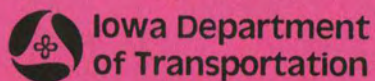


MAY 24 1996



NOTICE - This is a **CHANGE** to the

RECORDS MANAGEMENT MANUAL

Dated **DECEMBER 1995**

POLICY, IM OR
SECTION NO.

DESCRIPTION

**RECORDS
MANAGEMENT
MANUAL**

The Records Management Manual has been completely revised, please remove and discard all the pages, insert the attached revised pages.

If you have any questions, please call Sam Koehler, Records Management, at 515/239-1533.

STATE LIBRARY OF IOWA

DES MOINES, IOWA 50319

Notify ALL affected personnel of this change!

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DEPARTMENT OF TRANSPORTATION
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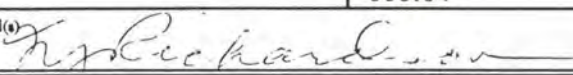
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Iowa Department of Transportation

POLICIES AND PROCEDURES MANUAL

Title Records		Policy No. 030.05
Responsible Office(s) Office of Document Services		Related Policies & Procedures 000.04
Effective/Revision Date(s) 4-1-86/ 12-5-95	Approval(s) 	

Authority: Director of the Operations and Finance Division in accordance with Iowa Code chapter 22 and rules 761 IAC chapter 4.

Contents: This policy describes the DOT Records Management Manual and provides procedures for access to DOT records.

Affected Offices: All.

Definitions:

Custodian - The head of the organizational unit that is responsible for a particular record, as identified in the Records Management Manual. The rights and duties of a custodian are also extended to the custodian's designees and to those persons above the custodian in the chain of command.

Director - Director of Transportation or the Director's designee.

Record - Information stored or preserved regardless of physical form. This includes any information in the physical possession of the Department. A record that is not confidential is termed an *open* record.

Forms:

170110 - Request for Records

Policy and Procedure:

I. General

A. The Custodian:

1. Is authorized to grant access to open records and in certain circumstances to confidential records.
2. Shall adhere to Iowa Code chapter 22, rules 761 IAC chapter 4, and this policy.

B. The Office of Document Services shall:

1. Maintain and distribute the DOT Records Management Manual.
2. Administer the centralized filing system (Records Center) and provide microfilming services. This includes the authority to determine what is retained in the Records Center, and to dispose of records retained in the Records Center that have completed their retention periods.
3. Establish fees for the reproduction of records.

C. Employees have the same right of access to records as do members of the general public.

II. Records Management Manual

A. Chapter II--Standard Classification and Filing Guide (File Codes)

1. This section of the Records Management Manual:
 - a. Contains instructions for coding correspondence with an identification code.
 - b. Lists the identification (file) codes to be used for general correspondence.
 - c. Is subject to the approval of the Office of Document Services.
2. All correspondence must have an identification code:
 - a. In many cases, the code will be the project number or the permit or agreement number.
 - b. When no project number or permit or agreement number is applicable, one of the file codes listed in the Standard Classification and Filing Guide shall be used. These file codes identify subject matter and are not intended to be unique to any one division or office.

B. Chapter III--Retention, Disposal, and Descriptions of Records (Records Series Descriptions)

1. This section of the Records Management Manual:
 - a. Contains instructions for the retention and disposal of records, and for the transfer of records to the Records Center.
 - b. Lists and describes the categories of DOT records. Each category is termed a *record series*; i.e., a group of related records.
 - c. Is adopted by reference as a rule in 761 IAC chapter 4.
2. Each records series description contains:
 - a. The name of the organizational unit responsible for the record series.
 - b. The physical form or characteristics (medium) of the records in the series; e.g., paper, microfilm, microfiche, photographs, slides, negatives, sound recordings, engineering drawings, computer, etc.
 - c. The form numbers associated with the record series.
 - d. The file location(s) and retention period(s) of the records in the series; i.e., the organization unit(s) retaining the records and the length(s) of the time they are to be retained.
 - e. A general description of the record series.
 - f. The information in the record series that is confidential and the legal authority for confidentiality.
 - g. The personally identifiable information in the record series and the legal authority for collection of this information. Definitions:

Person - Any legal entity; e.g., individual, partnership, corporation, trust, association, or governmental subdivision or agency.

Personally identifiable information - An item of information about a particular person in a record that identifies the person by name, or in a record where the identity of the person can be easily determined. For example, a consultant prequalification form identifies a person (the consulting firm) by name, and it contains personally identifiable information such as address, key personnel and their education and experience, descriptions and costs of projects completed by the firm.

- h. If the record series describes a computer data base containing personally identifiable information, a listing of other computer data bases it is run with for the purpose of matching, comparing, or collating personally identifiable information between data bases.

C. Revisions

Requests to add, change, or delete file codes or record series descriptions shall be submitted to the Records Center.

III. Access to Open (Nonconfidential) Records

A. Requests for Access

1. Requests shall sufficiently describe the particular records sought. Written requests may be required only if there is uncertainty as to exactly what records are being requested. Requesters are not required to give reasons for requesting open records.
2. Requests should be directed to the custodian. If a request is misdirected, the request shall be promptly forwarded to the appropriate person.
3. Requests which may be related to potential or actual tort liability claims or other litigation shall be forwarded to General Counsel.
4. Access to open records shall be provided promptly upon request. However, if a request cannot be filled promptly because additional time is needed to collect or copy the records, the request shall be filled as soon as feasible, and the requester shall be furnished with an estimate of when the records will be available.

B. Number of Copies Furnished

A reasonable number of copies of a requested record may be produced on DOT equipment. In some cases, *reasonable* may be interpreted to mean one.

C. Protection of Records

1. No person shall, without permission from the custodian, search files or remove any record made available for examination or copying from the place where it is made available.
2. Examination and copying of records shall be done under the supervision of the custodian. Records shall be protected from damage and disorganization.
3. Original paper records shall be released from DOT custody only upon court order. At least one certified copy shall be retained in the file if the original record is released.

IV. Access to Confidential Records

A. Appendix B of this policy and the DOT Records Management Manual identify those records that are confidential. Personnel and payroll records are also discussed in section VI. below.

B. The custodian may release all or part of a confidential record:

1. As permitted or required in Appendix B. For example, section 4.9(7) of Appendix B states that the subject of a personnel record has the right of access to it.
2. To persons authorized by the subject of the record when the subject has the right of access to the record.
3. To the legislative fiscal bureau pursuant to Iowa Code section 2.52.
4. To the citizens' aide pursuant to Iowa Code section 2C.9.
5. To other governmental officials/employees and to agents of the Department only as needed to discharge their duties.

C. Due to the way a record is compiled or stored, it may contain a mixture of confidential and nonconfidential information. The custodian shall not refuse to release the nonconfidential information simply because the record is compiled or stored in this fashion.

D. A requester who is denied access by the custodian may apply to the Director for reconsideration of the request.

E. The Director may release all or part of a confidential record to a person not covered in section B. above if the release is permitted by law and is not inconsistent with the stated or implied purpose of the law which establishes or authorizes confidentiality.

