

RECORDS RETENTION						
	Until Revised Or Voided	1	2	3	Time Frame	Comments
		Year	Years	Years		
		After Completion of Project Construction				
<b>SURVEY</b>						
Aerial Photography					Forever	
Aerial Survey Records					10 Yrs. Min.	Retained until audit or 10 yrs., whichever is longer
Airport Clearance Files					20 Yrs. Min.	Retained longer if needed
Contour Mapping					Forever	
Flight Records					6 Yrs. Min	Retained longer if needed
Photo. Mosaics	X					
Subsurface Utility Requests				X		
Survey Books/Control Files/Disks	X					Retain as long as Administratively necessary
Survey Files					Forever	
Survey Progress Reports		X				
Survey Requests			X			
Survey Rolls / U.S.G.S. Mapping	X					
<b>DESIGN</b>						
Design Route Files	X					
IGAES Testing Material	X					
Preliminary Field Rev. / F.I. Plans					5 Yrs.	In accordance with ProjectWise.
Paper Plan Files					Forever	Paper copies may be destroyed after scanning
Project CADD Files					Forever	
Project Computations		X				Retained until project is Route Filed
<b>ESTIMATES</b>						
Appalachian Cost Estimates					Forever	
Appalachian Estimate Backup	X					
Interstate Cost Estimates					Forever	
Interstate Estimates Backup	X					
Project Estimates					Forever	Originals retained in PCES
<b>CORRESPONDENCE</b>						
Non-Project Correspondence			X			
Project Correspondence					Forever	Originals retained in iPM, See Sec. 2G-14
<b>RECORDS/FORMS</b>						
Engineering Publications		X				
Budget Reports					3 Yrs. Min	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					Forever	Retained in Cardinal
Personnel Files		X			50 Yrs. Min	Retained 50 years after termination
Publications/Photo Sales Records				X		
Training Records				X		
<b>MANUALS</b>						
CADD/Survey Man./Support Data	X					
IIM / RDM/Support Data					Forever	
<b>ST'D/SPEC. DESIGN</b>						
Special Designs / Shop Drawings					Forever	
St'd. /Insert. Sheets/Backup Data					Forever	

TABLE 2G-1 \*

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