	Current
Schedule #: 934 13#:Miscellaneous Litigation Files						
Any litigation in which DOT is a party. Files include: briefs, photos, investigation reports and related correspondence. Retention begins when case concluded.	Digital File	9/16/2014	Years 10	No Retention 0	Destroy	Current
Schedule #: 1228 16#:Sears Island records up to 1996.						
The agency retains this material to provide a record of the Maine DOT's Sears Island Cargo Port Project from the time of its inception until the project was terminated in 1996. A typical file may contain related journal or newspaper articles; construction, environmental, and miscellaneous permits; correspondence with consultants, environmental groups, the public, other governmental agencies, and others; design specifications and draft and alternative designs; environmental notes, fieldwork, notes, and raw data; meeting minutes; maps; various studies and reports; and investigatory material, as well as, administrative records used by the Maine DOT, the U.S. Army Corps of Engineers, and the U.S. Fish and Wildlife Service in preparing and receiving information leading to decisions regarding the issuance of permits which required environmental review. Keep at agency a minimum of 50 years, but for as long as required by DOT.	Record Copy	5/14/2012	Variable - See Description	No Retention 0	Archives	Current
Schedule #: 1954 17#:Legal Research Files						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Memoranda and associated research items drafted or assembled in determining effects of law on MaineDOT activities. May include historical files, case law, legislative histories, opinions and the associated correspondence and memoranda outlining the findings of the research. (Permanent retention)	Mixed	5/21/2015	Permanent or Indefinite	0	No Retention	Archives Current

Schedule #: 1955 18#:Real Estate Transactional Documents

Documents related to the Department's involvement in non-eminant domain real estate transactions, including purchase and sale documents, leases, licenses, operating agreements, and memoranda of agreements, and all associated correspondence thereto. Retention begins when case is concluded. (60 years then destroy)	Mixed	5/19/2015	Years	60	No Retention	0	Destroy	Current
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229P:Policy Analysis

Schedule #: 1152 1#:Highway Cost Allocation Study

These files are kept as records of the conduct of highway cost allocation studies and include vital information about the way the analysis proceeded in each study. Both qualitative and quantitative data involved in the analysis are included. These data will provide useful background information for future highswy cost allocation studies which are conducted on a periodic basis. A cost allocation study determines who benefits most from a particular road and who should pay what percentages in taxes for the road. Retention begins from completion of study.	Paper	10/1/1997	Years	12	Years	5	Destroy	Current
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Schedule #: 1152 2#:Policy Initiative Files

These files are kept as records of policy initiatives undertaken by the Office of Policy Analysis on behalf of the Commissioner of Transportation and of initiatives taken by the Director of the Office of Policy Analysis as a participant in national transportation organizations such as the American Association of State Highway and Transportation Officials and the National Governors' Association. The files contain letters, memoranda, and other materials pertaining to these initiatives.	Paper	10/1/1997	Years	5	Years	5	Destroy	Current
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231#:Finance & Administration

Schedule #: 103 2#:Bi-Weekly Equipment Computer Runs for Weekly Equipment Reports

Computerized detail of the cost distribution of the usage of state equipment, showing equipment number, weekly usage, rate, and weekly cost.	Computer Printout	10/1/1997	Years	1	No Retention	0	Destroy	Current
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Schedule #: 818 6#:Federal Billing Project Files

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Copies of final voucher, Federal Authorization Forms, final estimate, PROMISE screen, notice to contractors, cost breakdowns, cost summaries, memos. Retain in agency 3 years after submission of final voucher.	Paper	10/1/1997	Years 3	No Retention 0	Destroy	Current
Schedule #: 1098 10#:Department of Transportation Building Files						
These files document the construction and maintenance of the DOT building and are kept as a historical record and for reference, and as a guide to maintaining the building. Records include contracts and payments contractors for electrical work, air quality improvements; signing; lights; carpets etc. Keep in agency until building no longer stands.	Paper	10/1/1997	Contingent Upon Event - See Description	No Retention 0	Destroy	Current
Schedule #: 1098 8#:Administrative Policy Memoranda						
These files are kept as a record of DOT administrative policy. Files include supporting documents, research information, and final copy of departmental Administrative Policy Memoranda. A copy of the Administrative Policy Record will come to the Archives as updated. Keep in agency until updated.	Paper	10/1/1997	Contingent Upon Event - See Description	No Retention 0	Destroy	Current
Schedule #: 1098 9#:DOT Insurance Files						
These files are kept to provide a record of DOT's insurance coverage. Files include insurance bills, policies and endorsements for all DOT leased equipment, buildings, boilers, ferry piers, personal use or state vehicles, and liability insurance information. Keep in agency 2 years after expiration.	Paper	6/1/1998	Years 2	Years 0	Destroy	Current
Schedule #: 1308 21#:Work Orders of the Department of Transportation						
This series is maintained because of pertinent information contained in the work order. It deals with certain projects done by the M.D.O.T. All work done in the field is done by work order. These work orders are proof of money spent and jobs completed.	Paper	11/8/1999	Years 7	Years 0	Destroy	Current
Schedule #: 1308 24#:Miscellaneous Administrative Services Division Files						
This series represents a group of records created from a variety of miscellaneous duties assigned to the Division. Examples of records include proposals; copies of memos, lease agreements; and Maine State Employees Combined Charitable Appeal.	Paper	11/8/1999	Years 5	Years 0	Destroy	Current