The Director, before releasing the record to a person not covered in B. above, may notify the subject of the record of the impending release and may give the subject a reasonable amount of time to seek an injunction.

F. The provisions in section III. of this policy apply to the release of confidential records. In addition:

1. Requests from persons who are not DOT employees shall be in writing. The custodian may require written requests from employees.
2. The request shall include sufficient information to provide reasonable assurance that access may be granted, such as proof of identity, the specific reasons justifying access, and any proof necessary to support these reasons.

G. The custodian (or the Director pursuant to sections D. and E. above) shall notify the requester of the granting or denial of the request.

H. If there is doubt about the confidentiality of a record or the right of the requester to have access to a confidential record, access may be delayed for one of the purposes authorized by Iowa Code subsections 22.8(4) and 22.10(4). The requester shall be informed of the reason for the delay. If the delay does not involve the courts or the Attorney General's office, the delay shall not exceed 20 calendar days and ordinarily should not exceed 10 business days.

V. Requests for Confidential Treatment

- A. A person may request that all or a portion of a record be confidential. The request must be submitted in writing to the custodian and:
1. Specifically identify the information for which confidential treatment is sought.
 2. Cite the provisions of law that authorize confidentiality.
 3. Give the reasons why the person would be aggrieved or adversely affected by disclosure of the record. The person may be required to provide any necessary proof to support these reasons.
- B. The custodian shall notify the requester in writing of the granting or denial of the request and, if denied, the reasons therefor. The rules allow the custodian to defer action on the request for confidential treatment until a request for access to the record is received. However, this practice is not encouraged. The custodian should make a decision to grant or deny the request for confidential treatment at the time it is filed.

VI. Release of Personnel or Payroll Information

- A. The following information in personnel or payroll records has been deemed confidential:

Race, marital status, number of dependents, social security number, income tax withholding and exemptions, garnishments, voluntary deduction programs (e.g., health, dental, life and disability insurance, united way, credit union, deferred compensation, savings bonds, employee organizations), net income, automatic payroll deposits, IPERS designation of beneficiary, membership in employee organizations, performance evaluations and ratings, grievances, discrimination complaints and disciplinary actions.

Please note that an item such as marital status is usually not a *secret*, but the information in the written record is confidential.

- B. Hospital, medical and professional counselor records of present or former employees are confidential. However, *State of Iowa Employers Work Injury Report* forms are not confidential.
- C. Exit interview reports for voluntary terminations are confidential.
- D. Submission by an employee of an employment application shall constitute authorization for the release of the employee's records to the selecting authority.
- E. Employees shall have the right of access to their own personnel or payroll records.
- F. Supervisors may release the following information about their employees to the public. Requests for this information need not be in writing.
- Names.
 - Office addresses and telephone numbers.
 - Present and previous classifications.
 - Service dates.
 - Pay grades and salary ranges of pay grades.
 - Gross salaries.
- G. Other inquiries regarding employees shall be referred to the Office of Finance.
- H. No records of current employees shall be sent to the Records Center. This includes personnel forms and correspondence concerning individual employees.

VII. Fees and Forms

A. Fees for records are payable in advance of making the records available to the requester. However:

1. An exception may be made when the exact fees to be charged cannot be determined in advance. In this situation, the requester shall be notified of the fee categories that will apply.
2. Governmental agencies and subdivisions may charge fees with the Office of Finance for a 30-day period.

B. Acceptable methods of payment are cash, check or money order. Checks or money orders shall be made payable to the Iowa Department of Transportation.

C. Unless another fee is set by Iowa Code or administrative rule, the following fees shall be charged for records:

1. Copy fees (these fees include labor, materials and equipment costs)

Photocopies not larger than 8 1/2" x 14"	\$.10 each
Photocopies not larger than 11" x 17"	\$.15 each
Preprinted pages (in house)	\$.02 per page per color
Computer printouts (remote printers)	\$1.00 per page
Other (e.g., printouts from high speed printers, microfilm, microfiche, photographs, magnetic tapes, large photocopies, external printing)	Contact the Office of Document Services or Data Services

2. Supervising the inspection or copying of records; searching for requested records; or extracting, in writing, public information from a record that also contains confidential information not to be released

\$2.70 per 15 minutes or fraction thereof (this is a labor charge)

3. Applicable postage, shipping and handling charges

D. Sales Tax

1. In general, sales tax shall not be collected. However, sales tax shall be collected for sales of publications and other printed materials when:

- The item is intended for public distribution.
- The item is primarily intended for internal distribution, but extra copies are printed with the expectation that they will be made available to anyone who requests them.

In addition to sales tax, the local option tax shall be collected when the item is delivered within or to a city where the local option tax applies.

2. These taxes shall not be collected for publications and other printed materials when:

- The requester is a federal agency, an agency or a political subdivision of the State of Iowa, or a private non-profit educational institution located in Iowa.
- Possession is taken out of state; e.g., via a postal or common carrier.

E. Exceptions to Payment of Fees

1. No fee or tax shall be charged for:
 - a. Copies made for Departmental use.
 - b. Requests from current/former employees for a copy of their employee records.
 - c. Copies of records requested by a court.
 - d. One copy of a record furnished to another governmental agency or political subdivision when the Department requires them to use the record.
 - e. A reasonable number of forms or similar documents to be used by the public in dealing with the Department.
 - f. Copies of records furnished to law enforcement agencies.
 - g. Notices to requesting news media of the time, date, place and tentative agenda of Commission meetings.
 - h. One copy of a record furnished to a person when the Iowa Code specifically requires the Department to furnish the record to that person but does not authorize a charge for the record.
 - i. An additional copy of a requested record when the initial copy furnished is unreadable due to the Department's negligence or error in making the copy.
 - j. Responses to routine oral or written inquiries that do not involve the furnishing of records.
2. One copy or a reasonable number of additional copies of publications and other printed materials may be provided without charge as specified in Policy No. 000.04, *Publications, Printing and Related Services*.

F. Request Form

1. A form which may be used to process records requests is included in Appendix A.
2. Examples of how it may be used are printed on the reverse side of the form.
3. A supply of these forms is available from the Office of Document Services.

800 Lincoln Way, Ames, Iowa 50010

Requested by: Company _____ Date _____
Attn: _____
Address _____
City _____ State _____
Zip Code _____ Phone _____
Area Code _____

Requested Records _____

Requester's Signature _____ Date _____

DOT: Contact Office _____ Phone _____
Contact Person _____

Comments _____

Fees: Copies _____ @ \$ _____ \$ _____
 Sales Tax _____
 Search _____ minutes @ \$ _____ _____
 Other (_____) _____
 Shipping & Handling _____
 Total Fees _____

To Requester: ☐ Please Sign This Form.

☐ Please forward this form with your payment to: Iowa Department of Transportation
Office of Accounting
Attn: Cashier
800 Lincoln Way
Ames, Iowa 50010

To Cashier: ☐ The records have been provided to the Requester. Payment attached.

