

RECORDS RETENTION						
	Until Revised Or Voided	1	2	3	Permanent	Comments
		Year	Years	Years		
		After Completion of Project				
SURVEY						
Aerial Photography					X	
Aerial Survey Records				X*		* Retained until audit or 10 yrs., whichever is longer
Airport Clearance Files					X*	* Retained 20 years / longer if needed
Contour Mapping					X	
Flight Records					X*	* Retained 6 years / longer if needed
Photo. Mosaics	X					
Subsurface Utility Requests				X		
Survey Books/Control Files/Disks	X*					* Retain as long as Administratively necessary
Survey Files					X	
Survey Progress Reports		X				
Survey Requests			X			
Survey Rolls / U.S.G.S. Mapping	X					
DESIGN						
Design Route Files	X					
IGAES Testing Material	X					
Preliminary Field Rev. / F.I. Plans					X*	* In accordance with Falcon, Retain copies 5 yrs.
Paper Plan Files					X*	* Paper copies may be destroyed after scanning
Project CADD Files					X	
Project Computations		X*				* Retained until project is Route Filed
ESTIMATES						
Appalachian Cost Estimates					X	
Appalachian Estimate Backup	X					
Interstate Cost Estimates					X	
Interstate Estimates Backup	X					
Project Estimates		X*			X*	* Originals retained in PCES, See IIM 183
CORRESPONDENCE						
Non-Project Correspondence			X			
Project Correspondence		X*			X*	* Originals retained in iPM, See Sec. 2G-12
RECORDS/FORMS						
Engineering Publications		X				
Budget Reports				X*		* Retained 3 years beyond applicable biennium
Committee minutes	X					
Consultant Files				X*		* Non-short-listed Expressions of Interest-30 days
Consultant Perform. Reports				X		
Consultant Vouchers/Invoices	X*					* Most recent three
Leave Records					X*	* Retained in Cardinal
Personnel Files		X*				* Retained 50 years after termination
Publications/Photo Sales Records				X		
Training Records				X		
MANUALS						
CADD/Survey Man./Support Data	X					
IIM / RDM/Support Data					X	
ST'D/SPEC. DESIGN						
Special Designs / Shop Drawings					X	
St'd. /Insert. Sheets/Backup Data					X	

TABLE 2G-1-1*