234#:Maintenance & Operations

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Schedule #: 54 1#:Overlimit Permits</p> <p>3 part form with original going to applicant for overload permit on state highways. Yellow copy or second copy comes to Augusta Office from Divisions or Augusta itself, to check money deposited. Pink copy remains with issuing division. The majority of permits are issued in the Augusta Office. The issuing copy or pink copy in division is minimal.</p>	Paper	10/1/1997	Years 2	No Retention 0	Destroy	Current
<p>Schedule #: 54 2#:Road Opening Permits</p> <p>Road opening permits needed for breaking pavement by individuals or utility companies for utility service. Original given to seeker of permit. One copy retained by Maintenance and third copy sent to supervisor who will repair road. Supervisor returns copy to office stating cost of work performed. Individuals or Company billed for difference in price if any. Paid invoices retained in file.</p>	Paper	10/1/1997	Years 6	No Retention 0	Destroy	Current
<p>Schedule #: 90 4#:Permits, Utility Location</p> <p>Copy of permits for installation of facilities by utilities along DOT right of way throughout State. Contains permits, applications for permit, maps, sketches, and correspondence relating thereto.</p>	Record Copy	5/8/2012	Years 60	No Retention 0	Destroy	Current
<p>Schedule #: 90 8#:Construction Project with Agreements</p> <p>Contains routine notices, letters and memos dealing with scheduling and coordination, duplicates, work time schedules, highway opening notices, and approvals affecting payments only. Retention period begins when case closes.</p>	Paper	10/1/1997	Years 5	No Retention 0	Destroy	Current
<p>Schedule #: 90 9#:Contract Construction Projects Without Agreements</p> <p>Routine notices, letters, memos dealing with scheduling and coordination, duplicates, work time schedules, highway opening notices, and approvals affecting payments only. State: one year plus audit after retent paid. Federal: 3 years plus audit. Retain highway notices 5 years after close.</p>	Paper	10/1/1997	Variable - See Description	No Retention 0	Destroy	Current
<p>Schedule #: 124 10#:Town Aid Programs</p> <p>Documentation relative to money allocated and expended with sufficient detail indicating location and scope of work. Correspondence and agreements detailing future liabilities and obligations of the state.</p>	Paper	10/1/1997	Years 6	Years 5	Archives	Current