☐ The records have NOT been provided to the Requester. Forward this form to the following DOT Office to fill above request: _____

☐ Other: _____

REQUEST FOR RECORDS

This form is completed by the DOT employee filling the request (DOT contact person).

It may be used in a number of different ways by checking the appropriate boxes at the bottom of the form.

EXAMPLES:

1. If the request is not in person:

DOT contact person: Fill out form. Checkmark the second *To Requester* box.
Checkmark and fill out the second *To Cashier* box. Send form to requester.

Requester: Send form with money to cashier.

Cashier: Deposit money. Stamp form as paid. Forward form to DOT contact person.

DOT contact person: Fill request.

2. In person request:

DOT contact person: Fill out form. Checkmark the first *To Cashier* box. Obtain requester's money. Fill request. Forward form and money to cashier.

Cashier: Deposit money.

3. If the request is from a governmental agency or city or county:

DOT contact person: Fill out form. Checkmark the third *To Cashier* box (*Other*) and request that the Office of Finance invoice the requester. Send form and requested records to requester. Send copy of form to cashier.

Cashier: Arrange for invoicing.

NOTES:

1. A written request for an open record may be required if there is uncertainty as to exactly what records are being requested. All requests from the public for confidential records must be in writing. This form may be used to document the request and to obtain the requester's signature. Be sure to checkmark the first *To Requester* box.
2. If you want the Office of Finance to return the form to the DOT contact person for filing, note this on the form.

APPENDIX B
CONFIDENTIAL RECORDS

INDEX:

- 4.9(1) Hospital, medical and professional counselor records
- 4.9(2) Trade secrets
- 4.9(3) Attorney work product, attorney-client privilege
- 4.9(4) Peace officer's investigative reports
- 4.9(5) Reports to department with competitive information
- 4.9(6) Criminal identification files
- 4.9(7) Personal information in confidential personnel records
- 4.9(8) Confidential communications to department
- 4.9(9) Examinations, including those for law enforcement
- 4.9(10) Archaeological resource or site
- 4.9(11) Ecologically sensitive resource or site
- 4.9(12) Certain staff manuals
- 4.9(13) Closed session of commission
- 4.9(14) Vehicle accident reports
- 4.9(15) Information for arrest warrants
- 4.9(16) Information for search warrants
- 4.9(17) Fuel tax reports
- 4.9(18) Sealed bids
- 4.9(19) Parcel files
- 4.9(20) Records of department that would diminish competition
- 4.9(21) Certain income and expense information for relocatees
- 4.9(22) Audit reviews for EEO contract compliance
- 4.9(23) Tax records made available to department
- 4.9(24) Other

761—4.9(22) Confidential records. This rule describes the types of departmental information or records that are confidential. This rule is not exhaustive. A citation of the legal authority for confidentiality follows each description.

As related to particular types of confidential information or records, this rule also includes exceptions to confidentiality, the rights of certain persons to have access, and permissible disclosures.

Descriptions:

4.9(1) Hospital, medical and professional counselor records of the condition, diagnosis, care or treatment of present or former patients or counselees. (Iowa Code 22.7)

a. This category of records includes but is not limited to:

(1) Hospital, medical and professional counselor records of present or former departmental employees.

(2) Medical statements, including vision reports, filed with the department for the purpose of issuing, suspending, revoking, canceling or denying licenses or permits to operate motor vehicles in Iowa.

b. Notwithstanding this subrule, "State of Iowa Employers Work Injury Report" forms are not confidential.

c. Records relating to employee on-the-job injuries shall be released to the industrial commissioner.

d. The subject of a hospital, medical or professional counselor record has the right of access to it.

4.9(2) Trade secrets which are recognized and protected by law. (Iowa Code section 22.7)

a. The person who furnished the trade secret information has the right of access to this information.

b. Reserved.

4.9(3) Records which constitute attorney work product, attorney-client communications, or that are otherwise privileged. (Attorney work product is confidential under Iowa Code sections 22.7, 622.10 and 622.11, Iowa R.C.P. 122(c), Fed. R. Civ. P. 26(b)(3), and case law. Attorney-client communications are confidential under Iowa Code sections 622.10 and 622.11, the rules of evidence, the Code of Professional Responsibility, and case law.

a. This category of records includes but is not limited to:

(1) Investigations conducted in anticipation of tort claims or other litigation.

(2) Records related to threatened litigation over title.

b. Reserved.

4.9(4) Peace officers' investigative reports, except where disclosure is required or authorized by the Iowa Code. However, the date, time, specific location, and immediate facts and circumstances surrounding a crime or incident are not confidential except in those unusual circumstances where disclosure would plainly and seriously jeopardize an investigation or would pose a clear and present danger to the safety of an individual. (Iowa Code section 22.7)

4.9(5) Reports to the department which, if released, would give advantage to competitors and serve no public purpose. (Iowa Code section 22.7)

a. Examples of records which could in the proper circumstances be determined to be within this category include but are not limited to:

(1) Financial reports filed by contractors for departmental use in determining their eligibility to bid on projects advertised for letting. This includes financial information from these reports that is stored on computer.

(2) Documents submitted by firms for departmental use in certifying their eligibility as disadvantaged business enterprises or women's business enterprises.

(3) Prequalification forms filed with the department under rule 761—20.8(307). This includes the selection committee's working papers; however, the final selection committee report is not confidential once it has been approved by the appropriate division director. Selection committee activities may also fall under subrule 4.9(20).

(4) Financial reports filed with the department for the purpose of seeking certificates of self-insurance under Iowa Code section 321A.34.

(5) Copies of agreements between sign owners and landowners filed with the department in support of the issuance of outdoor advertising permits.

(6) Copies of private contracts between railroads and shippers or other private parties.

(7) Barge terminal surveys which ask for shipping and financial information from barge companies.

b. The subject of the record has the right of access to it.

4.9(6) Criminal identification files, except for the records of current and prior arrests. (Iowa Code section 22.7)

a. The custodian may disseminate criminal identification data to a peace officer, a criminal justice agency, or a state or federal regulatory agency if the custodian is satisfied that the need to know and the intended use are reasonable.

b. The custodian shall also comply with Iowa Code section 692.3.

4.9(7) Personal information in confidential personnel records of present or former departmental employees. (Iowa Code section 22.7)

a. Submission by an employee of an employment application form shall constitute authorization for the release of a copy of the employee's complete personnel records to the selecting authority.

b. Confidential personnel information relating to a particular program shall be released to that agency or company which is administering the program.

c. The subject of a personnel record has the right of access to it.

4.9(8) Communications not required by law, rule or procedure that are made to the department by identified persons outside of government, to the extent that it could reasonably be believed that those persons would be discouraged from making the communications if they were made available for general public examination. (Iowa Code section 22.7)

a. This category of records includes but is not limited to exit interviews for voluntary terminations.

b. Exceptions to confidentiality:

(1) A communication is not confidential if its author consents to its release.