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Schedule #: 124 11#:Snow Removal Contracts</p> <p>Annual contracts whereby DOT reimburses towns for their winter maintenance activity according to current statutes.</p>	Paper	10/1/1997	Years 4	No Retention 0	Destroy	Current
<p>Schedule #: 1100 15#:Weather, Roads, and Temperature Reports</p> <p>These are minute-by-minute records of who calls whom on the radio, and what was said, including reports of accidents and other events. The records are especially important as a reference for the DOT Legal Division. Maintain in agency for 10 years.</p>	Record Copy	5/14/2012	Years 10		Destroy	Current
<p>Schedule #: 1150 17#:Traffic Engineering Town Project Files</p> <p>These files are kept as records of traffic safety measures such as speed zones, street lights or traffic signals that have been approved for installation or modification by the State Police and the Commissioner of the Department of Transportation. The records are of interest to attorneys involved in litigation in which speed limits or other traffic regulations are an issue, or to citizens concerned about traffic speed in a local area. Files include: plans for speed zone changes, information on street light installations, documents showing formal approval for traffic regulations projects, and correspondence with towns and municipalities where these projects will be carried out.</p>	Record Copy	5/14/2012	Years 10	Years 0	Destroy	Current
<p>Schedule #: 1168 18#:Draw Bridge Opening Reports</p> <p>These files consist of monthly records of bridge openings. Each bridge in the state that is opened to allow the passage of bridge traffic has a bridge tender who compiles these records and submits them to the DOT. The reports are used to assess the frequency of openings, which is helpful in determining staffing as well as in planning for new bridges. The reports also provide a record of boat traffic at each bridge site.</p>	Paper	10/1/1997	Years 5	No Retention 0	Destroy	Current
<p>Schedule #: 1176 19#:Bridge Maintenance Report Files</p> <p>All of the bridges that are under state jurisdiction have a record in the Bridge Maintenance Files. The typical bridge file contains a work history as well as any correspondence about the bridge, whether its is generated within the department or from outside. Maintain files in agency until electronically scanned.</p>	Record Copy	5/14/2012	Contingent Upon Event - See Description	No Retention 0	Destroy	Current
<p>Schedule #: 1177 20#:Bridge Inspection Reports</p>						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Each bridge under state jurisdiction is inspected at least once every two years. Each file contains inspection reports plus corresponding pictures. Retain in agency until bridge is replaced or destroyed.	Record Copy	5/14/2012	Contingent Upon Event - See Description	0 Years	0 Destroy	Current
Schedule #: 1177 20B:Bridge Inspection Reports - Original Microfilm						
Each bridge under state jurisdiction is inspected at least once every two years. Each file contains inspection reports plus corresponding pictures. Retain in Records Center until bridge is replaced or destroyed.	Roll Microfilm	10/3/2012	Years	0	Contingent Upon Event - See Description	0 Destroy Current
Schedule #: 1301 22#:Property Owner Reports						
The records are used to verify field located information that may be questioned during or after the construction of a project. They are also used for information relating to a new project that may be about or overlap an old project.10 years past close of Project.	Record Copy	5/14/2012	Years	10		Destroy Current
Schedule #: 1301 23#:Railroad Track Maps						
The records are 1916 railroad track maps that are used in research activities by our office personnel and others outside the office to obtain historical information (surveyors, town officials, attorneys etc.) Keep in agency until no longer needed for business then release to Archives.	Record Copy	5/14/2012	Variable - See Description		0 Archives	Current
Schedule #: 1304 21P:Highway Maintenance Highway Materials Crushing Projects						
To maintain a record of work accomplished by contract. These records are used for progression of contracts, cost estimating, quantity amounts and location from our borrow pits as required by the Bureau of Mining and Department of Environmental Protection. A typical file contains the request for project funding and bid award, the contract books, change orders, extra work orders and correspondence concerning the project.	Paper	3/24/1999	Years	7	Years	0 Destroy Current
Schedule #: 1305 21:Striping Done to Roads and Highways Throughout Maine						
To keep track of all striping State wide on a yearly basis. Files include: Lab test results on paint; crew paint averages; where crews have painted stripes.	Paper	11/8/1999	Years	4	Years	4 Destroy Current
Schedule #: 1306 32#:Transportation Rest Area Logs and Maintenance Records						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status	
These records track maintenance and supplies of Rest Areas along Maine roads.	Paper	11/8/1999	Years 5	Years 0	Destroy	Current	
Schedule #: 1325 28:Special Exemption Certification for Travel on Restricted Roads							
These records are used to keep track of private companies that have permission to cross posted roads. Maine law enforcement uses these files to help enforce the weight limit laws. Files contain make and year of vehicle, registered gross weight, commodity transported, registration number, vehicle I.D. number, empty weight and owner of truck. Certification is on a day by day basis.	Paper	11/8/1999	Years 1	Years 0	Destroy	Current	
Schedule #: 1325 29:Exemption Certification for Travel on Restricted Roads							
These records are used to keep track of private companies that have permission to cross posted roads. Maine law enforcement uses these files to help enforce the weight limit laws. Files contain make and year of vehicle, registered gross weight, commodity transported, registration number, vehicle I.D. number, empty weight and owner of truck. This certification is good for the life of the vehicle.	Paper	11/8/1999	Years 3	Years 0	Destroy	Current	
Schedule #: 1325 30:Entrance Permits							
These files contain a record of entrances onto State Highways and State Aid roads within the division per Maine Revised Statutes Title 23, chapter 13, Section 704. They are used when researching drainage information and when a new permit is required because of change of use. File contains highway opening permit, original application, sketch of the entrance, and original documentation from applicant. Keep in agency until no longer needed for business.	Record Copy	5/14/2012	Contingent Upon Event - See Description	0	Years 0	Destroy	Current
Schedule #: 1356 33HD:Motor Transport Service Mesis (Mobile Equipment Service Information System) Reports							
This series is for work done on work orders, charges to vehicles, and monthly charges to other bureaus in DOT. It keeps track of the inventory of stock and the movement of stock at MTS locations. This is an internal accounting and electronic inventory system for Motor Transport Service, including work orders, monthly overheads, cyclic account, stock variance report, goods received, and stock transfers. Keep until updated.	Hard Disk	2/23/2001	Destroy When Updated	0	Years 0	Destroy	Current
Schedule #: 1403 34:Site Inspections of DOT Maintenance Garages							