(2) Information in a communication that can be disclosed without identifying its author or enabling others to ascertain that identity is not confidential.

(3) Information in a communication that indicates the date, time, specific location, and immediate facts and circumstances surrounding the occurrence of a crime or other illegal act is not confidential unless disclosure would plainly and seriously jeopardize a continuing investigation or would pose a clear and present danger to the safety of any person.

c. The author of a communication has the right of access to it.

4.9(9) Examinations, including but not limited to cognitive and psychological examinations for law enforcement officer candidates administered by or on behalf of a government body, to the extent that their disclosure could reasonably be believed by the lawful custodian to interfere with the accomplishment of the objectives for which they are administered. (Iowa Code section 22.7)

4.9(10) Information concerning the nature and location of an archaeological resource or site if, in the opinion of the state archaeologist, disclosure of the information will result in unreasonable risk of damage to or loss of the resource or site where the resource is located. (Iowa Code section 22.7)

4.9(11) Information concerning the nature and location of an ecologically sensitive resource or site if, in the opinion of the director of the department of natural resources after consultation with the state ecologist, disclosure of the information will result in unreasonable risk of damage to or loss of the resource or site where the resource is located. (Iowa Code section 22.7)

4.9(12) Those portions of the department's staff manuals, instructions or other statements issued which set forth criteria or guidelines to be used by departmental staff in auditing, in making inspections, in settling commercial disputes or negotiating commercial arrangements, or in the selection or handling of cases, such as operational tactics or allowable tolerances or criteria for the defense, prosecution or settlement of cases, when disclosure of these statements would enable law violators to avoid detection, facilitate disregard of requirements imposed by law, or give a clearly improper advantage to persons who are in an adverse position to the department. (Iowa Code sections 17A.2 and 17A.3)

4.9(13) The detailed minutes and tape recording of a closed session of the commission. However, if the closed session regards a real estate purchase, the minutes and tape recording shall be available for public inspection when the transaction discussed is completed. (Iowa Code section 21.5)

4.9(14) Vehicle accident reports submitted to the department by drivers and peace officers. (Iowa Code sections 321.266 and 321.271)

a. However, access shall be granted to those persons authorized by Iowa Code section 321.271.

b. Pursuant to Iowa Code section 22.7, the lawful custodian may release the following information from peace officer's accident reports even though the reports are confidential: date, time and location of the accident, names of parties to the accident, owners and descriptions of the motor vehicles involved, name of investigating officer, names of injured, locations where motor vehicles and injured were transported, and the identification and owners of damaged property other than motor vehicles.

4.9(15) All information filed with the court for the purpose of securing a warrant for an arrest until the arrest has been made and the warrant has been returned. (Iowa Code section 804.29)

4.9(16) All information filed with the court for the purpose of securing a warrant for a search until the warrant has been executed and returned. (Iowa Code section 808.13)

4.9(17) Information obtained by the department from the examining of reports or records required to be filed or kept under the provisions of Iowa Code chapter 324, except where disclosure is authorized by chapter 324. (Iowa Code section 324.63)

4.9(18) Sealed bids received prior to the time set for public opening of bids. (Iowa Code section 72.3)

4.9(19) Except as required by Iowa Code section 472.45, the parcel file for a right-of-way acquisition until title has passed to the state and all contract and relocation claims have been paid. (Iowa Code section 22.7)

4.9(20) Those records which, if disclosed, would diminish competition or would give an improper advantage to persons who are in an adverse position to the department. These records shall be kept confidential until the transaction to which they relate is consummated. However, if disclosure would reveal information which would hinder future competition, the records shall be kept confidential. (Iowa Code sections 17A.2, 17A.3, 22.7 and 313.10, Iowa Code chapter 553, and rules 761—Chapter 20)

a. Examples of records which could, in the proper circumstances, be determined to be within this category include but are not limited to:

(1) Detailed estimates of the cost of a proposed contract.

(2) Economic analyses for determining pavement types.

(3) Negotiations for a proposed contract.

(4) Methodology for determining unfair bidding practices or bid rigging.

(5) Price quotations solicited.

(6) The value of points assigned to a bid rating formula prior to the time set for public opening of bids.

(7) Laboratory testing reports of suppliers' products. These may also be trade secrets. The subject of the report has the right of access to it.

b. Reserved.

4.9(21) Income tax forms or rental, income or expense statements furnished by relocatees as documentation for relocation assistance payments. (Iowa Code sections 22.7 and 422.20, 5 USC 552 and 552a)

- a. The subject of the form or statement has the right of access to it.
- b. Reserved.

4.9(22) Audit reviews for determining EEO contract compliance. (Iowa Code section 22.7, 5 USC 552 and 552a)

- a. The subject of the audit review has the right of access to it.
- b. Reserved.

4.9(23) Tax records made available to the department. (Iowa Code section 422.20)

4.9(24) All other information or records that by law are or may be confidential, with the following exceptions:

- a. Records of the departmental library.
- b. Reserved.

This rule is intended to implement Iowa Code chapters 22 and 553; Iowa Code sections 17A.2, 17A.3, 21.5, 72.3, 313.10, 321.266, 321.271, 324.63, 422.20, 602.10112, 622.10, 692.3, 804.29 and 808.13; and Title 5, sections 552 and 552a of the United States Code.

761—4.10(22) Release of confidential records.

4.10(1) Release by custodian.

a. The custodian may release a confidential record or a portion of it:

- (1) To the legislative fiscal bureau pursuant to Iowa Code section 2.52.
- (2) To the citizens' aide pursuant to Iowa Code section 601G.9.
- (3) To other governmental officials and employees only as needed to discharge their duties.
- (4) To those persons as permitted or required by rule 761—4.9(22).

b. The custodian shall ensure that there is sufficient information to provide reasonable assurance that access to the confidential record may be granted. (See 4.4(1) and 4.4(2) of the uniform rules.)

c. Even though a record is "confidential" it may, due to its nature or the way it is compiled or stored, contain a mixture of confidential and nonconfidential information. The custodian shall release the nonconfidential portions of a record that contains a mixture of confidential and nonconfidential information except as provided in Iowa Code subsections 22.8(4) and 22.10(4).

4.10(2) Release by director. The director of transportation may release a confidential record or a portion of it to a person not covered in subrule 4.10(1) if the release:

a. Is permitted by statute, rule or another provision of law, and

b. Is not inconsistent with the stated or implied purpose of the law which establishes or authorizes confidentiality.

4.10(3) Information released. If a person is provided access to less than an entire record, the custodian shall take measures to ensure that the person is furnished only the information that is to be released. This may be done by providing to the person either an extraction of the information to be released, or a copy of the record from which has been deleted the information not to be released.

These rules are intended to implement Iowa Code section 22.11.

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CHAPTER II
STANDARD CLASSIFICATION AND FILING GUIDE
GENERAL INSTRUCTIONS

I. AFFECTED RECORDS

All correspondence, internal and external, generated within the Department of Transportation must have an identification code. In many cases this code will be a project number, permit number or agreement number.