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status	
Environmental and safety audits of the Maine Department of Transportation's maintenance garages and sites that are under the authority of the Bureau of Maintenance & Operations. Files contain evaluations of environmental and safety audits of corrective action requests. Also included in the files, and pertaining to environment and safety, are: memoranda, to do lists for auditing teams, monthly safety reports from Maintenance and Operations Division, general information regarding hazardous chemicals, environmental and safety meeting agendas, reports and reviews of site safety procedures and audit schedules.	Paper	12/12/2001	Years 3	Years 7	Destroy	Current	
Schedule #: 1636 35#:DOT Driver Certification Files							
These driver files are maintained on behalf of DOT and support the Driver Trainer program. These files contain driving histories of DOT drivers, including Motor Vehicle records, driving violations, accident information, certification applications, request for operator training, notification of license, driver trainer test reports, and a record of the operator's certifications. These files are pertinent to DOT operators, the information is used by the driver trainers and management. All the operators files contain personal information, such as social security numbers, driver's license numbers, home address, birth date, date of hire. Every time an operator gets a new certification, his chart is updated and the new test scores and certification applications are added to his folder. The Driver Trainers use the files as a check on all DOT operators certification records. The retention period begins when the driver retires or otherwise separates from State service.	Record Copy	5/14/2012	Years 10	0	Destroy	Current	
387#:Pilotage Commission, State							
Schedule #: 586 92#:Licensee Files - Maine Pilotage Commission							
Applications, bond, renewals, copy of Federal license, doctors certificate of health, related correspondence. Used to license pilots. Keep in agency until 1 year after expiration.	Paper	10/1/1997	Years 1	Years 30	Destroy	Current	
Schedule #: 586 94#:Minutes of Meetings - Maine Pilotage Commission							
Meetings to discuss and dispose of Commission business. Meets twice a year.	Paper	10/1/1997	Years 2	No Retention	0 Archives	Current	
Schedule #: 586 95#:Management Reports - Maine Pilotage Commission							
Computer printouts to assist board in managing licensees. Contains name, address, date of license, date of original license, date of expiration. Retain until updated.	Computer Printout	10/1/1997	Destroy When Updated	0	No Retention	0 Destroy	Current

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232#:Planning						
Schedule #: 773 1#:Traffic Accident Reports						
Accident history is used in many phases of highway work. It is included in the areas of planning, project development, design, maintenance, operations and research. It is also instrumental in carrying out the Dept.'s Highway Safety Improvement Program. Accident records are also used to provide information to various Federal, State and Local Governments and the private sector.	Record Copy	5/14/2012	Years	60	No Retention	0 Destroy Current
Schedule #: 1006 2#:Planning Studies						
These files contain traffic planning data used for justification or non-justification of highway or bridge projects. Data contained in these files are used to evaluate future projects or re-evaluate the same projects. Included in these files are all calculations, correspondence and back-up data. Type of records include: traffic counts, turning movements, trip tables; traffic assignments, technical memos, and projections; economic studies - cost benefit analysis and related correspondence.	Paper	1/6/2015	Years	10	Years	40 Destroy Current
Schedule #: 1032 3#:Traffic Data Base Maps						
The statewide traffic data base is a system of rural county maps with annual average daily traffic volume plotted on them. These maps are continually updated and retained in the Bureau of Planning. Keep in agency until updated.	Paper	10/1/1997	Destroy When Updated	0	No Retention	0 Destroy Current
Schedule #: 1032 4#:Rural & Urban Node Reference Maps						
Rural & Urban node number reference maps provide Transportation Intergrated Network Information System (TINIS) users with a visual key to Maine's highways. These flat files are for maintaining copies of the mylar master node reference maps for distribution to various department Bureaus, State law enforcement agencies, municipalities and other users of TINIS. Keep in agency until updated.	Paper	10/1/1997	Destroy When Updated	0	No Retention	0 Destroy Current
Schedule #: 1036 5#:Traffic Planning Reports						
These files contain reports summarizing: traffic planning studies; comprehensive traffic studies; bridge studies; benefit/cost analyses; economic studies, etc. These reports, published by MDOT Bureau of Planning, and other private consulting firms, are of historical significance and are used for reference purposes.	Paper	10/1/1997	Years	20	Years	30 Destroy Current
Schedule #: 1309 6#:Highway Safety Improvement Program						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status		
These files contain data for the justification or nonjustification of highway/bridge projects.	Paper	11/8/1999	Years	10	Years	0	Destroy	Current
Schedule #: 1309 7#:Town files (Correspondence between towns and the Department of Transportation)								
These files are correspondence letters between the town and MDOT concerning transportation issues. Investments by DOT in town roads and other projects are correspondence intensive. We need to keep this correspondence in the agency for reference.	Record Copy	5/14/2012	Years	10	Years	0	Destroy	Current
Schedule #: 1635 9#:Straight Lines - Rural & Urban Roads Project History								
Tracks projects to build or alter rural and urban roads throughout Maine. Supports the State Highway system and tracks the treatment (surfacing substance) on the roads, and provides a project history for each road. Used whenever a town requests road construction history/information. Also used by project planners and community service programs, both within State government and municipalities. The information in these files covers each road in every county, with some projects going back to the 1930s. This information in this combination is unique, and can only be found here. These files are the only complete documentation of all projects done on each road in each county within the state of Maine.	Paper	10/21/2005	Years	100		0	Destroy	Current
246#:Project Development								
Schedule #: 80 1#:Right of Way Appraisals								
Original and duplicate appraisals plus correspondence book, field notes, set of plans, hearing book, sales book with photos description and comparative sales and a book of photos. Destroy duplicate 2 years after closing; retention period applies to original, starting when closed.	Paper	10/1/1997	Years	2	Years	10	Archives	Current
Schedule #: 157 2#:Construction Project Records								
Construction project records. Retain in agency until final payment.	Paper	10/1/1997	Contingent Upon Event - See Description	0	Years	3	Destroy	Current
Schedule #: 157 3#:Construction Project Documents								