The file codes provided within this Records Management Manual should be used only when no project number, permit number or agreement number is applicable. File codes are retained 3 years, then destroyed.

II. ORGANIZATION

The method of numbering and arranging the subjects presented in the classification guide is based upon the Dewey Decimal System. This system divides the subject matter of the Department of Transportation into ten primary classes represented by the numbers 000 through 900. The first digit represents the primary class. The remaining digits designate specific breakdowns within the primary class.

The primary classes are as follows:

000	Government, Industry and Miscellaneous
100	Finance
200	Personnel
300	Administration
400	Engineering and Construction
500	Design
600	Highway Maintenance
700	Planning and Research
800	Local Government
900	Motor Vehicle, Aviation, Rail, River

It should be emphasized that a particular class is not intended to reflect all functions of any one office; rather, every office and field office will probably use all nine classes (e.g., every office will use the 200 Personnel area when correspondence is generated concerning employees' personnel records).

III. REVISIONS TO THE CLASSIFICATION AND FILING GUIDE

Revisions to the classification and filing guide require the approval of the Office of Document Services. (See Policy 030.05, "Records".)

However, expansion of subjects within the classification and filing guide for individual usage does not require approval from the Office of Document Services (e.g., a code may be expanded to provide a county number breakdown). However, the Records Center will file only according to the codes provided in the classification and filing guide and will disregard additional digits.

IV. CORRESPONDENCE INSTRUCTIONS

- A. GENERAL CORRESPONDENCE - The file codes in the classification and filing guide may be broken down for each office's own files. However, correspondence to be filed in the Records Center should be coded according to the classification and filing guide. The Records Center will file all correspondence according to the classification and filing guide and will disregard additional digits.
- B. PROJECT CORRESPONDENCE - All correspondence that is related to a specific project should be coded with the project number and the appropriate contract number, design number, etc., as applicable. No subject file code is necessary for specific project-related correspondence. (Note: The Project Scheduling Coordinator in the Office of Contracts or the Office of Finance may be contacted for information concerning project numbers.)
- C. RIGHT OF WAY PROJECT CORRESPONDENCE - All Records Center copies generated in regard to a right of way project should be identified with the project number (and parcel number, if applicable) and routed to the Fiscal Control Section, Office of Right of Way; routing may be accomplished through the use of a transmittal slip. The Office of Right of Way will act as the official Records Center for active right of way project files.
- D. PERMIT OR AGREEMENT CORRESPONDENCE - All correspondence that is related to a specific permit or agreement should be coded with the permit or agreement number. Records Center copies generated during preliminary correspondence prior to the assignment of a permit or agreement number should be held until such number is assigned. The Records Center copies should then be coded with the permit or agreement number and sent to the Records Center. This procedure will ensure that all correspondence relating to a particular permit or agreement is easily identifiable.

A permit and agreement file will be maintained in the Records Center as a separate file apart from the general correspondence system. This file will be organized by permit or agreement type in alphabetical order, then by permit or agreement number if such is assigned. If no number is assigned, the breakdown will be by route and county number.

All correspondence and records related to a specific permit or agreement will be filed with the permit or agreement. Retentions will be as specified in Chapter III of the Records Management Manual.

The Permit and Agreement File will include:

- Access Control Permits and Agreements
- Bridge Attachment Permits
- Cable Installations (Underground and Submarine)
- Detour Agreements (Use of County Roads/City Streets as Detours)
- Driver License Agreements
- Entrance Permits
- Highway Planting Permits
- Holiday Rest Stop Permits
- Livestock Pass Permits (Use of Structures as Livestock Passes)
- Motor Carrier Safety Agreements
- Pole Line Permits
- Primary Road Extension Closure Permits
- Primary Road Extension Maintenance Agreements
- Public Safety, Cooperative Agreements with Department of
- Railroad Agreements
- Reciprocity Agreements

Rest Area Agreements
Right of Way Grading Permits
Special Public Road Connections
Traffic Weight Operations Permits
Transit Capital Assistance Agreements
Transit Joint Participation Agreements
Transit Operating Assistance Agreements
Transit Planning and Technical Assistance Agreements
Tree and Brush Removal Agreements
Utility Agreements (Lighting, etc.)
Work on Private Property Agreements
Work Within State Highway Right of Way Permits

General correspondence concerning permits and agreements should be coded with the appropriate file code. Examples: 402 (Utilities), 604 (Roadside Maintenance), 650 (Contract Maintenance).

- E. CORRESPONDENCE RELATED TO SPECIFIC DOCUMENTS - Correspondence that is directly related to specific documents filed within an office (e.g., contracts, vouchers, etc.) is subject to the retention of the documents. A Records Center copy will be sent to the Records Center, and an office file copy filed with the document as appropriate.
- F. CORRESPONDENCE RELATED TO BRIDGES - Correspondence which is project related and refers to a bridge should be coded first with the project number, then with the bridge number. Correspondence relating to the bridge inspection program should use the appropriate file code, then the bridge number.
- G. LETTERS FROM EXTERNAL SOURCES - If a letter is received from an external source (i.e., a contractor, citizen, etc.) and a reply to that letter is written, the original letter should be attached to the Records Center copy. This procedure will ensure a complete file within the Records Center. (If no reply is written, the original letter should be coded and sent to the Records Center.)
- H. CROSS-REFERENCING - If more than one subject is covered in a document, the appropriate file code(s) should be used to ensure that each subject is referenced. The Records Center will then copy the Records Center copy and file according to each code provided.
- I. ADDITIONAL INSTRUCTIONS
 - 1. Records Center copies (Form 000030) will be generated for all correspondence originating from any division or office within the Department of Transportation. The Records Center copy is provided in unit-set format with Form 000020, Interoffice Memo Set. When letterhead stationary is used, the Form 000030 should be inserted as the first carbon copy. A copy of a document (Hard copy or Office Vision) can be sent to the Records Center by sending a CC to Records.
 - a. Records Center copies of confidential correspondence may be withheld at the discretion of an office director, supervisor, etc.
 - b. When multiple copies or form letters are processed, only one Records Center copy need be submitted. The recipients of the correspondence should be listed on the reverse side of the Records Center copy. (Contact the Office of Document Services for instructions in exceptional cases.)

2. Correspondence generated in regard to an active employee should be coded with the appropriate personnel-related file code and with the employee's name. File code 201.1 should be sufficient for the filing of office copies of personnel correspondence.
3. No personnel records of current employees shall be sent to the Records Center. This includes personnel forms and correspondence concerning individual employees.
4. When a reply is written to a letter received from another office, it should bear the same file code as the original correspondence.

FILE CODES - PRIMARY HEADINGS

000	GOVERNMENT, INDUSTRY & MISCELLANEOUS
100	FINANCE
200	PERSONNEL
300	ADMINISTRATION
400	ENGINEERING & CONSTRUCTION
500	DESIGN
600	HIGHWAY MAINTENANCE
700	PLANNING & RESEARCH
800	LOCAL GOVERNMENT
900	MOTOR VEHICLE, AVIATION, RAIL, RIVER

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000 GOVERNMENT, INDUSTRY & MISCELLANEOUS

000 MISCELLANEOUS

001 COMMUNITY DRIVES AND CAMPAIGNS

002 EMERGENCY OPERATIONS

010 MISC. STATE AGENCIES

(File by agency name - examples follow)

Attorney General Management, Dept. of
Executive Council Public Safety, Dept. of
General Services, Dept. of Revenue & Finance, Dept. of
(Use 203 for Personnel, Dept. of)

013 DOT COMMISSION

Commissioners Commission meetings

015 IOWA RAILWAY FINANCE AUTHORITY

017 GOVERNOR

020 IOWA GENERAL ASSEMBLY

025 STATE LEGISLATION

029 ADMINISTRATIVE RULES

050 MISC. FEDERAL AGENCIES

(File by agency name - examples follow)

Coast Guard National Highway Traffic Safety
Federal Aviation Administration Administration
Federal Highway Administration Research & Special Programs
Federal Railroad Administration Administration
Federal Transit Administration

060 U.S. CONGRESS

065 FEDERAL LEGISLATION

069 FEDERAL REGULATIONS

070 LEGAL ISSUES

Contested cases Declaratory rulings
Lawsuits *(See 130 for Tort Claims)*

080 GOVERNMENTAL, INDUSTRY & TRADE ASSOCIATIONS

(File by name of organization - examples follow)

American Association of Motor Vehicle Administrators
American Association of State Highway & Transportation Officials
American Society for Testing & Materials
Iowa Automobile Dealers Association
Iowa Good Roads Association
Transportation Research Board

(See 800 series for Local Government)

100 FINANCIAL

100 FINANCIAL - GENERAL

110 BUDGETS

120 FINANCIAL MANAGEMENT

130 RISK & CLAIMS MANAGEMENT

Tort claims	Appeal Board claims
DOT vehicle accidents	Property damage accidents
Self insurance	Public employee bonds

145 ACCOUNTS RECEIVABLE

150 FEDERAL AID

160 CONTRACTS (FISCAL)

170 ACCOUNTS PAYABLE

180 PAYROLL

- Pay & leave records
- Payroll deductions & employee benefits: health, dental, life & disability insurance, income taxes, IPERS, FICA, deferred compensation, savings bonds
- Personal expense reimbursement

190 AUDITS

- External, internal & motor carrier audits

200 PERSONNEL

200	PERSONNEL - GENERAL	
201	EMPLOYEE PERSONNEL FILES <i>(File alphabetically)</i>	
203	IOWA DEPARTMENT OF PERSONNEL Merit rules	
210	PLACEMENT Recruitment Appointments Transfers	Job postings Examinations Summer program
220	LEAVES OF ABSENCE	
230	CLASSIFICATIONS & PAY Table of organization Class specifications Position reviews/reallocations	Classification & pay schedules Position descriptions
240	EMPLOYEE WELFARE Service awards	PROUD program
243	EMPLOYEE SAFETY Safety training Safety committees Environmental concerns	Personal protective equipment Right-to-know Occupational safety & health
244	ON-THE-JOB INJURIES Injuries Light duty	Workers compensation
246	EMPLOYEE MOVING EXPENSES	
247	GRIEVANCES	
248	WORKING HOURS	
250	TRAINING & EDUCATION Employee orientation Educational assistance Conferences & seminars	Personnel development seminars Management & technical training Interns, co-op students
255	PERFORMANCE REVIEW/EVALUATION	
260	AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY Workplace environment Harassment Complaints	Discrimination Goals
270	DISCIPLINARY ACTIONS	
280	SEPARATION Resignation Layoff Transfer to other agency	Retirement Death
290	COLLECTIVE BARGAINING	

300 ADMINISTRATION

300	ADMINISTRATION - GENERAL	
305	SPECIFICATIONS	
310	ORGANIZATION & MANAGEMENT	
	Policies & procedures	Instructional memorandums
	Organizational charts	Organizational descriptions
	Studies	
315	PUBLICATIONS/REPORTS <i>(use when no other file code applies)</i>	
	Iowa Transportation Laws	New Laws Manual
	DOT Library	Magazine subscriptions
320	PURCHASING	
323	CONSULTANTS	
324	EQUIPMENT (A-F)	
	Assignment & transfer	Operation
	Repair	Inventory
	Rental	
325	MATERIALS & SUPPLIES INVENTORY	
	Stock issues	Warehousing
	Shipping	Stock catalog
328	DISPOSAL OF EQUIPMENT, MATERIALS & SUPPLIES	
	Sales	Auctions
	Junking	
330	BUILDINGS & GROUNDS (FACILITIES)	
340	RECORDS MANAGEMENT	
	Records center	Archives
	Microfilming	Records retention
343	FORMS CONTROL	
350	COMPUTER SERVICES	
	Computer programming	G equipment/hardware
	Computer operations	Information processing plan
	Word processing	Software
355	PRINTING & GRAPHICS	
	Copiers	Graphic arts
	Reproduction	Photography
	Photo lab	
360	TRANSPORTATION PROGRAM	
	Five-year program	State park/institutional roads program
	Production schedule	U-STEP & C-STEP programs
	Transportation improvement program	
370	COMMUNICATIONS	
	Telephone	Radio
372	MAIL	
	Mail service	Mailing lists
	Post Office	
380	TRAVEL	
	State vehicle usage	Hotel & motel reservations
	Charter aircraft	Airline reservations
	Out-of-state travel	

390

PUBLIC RELATIONS & MARKETING

Media & public contacts

Marketing programs

Speakers

Requests for information

Promotions & special events

News releases

Tours

392

REQUESTS FOR INFORMATION

(Use when no specific code is available)