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Pencil plots on paper roll, dispose of as soon as tracings have been checked; following award of contract, dispose of roll profiles, trial grades on plan-profile prints and cross-section prints; trial lines on plan-profile lines, cross-section lines, plan-profile prints, cross-section prints; work sheets of trial intersections, entrances, ditches and other special problems; quantity sheets of trial lines and grades, cost comparisons, etc.; estimate of trial lines, grades, etc.; outdated and superseded estimates; cronoflex prints used in design of project; computer cards (horizontal geometry, vertical geometry and plus stations); soils plans; hearing plans (prints of plan-profile and cross-sections as developed at time of hearing); field inspection plans (preliminary). Dispose of immediately following completion of project: pencil plots on mylar roll (later photoed by Brunning into plan-prof); notices of plan changes to and from right-of-way and utilities; hearing plans; display maps; sounding notes; field inspection plans (final). Federal Program Documents; Federal Approval Letters; Final Voucher; Federal Project Agreements; Copies of Test Reports. Commissioner's copy of contract book book is scheduled under a different series. Keep in agency 3 years after final voucher.	Paper	6/27/2005	Years 3	No Retention 0	Destroy	Current
Schedule #: 372 6A:"As-Built" Plans of Completed Construction Projects						
Title sheet, typical section sheet, plan and profile sheets, drainage layout sheets, geometric layout sheets, as below; quantity sheet, drainage sheet, standard detail sheets, special detail sheets, cross section sheets, destroy 3 years after Federal reimbursement for each project. Keep in agency 100 years for the following sheets: title; typical sections; plan and profile; drainage summary; geometric layout; special detail structures.	Record Copy	5/11/2012	Years 100	No Retention 0	Destroy	Current
Schedule #: 647 8A:Deed/Document File						
Recorded deeds, documents, town agreements of various types, occas. maps and other legal documentation, e.g. wetlands permits, leases, special use permits, airport and waterways records.	Paper	5/29/2014	Years 50	No Retention 0	Archives	Current
Schedule #: 647 8B:Deed/Document File - Railroad Decrees						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Maine DOT keeps these records because the decrees document the conditions under which rail road crossings have been established throughout the state. Most of these crossing still exist, and when issues come up about upgrades and safety issues, it is imperative for us to review the original decree to establish the baseline conditions that must continue to be met if the crossing is to remain in place. The requirements set forth in these decrees arise from information and testimony presented to the hearing officer at a public hearing, and the decrees preserve vital facts concerning the public purpose of each crossing, the safety concerns that need to be addressed, and the ongoing requirements concerning signals, warning signs, gate operations, etc. A typical file should have the public hearing transcript, any information presented for the record by the applicant for the crossing and/or the railroad, and the decree itself.	Paper	5/29/2014	Years 10	No Retention 0	Archives	Current
Schedule #: 648 9#:Official Business Directional Signs						
Permit cards and node cards relating to a system of highway business directional signs (as mandated by law, Title 23, Sec. 1901-1925). Permits are issued for both reflective and nonreflective signs. Files are maintained as active (current) or inactive. Retention period begins when file become inactive through nonrenewal.	Paper	10/1/1997	Years 3	No Retention 0	Destroy	Current
Schedule #: 796 10#:Acquisition Files (Right of Way)						
Acquiring public or private land for highway purposes. File may include: Appraisal, offer forms, acceptance forms, litigation, condemnation, check stub and related correspondence.	Paper	10/1/1997	Years 10	Years 50	Archives	Current
Schedule #: 867 11#:Bridge Progress Plans (MDOT)						
Working copies of plans from consultants for bridge design work, subject to alteration before actual construction. Keep in agency until project completed plus 3 years.	Paper	10/1/1997	Years 3	Years 5	Destroy	Current
Schedule #: 969 12#:Highway Noise Report Documents						
Location & site plans, traffic data, STAMINA & OPTIMA outputs, noise regulation documents, noise study reports, misc. related correspondence, cost estimates, field data, written complaints, activity logs. The Location and Survey unit conducts special studies on air and noise control problems raised by abutting highway residents. OPTIMA & STAMINA are computer programs used to predict noise levels.	Paper	10/1/1997	Years 10	No Retention 0	Destroy	Current
Schedule #: 984 13#:Survey Books - Class 3						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Payroll, Final Quantities, Borrow Pit and other misc. books of Highway, Bridge Projects. Keep in agency 3 years after final voucher. These job records are kept by investigator for payroll purposes. Have utilities been hooked up, has trash been hauled off, etc. Keep in agency 3 years after final voucher.	Paper	12/11/2014	Years 3	No Retention 0	Destroy	Current
Schedule #: 984 14#:Survey Books - Class 2						
Inspector's and Resident's diaries of Highway/Bridge Projects. Keep in agency 3 years after final voucher. These are resident notes on what happens on a job. If an accident occurs these files may have to be referred to. A resident is usually an engineer from DOT who oversees a job. Keep in agency 3 years after final voucher.	Paper	10/1/1997	Years 3	No Retention 0	Archives	Current
Schedule #: 984 15#:Survey Books - Class 1						
Surveyor's field books containing: Traverse, Survey line Construction line, Preliminary (original) Cross Sections (X-Sects), Final Cross Sections, Drainage, Utilities, Control Survey Description books. These contain data to reproduce critical alignment and property markers, only referenced on the Construction and ROW plans, thus providing value to both the State and Public interests. Keep in Agency for 3 years after final voucher.	Paper	12/11/2014	Years 3	No Retention 0	Archives	Current
Schedule #: 1145 19A:R & D Problem-Solving Projects - Project Documentation						
Problem-solving requests are generated in-house by staff who hae a concern about a topic. Requests are assigned to the appropriate personnel who conduct research and then write a final report. These files typically contain a problem-solving request, research notes, and a final report. Documentation to be destroyed after 5 years final report to Archives.	Paper	10/1/1997	Years 5	No Retention 0	Destroy	Current
Schedule #: 1145 19B:R & D Problem-Solving Projects - Final Report						
Problem-solving requests are generated in-house by staff who have a concern about a topic. Requests are assigned to the appropriate personnel who conduct research and then write a final report. These files typically contain a problem-solving request, research notes, and a final report. Documentation to be destroyed after 5 years final report to Archives.	Record Copy	5/14/2012	Years 60	No Retention 0	Archives	Current
Schedule #: 1145 20A:R & D Research and Experimental Construction. Reports - Project Documentation						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
These files serve as a record of research carried out on topics related to transportation or of experiments with procedures or products conducted at specific construction sites. The typical file will contain project agreements or workplans, construction reports, interim report, related correspondence and a final report. Documentation to be destroyed after 5 years final report to Archives.	Paper	10/1/1997	Years 5	No Retention 0	Destroy	Current
Schedule #: 1145 20B:R & D Research and Experimental Construction Reports - Final Report						
These files serve as a record of research carried out on topics related to transportation or of experiments with procedures or products conducted at specific construction sites. The typical file will contain project agreements or workplans, construction reports, interim report, related correspondence and a final report. Documentation to be destroyed after 5 years final report to Archives.	Record Copy	5/14/2012	Years 60	No Retention 0	Archives	Current
Schedule #: 1146 21#:Bridge Deck Evaluations						
These reports contain recommendations on rehabilitation of specific bridge decks. Requested and used by Design and Construction personnel. Information included in reports: general visual condition of bridge, chloride content of concrete, reinforcing steel condition, etc. Keep in Agency until bridge deck is replaced.	Paper	10/1/1997	Contingent Upon Event - See Description	0	No Retention 0	Destroy Current
Schedule #: 1146 22#:Maine Local Roads Center Workshop Records						
The purpose of the Maine Local Roads Center is to educate (through workshops and seminars) municipal employees on transportation related issues. These files contain workshop registration forms, evaluation sheets, and other related workshop information.	Paper	10/1/1997	Years 2	No Retention 0	Destroy	Current
Schedule #: 1146 23A:Structure Project Files						
These project files are for only those projects needing concrete mix designs. The files keep a history of test data and aggregates concerning concrete plants. Files contains mix designs, special provisions, general correspondence referring to project etc.	Record Copy	11/15/2011	Years 10	No Retention 0	Destroy	Current
Schedule #: 1146 23B:Structures Product Files (Concrete Mix Designs)						
These project files are for only those projects needing concrete mix designs. The files keep a history of test data and aggregates concerning concrete plants. Files contains mix designs, special provisions, general correspondence referring to project etc. Keep until DOT no longer uses product.	Paper	5/14/2012	Contingent Upon Event - See Description	0	No Retention 0	Destroy Current