400 ENGINEERING AND CONSTRUCTION

- 400 **ENGINEERING & CONSTRUCTION - GENERAL**
- 402 **UTILITIES**
 - Adjustments & relocations Utility agreements
 - Permit procedures
- 404 **FORCE ACCOUNT**
- 407 **BRIDGE CONSTRUCTION**
 - Materials & methods Fabrication & welding
 - Structural & geological features Navigational clearances
- 409 **EMERGENCY RELIEF PROJECTS**
 - Extent of damage Repair & reconstruction
 - Flood control
- 410 **RIGHT OF WAY - GENERAL**
- 411 **RIGHT OF WAY DESIGN**
- 412 **RIGHT OF WAY APPRAISAL**
- 413 **RIGHT OF WAY ACQUISITION**
 - Negotiations Condemnations
- 414 **RIGHT OF WAY - FREEWAY SECTION**
- 415 **RIGHT OF WAY PROPERTY MANAGEMENT**
 - Inventory Rental
 - Sale Demolition
- 416 **RIGHT OF WAY - RELOCATION**
- 417 **RIGHT OF WAY - FISCAL CONTROL**
 - Title & closing Reimbursement
- 420 **CONTRACTS - GENERAL**
 - 420.1 Performance, Bid, and Surety Bonds
 - 420.2 Contractors
 - 420.21 Financial Statements
 - 420.22 Insurance
 - 420.221 Contractor's Liability
 - 420.23 Payroll, Labor Compliance
- 422 **CONTRACTS - LETTINGS**
 - Invitations Bids
 - Awards Lettings
- 423 **CONTRACTS - SUPPLEMENTAL & SPECIAL PROVISIONS**
- 424 **CONTRACTS - EQUAL EMPLOYMENT OPPORTUNITY**
 - Title VI compliance DBE programs
- 425 **NEGOTIATED CONTRACTS**
- 426 **BID ANALYSIS MANAGEMENT SYSTEMS (BAMS)**
- 430 **CONSTRUCTION**
 - 430.1 Construction Project Staffing
 - 430.2 Standard Road Plan Design Sheets
 - 430.3 Contract Change or Extra Work Orders
 - 430.4 Construction Administration System (CAS) (Electronic Field Book)

431.01	Asphalt	
431.02	Landscaping and Erosion Control	
431.03	Grading	
431.04	Lighting, Signing, Guardrails	
431.05	Fencing	
431.06	Portland Cement Concrete Paving	
431.07	Structures	
431.08	Sub-bases and Subgrade	
431.09	Asbestos Removal	
431.10	Pavement Patching (AC and PC)	
431.11	3R/4R Projects	
431.12	Construction Survey (Staking)	
431.13	Demolition	
431.14	Environment - Underground Tanks	
431.15	Traffic Control	
431.20	Miscellaneous	
432	ARCHAEOLOGICAL SALVAGE	
433	ROAD CLOSURES	
434	HAUL ROADS	
435	MATERIALS	
435.01	Aggregates	
435.02	Asphalt Cement, Emulsions, and Cutbacks	
435.03	Asphaltic Concrete	
435.04	Automotive Products	
435.05	Bituminous Products	
435.06	Calibrations	
435.07	Chemicals	
435.08	Culvert and Sewer Pipe	
435.09	Drain Tile	
435.10	Electrical Circuit Testing	
435.11	Erosion Control Materials	
435.12	Fabrics	
435.13	Fencing Materials	
435.14	Guard Rail Materials	
435.15	Lighting Materials	
435.16	Metals	
435.17	Miscellaneous Materials	
435.18	Nuclear Testing	
435.19	Paint and Associated Products	
435.20	Pavement Surface Measurements	
435.21	Pile Testing	
435.22	Plants and Planting Materials	
435.23	Portland Cement	
435.24	Portland Cement Concrete	
435.25	Rubber Products	
435.26	Signing Materials	
435.27	Soils	
435.28	Water	
435.29	Welding and Fabrication	
435.30	Wood and Wood Products	
435.31	Testing Equipment and Supplies	
435.32	Materials Inspection	
435.33	Overlays (General)	
436	RESEARCH	
	Research	Strategic Highway Research Program (SHRP)
437	CONSTRUCTION INSPECTION	
439	PROJECT IMPROVEMENT REVIEWS	
440	CONTRACT SETTLEMENT	

445	MATERIALS LEGAL PROCEEDINGS
450	TRAFFIC ENGINEERING - GENERAL
451	TRAFFIC ENGINEERING - SIGNS
452	TRAFFIC ENGINEERING - SIGNALS & BEACONS
453	TRAFFIC ENGINEERING - PAVEMENT MARKINGS
454	TRAFFIC ENGINEERING - AIRMARKING
455	TRAFFIC ENGINEERING - LIGHTING STUDIES
456	TRAFFIC ENGINEERING - SPEED ZONES
459	BEAUTIFICATION - GENERAL
460	BILLBOARDS & ON-PREMISE SIGNS
461	PRIVATE DIRECTIONAL SIGNS
462	JUNKYARDS A specific junkyard is identified in correspondence as follows: 462(85-04-11), where 85 is the county number, 04 is the assigned number of the junkyard in the county, & 11 is the maintenance residency number within which the junkyard is located.
463	CHURCH, SERVICE CLUB, & RECOGNITION SIGNS
464	LOGO SIGNING & TOURIST-ORIENTED DIRECTIONAL SIGNING
465	ENVIRONMENTAL CONTROL
470	PRIMARY ROAD ACCESS CONTROL The file code indicates the county as follows: Agreements & permits: 471.0001-471.0099 Entrances: 471.101-471.199
480	VALUE ENGINEERING

500 DESIGN

500	DESIGN - GENERAL Standards	
510	ROADSIDE DEVELOPMENT Erosion control Landscaping Weigh stations	Rest areas Fencing
520	BRIDGE DESIGN - GENERAL Consultants County plans & approvals	Contracts & agreements Specifications & standards
525	BRIDGE DESIGN - PRELIMINARY Preliminary plans	Drainage
530	BRIDGE DESIGN - DETAIL Detail plans Structural reports Bridge fabrication	Shop drawings Bridge ratings Bridge construction
540	PRE-DESIGN	
550	CONSULTANT REVIEW	
560	RURAL AND URBAN DESIGN	
570	SOILS	
580	ROAD DESIGN METHODS Design manuals Geometric design Traffic control	Shop drawings Lighting
590	SAFETY PROGRAMS Federal & state programs Traffic safety	Friction review
592	ACCIDENT LOCATION & ANALYSIS	

(See 130 Series for Tort Claims, DOT Vehicle Accidents, Self Insurance, Appeal Board Claims, Property Damage Accidents, Public Employee Bond)

600 HIGHWAY MAINTENANCE

600	MAINTENANCE - GENERAL	
601	PAINTING	
	Traffic lines	Structures
602	BRIDGE MAINTENANCE	<i>(File by bridge number if possible)</i>
	Intensive inspections	Deck repair
	Culverts	Abandoned/destroyed bridges
603	MAINTENANCE MANAGEMENT	
604	ROADSIDE MAINTENANCE	
	Work on private property	Right of way permits
	Rest areas	Litter
	Well sampling	Lighting
	Roadside appurtenances	Vegetation - mowing, haying, weeds
	Emergency generators	Adopt A Highway
605	SURFACE MAINTENANCE & REPAIR	
	P.C.C. surfacing	Asphalt surfacing
606	SHOULDER MAINTENANCE & REPAIR	
	Paved shoulders	Aggregate shoulders
	Earth shoulders	
610	DRAINAGE	
620	SNOW REMOVAL	
	Salt program	Snowplow runs
625	WEATHER	
	Weather service	Road conditions
	Road/weather monitoring system	
630	MAINTENANCE REPORTS AND STATISTICS	
640	DETOURS	
650	CONTRACT MAINTENANCE	
660	MAINTENANCE OPERATIONAL INSPECTIONS	

(See 470 for Primary Road Access Control)