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Schedule #: 1146 24#:Structures Project Files (Concrete Mix Designs)</p> <p>These project files are for only those projects needing concrete mix designs. The files keep a history of test data and aggregates concerning concrete plants. Files contains mix designs, special provisions, general correspondence referring to project etc.</p>	Paper	10/1/1997	Years 10	No Retention 0	Destroy	Current
<p>Schedule #: 1147 26#:Bituminous Job Mix Files</p> <p>Plant and street reports needed to keep histories of bituminous mix designs for reference. It is important to keep these histories in case a paving job needs to be analyzed. A bituminous mix is made up from petroleum products,it is a mixture of hydrocarbons; it is what most refer to as"hot-top".</p>	Paper	10/1/1997	Years 5	No Retention 0	Destroy	Current
<p>Schedule #: 1147 27#:Bituminous Mix Designs</p> <p>These files contain records that document the bituminous pavement mixes that are used in construction projects. These are kept as a reference to previous designs used, their locations, and the materials involved. The records are necessary to track pavement performance.</p>	Paper	10/1/1997	Years 30	No Retention 0	Destroy	Current
<p>Schedule #: 1147 28#:Construction Project Files</p> <p>These files are used tokeep track of current construction projects concernig bituminous and concrete mixes. Files include mix designs, contracts and specification books, test results. Keep in agency 4 years after project finishes then destroy.</p>	Paper	10/1/1997	Years 4	No Retention 0	Destroy	Current
<p>Schedule #: 1156 32A: State and Federally Funded Project Files</p> <p>These files are maintained as a record of all work accomplished with Federal funds. These records document preliminary work and all financial information (both State and Federal). They can contain all or some of the following: Notice of Layout; Notice to Contractors; Contract Award; Bid Tabulations; Engineers Preliminary Cost Estimates; Engineers Detailed Cost Estimate; Engineers Final Detailed Cost Estimates; Project Status Reports; Maps; Preliminary Planning Data; Survey Data; Checkpoint Review; Scheduling Minutes; Federal Approval/Authorization Form; Federal Forms: PR2, Pr2A, PR 37, Federal/State Financial Forms; A3 Form and Final Voucher Forms.</p>	Record Copy	5/14/2012	Years 10	No Retention 0	Destroy	Current
<p>Schedule #: 1208 33#:State Leases - DOT Right of Way</p>						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status	
Lease Agreement between the property owner and the MDOT to lease the facility for a certain amount of time. Files include: memorandum of lease between lessee and State, correspondence, memos, legal documents, if applicable. Keep in Agency 5 years after after lease completed.	Paper	4/2/1998	Years 5	Years 5	Destroy	Current	
Schedule #: 1208 34#:Property Management Agreements, DOT Right of Way							
Agreements between State and Property Owners for maintenance of property, Requisition for Special Services, Contract Agreements for such things as snow plowing, lawn care, plumbing and electrical services, carpentry services, copies of Deeds, copies of bills, copies of Real Estate and other Legal documents, copies of letters and memos. These agreements are made between the DOT and property owners during the right-of-way phase of a transportation project, generally.	Paper	8/24/2000	Years 10	Years 10	Destroy	Current	
Schedule #: 1211 35#: Commission Record Items							
These records are the result of a regular meeting conducted by the commissioner of Transportation in which all department business is discussed. Most of the discussion centers around "projects" each of which is numbered and briefly described for the record. Also recorded is the action taken on the projects and who recommended that the action be taken, as well as the commissioner's concurrence or disagreement with the action, the monies spent on the projects and/or approval to spend more money, contained in this record is retained for historical reference as a delineation of the department's activities as part of state government. Keep electronic record in department forever.	Record Copy	5/14/2012	Variable - See Description	0	No Retention	0 Archives	Current
Schedule #: 1314 36#:Withdrawn Bridge Project Files							
Bridge projects that have been withdrawn for funding or other reasons, but may be reactivated in future bridge projects. The information is used by Project Managers or designers to assist them in developing a new project.10 years past close of project (or date withdrawn)	Record Copy	5/14/2012	Years 10	Years 0	Destroy	Current	
Schedule #: 1314 37:Engineers' Bridge Design Computations							
These books contain the design computations that engineers use when designing a bridge. These records could be used as a legal document in the event of a major bridge failure. Keep in agency for the life of the structure.	Record Copy	5/14/2012	Variable - See Description	0	Destroy	Current	
Schedule #: 1329 41A:Marine Projects - Ferry Service (Sears Island)							

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>These are original files of the Director containing project history, understandings between parties and other pertinent documentation. Files in this series may be retrieved to verify historical elements of a project or to verify obligations of others to perform in a specific manner or to undertake a specific task. Ferry service projects include: developing maximum vessel sizes; number of vehicles to be carried by ferries, design and construction schedules etc.</p>	Record Copy	5/14/2012	Years 60	Years 0	Archives	Current
<hr/> <p>Schedule #: 1329 41B:Marine Projects - Ferry Service (all Other)</p>						
<p>These are original files of the Director containing project history, understandings between parties and other pertinent documentation. Files in this series may be retrieved to verify historical elements of a project or to verify obligations of others to perform in a specific manner or to undertake a specific task. Ferry service projects include: developing maximum vessel sizes; number of vehicles to be carried by ferries, design and construction schedules etc.</p>	Paper	5/14/2012	Years 10	Years 0	Destroy	Current
<p>These are original files of the Director containing project history, understandings between parties and other pertinent documentation. Files in this series may be retrieved to verify historical elements of a project or to verify obligations of others to perform in a specific manner or to undertake a specific task. Ferry service projects include: developing maximum vessel sizes; number of vehicles to be carried by ferries, design and construction schedules etc. Documents to be electronically scanned after 10 years and paper destroyed.</p>	Hard Disk	8/5/2005	Years 30	0	Destroy	Current
<hr/> <p>Schedule #: 1329 42:Transit Projects</p>						
<p>These are original files of the director containing project history, understanding between parties and other pertinent documentation. Files in this series may be retrieved to verify elements of a project or to verify obligations of others to perform in a specific manner or to undertake a specific task. Transit projects include: building bicycle paths, bus routes, road striping and road shoulders. 10 Years after close of project</p>	Record Copy	5/14/2012	Years 10	Years 0	Destroy	Current
<hr/> <p>Schedule #: 1330 43:Bridge Preliminary Design Reports (PDR's)</p>						
<p>Reports developed during the preliminary phase of a bridge project. This report contains site specific information such as: water information, soils information, natural structural aspects of the area, and information on an existing structure, if any. Since hydrology/hydraulics information rarely changes, the information in this report can be used for an indefinite period of time for future projects at the same site or along the same watershed. Keep in Agency until no longer referenced for business purposes.</p>	Record Copy	5/14/2012	Variable - See Description	0 Years	0 Destroy	Current

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Schedule #: 1338 44:Survey Project Files</p> <p>These files are used for future reference when creating abutting jobs; to answer legal queries that may arise regarding survey computations, private property markers; for reference when updating datums; and general actions of the Survey Center. It is important to note that many of these records were generated when this agency was called Location and Survey, and Location and Environment, during a time when relavcations caused the need for private property acquisition.</p>	Paper	7/13/2000	Years 50	Years 0	Destroy	Current
243#:Transportation Services						
<p>Schedule #: 326 2#:Contracts (Snow Removal Reimbursement Program)</p> <p>Original signed contracts with various towns/cities/counties requesting participation in Snow Removal Reimbursement Program; report of labor and equipment rates and classifications, and correspondence related thereto.</p>	Paper	10/1/1997	Years 3	Years 4	Destroy	Current
<p>Schedule #: 803 4#:Aircraft Registrations</p> <p>Application and registration of aircraft.</p>	Paper	10/1/1997	Years 2	No Retention 0	Destroy	Current
<p>Schedule #: 803 5#:Project Files (Air Transportation)</p> <p>Airport project files. Files may include grant agreement: partial payment forms; related correspondence. Keep in agency until complete plus 5 years.</p>	Record Copy	5/14/2012	Years 10	Years 0	Destroy	Current
<p>Schedule #: 803 6#:Snow removal File (Air Transportation)</p> <p>Aid agreement with municipality; certification of costs.</p>	Paper	10/1/1997	Years 2	No Retention 0	Destroy	Current
<p>Schedule #: 803 7#:Lease tenants file (Air Transportation)</p> <p>Airport tenant leases - files contain lease agreement, certificate of insurance, complaints and related correspondence. Keep in agency until lease termination plus 1 year.</p>	Paper	10/1/1997	Years 1	No Retention 0	Destroy	Current
<p>Schedule #: 1141 10#:Pavement Management System ARAN Videotapes</p>						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Videotapes of roads used by Research & Development and Design personnel to determine pavement distresses.	Motion Picture	10/1/1997	Years 2	No Retention 0	Destroy	Current
Schedule #: 1141 11#:Maine Local Roads Center Videotapes						
The purpose of these tapes is to educate municipal personnel. Videos can be borrowed by municipal employees at no charge to be used as reference material or training material. The videos contain technical information regarding the maintenance and/or rehabilitation of roads, related transportation issues, etc. Destroy when tapes are damaged or outdated.	Motion Picture	10/1/1997	Contingent Upon Event - See Description	No Retention 0	Destroy	Current
Schedule #: 1401 24:Port Infrastructure Development						
these are the only copies of historical documents (research, minutes of meetings, etc.) that exist relative to the development of Maine's 3-Port Strategy and other ports current basis for port infrastructure development. These documents provide data on previous port issues, markets, and strategies which are critical in analyzing growth patterns and projections for long term analysis of the effectiveness of port investments. Legal documents relating to right of way-deeds-designs of facilities. Records provide historical information relative to fixed marine infrastructure, construction details, and geotechnical data.	Paper	9/26/2005	Years 5	Years 10	Archives	Current
Schedule #: 1425 25:Office of Passenger Transportation Federal Transit Funded Projects						
Office of Passenger Transportation Federal transit funded project grants are used to fund any form of passenger transportation including: buses, ferries, vans, and railroads. Grants may include, but not limited to, purchasing buses, vans, and capital equipment such as buildings to administer such transportation.	Paper	1/13/2004	Variable - See Description	3	Years 0	Destroy Current