700 PLANNING AND RESEARCH
(Based on HPR function codes)

700	PLANNING & RESEARCH - GENERAL
701	STATISTICS
702	AUTOMATIC TRAFFIC RECORDERS
703	NATIONAL-RAILWAY GRADE CROSSING SURVEY
705	CADD MAPPING
706	MAPPING & GRAPHICS
707	URBAN TRANSPORTATION PLANNING (URBANIZED AREA)
708	URBAN TRANSPORTATION PLANNING (UNDER 50,000)
709	SECONDARY ROAD TRAFFIC COUNTS
710	PARTICIPATING ADMINISTRATION
712	VEHICLE SPEED SURVEYS
713	VEHICLE WEIGHT SURVEYS
720	PRIMARY ROAD TRAFFIC COUNTS
722	NON-PARTICIPATING
726	RURAL ORIGIN & DESTINATION STUDIES
727	SUFFICIENCY RATING STUDIES
728	RURAL & URBAN ROAD INVENTORY
733	HIGHWAY NEEDS STUDY
736	SCENIC BYWAYS
737	RECREATIONAL TRAILS
738	PROJECT PLANNING & ENVIRONMENTAL STUDIES
739	HIGHWAY TRAFFIC FORECASTING
745	PUBLIC TRANSPORTATION PLANNING
749	BRIDGE DATA FOR DEFENSE REQUIREMENTS
750	URBAN AREA TRAFFIC COUNTS
751	ROAD INVENTORY SURVEYS - FIELD OPERATIONS
755	STATEWIDE TRANSPORTATION PLANNING
757	BASE RECORDS - HIGHWAYS
758	MUNICIPAL TRAFFIC COUNTS (UNDER 25,000)
762	REVITALIZE IOWA'S SOUND ECONOMY (RISE Planning)
763	LONG-RANGE HIGHWAY SYSTEMS PLANNING (Includes ISTEa)

764	TRANSPORTATION REGULATION
765	AIRPORT PLANNING
766	RAILROAD PLANNING
767	RIVER PLANNING
768	PARKS/INSTITUTIONAL ROADS PROGRAM
773	RESEARCH PROJECTS
774	IMPLEMENTATION OF RESEARCH PROJECTS
775	HIGHWAY TRAINING, RESEARCH AND TECHNOLOGY TRANSFER
777	SPECIAL RESEARCH STUDIES

LOCAL SYSTEMS

- 800 LOCAL GOVERNMENT - GENERAL
- 801 CITIES - GENERAL
- 802 COUNTIES - GENERAL
- 804 LOCAL GOVERNMENT LIAISON (FIELD SERVICES DIVISION)
- 805 BRIDGES - LOCAL
- 810 SECONDARY ROADS - GENERAL
- 812 SECONDARY ROADS - AGREEMENTS
- 814 SECONDARY ROADS - DESIGN
- 816 SECONDARY ROADS - FINANCING
- 818 SECONDARY ROADS - CONSTRUCTION & MAINTENANCE
- 820 SECONDARY ROADS - PROJECTS
(File by county number)
- 824 SECONDARY ROADS - SIGNS
- 830 URBAN SYSTEMS (CITY STREETS) - GENERAL
- 832 URBAN SYSTEMS - AGREEMENTS
- 834 URBAN SYSTEMS - DESIGN
- 836 URBAN SYSTEMS - FINANCING
- 838 URBAN SYSTEMS - CONSTRUCTION & MAINTENANCE
- 840 URBAN SYSTEMS - PROJECT
(File by city number)
- 842 URBAN SYSTEMS - PROGRAMS, BUDGETS, REPORTS
- 844 URBAN SYSTEMS - SIGNS
- 860 PUBLIC TRANSIT
State transit assistance Federal transit assistance
- 880 AIRPORT PROJECTS
- 890 CITIZEN INQUIRES - LOCAL GOVERNMENT

(See 950 for Aviation)

900 MOTOR VEHICLE, AVIATION, RAIL, RIVER

910 MOTOR VEHICLE - GENERAL

911 VEHICLES

Titling & registration	Registration plates
Motor vehicle dealers	Mobile home dealers
Travel trailer dealers	Handicapped parking
Motor vehicle lessors	Vehicle recyclers
Abandoned vehicles	Emergency vehicle permits

912 MOTOR CARRIERS

Fuel tax	IRP & prorate registration
Travel authority	Oversize & overweight permits
Trip permits	Safety regulations
Hazardous material regulation	

913 DRIVER LICENSING

Licensing	Sanctions (suspension, revocation, etc.)
Financial responsibility	Driver records
Nonoperator IDs	

915 ENFORCEMENT OF MOTOR VEHICLE LAWS

930 RAIL - GENERAL

Consultants	Abandonments
Rail regulation & service	

933 RAIL SAFETY

Rail accidents	Track inspection
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936 RAIL ASSISTANCE PROGRAM

938 RAIL-HIGHWAY GRADE CROSSINGS

950 AVIATION - GENERAL

Aviation publications	Air service
Aviation safety	

952 AIRCRAFT

Aircraft registration	Aircraft dealers
(See 880 for Airports)	

970 RIVER

Locks & dams	barge terminals
Floods	Levees





CHAPTER III

RETENTION, DISPOSAL, AND DESCRIPTIONS OF RECORDS

GENERAL INSTRUCTIONS

I. DEFINITIONS OF TERMS

- A. Record - Information stored or preserved regardless of physical form. This includes any information in the physical possession of the Department.
- B. Record Series - A group of related records.
- C. Custodian - The organizational unit responsible for a particular record series.
- D. Physical Medium - The physical form or characteristics of records in a record series. Examples: Paper, microfilm, microfiche, photographs, slides, negatives, sound recordings, engineering drawings, computer.
- E. File Location - The organizational unit which shall retain a given record (i.e., divisions, offices, Records Center, etc.).
- F. Retention Periods - The TOTAL period of time a record is to be held, regardless of retention form (original document, microfilm, computer tape or disk, etc.)
- G. Confidential Authority - A state or federal statute or rule which is the legal authority for keeping a record confidential. In the record series descriptions, if a state statute or rule is cited, the words "Iowa Code" or "Iowa Administrative Code" were omitted.
- H. Personally Identifiable Information - An item of information about a particular person in a record that identifies the person by name, or in a record where the identity of the person can easily be determined. A person is any legal entity; e.g., individual, partnership, corporation, trust, association, or governmental subdivision or agency.
- I. Personally Identifiable Information Authority - A state or federal statute or rule which is the legal authority for collection of personally identifiable information. In the records series descriptions, if a state statute or rule is cited, the words "Iowa Code" or "Iowa Administrative Code" were omitted.
- J. Computer Matching of Personally Identifiable Information - For a record series which is a computer record containing personally identifiable information, a listing of any other computer record with which it is run for the purpose of matching, comparing or collating personally identifiable information between the records.

II. RETENTION OF RECORDS

- A. Calculation of Retention Periods
 - 1. Final Federal Reimbursement. This refers to the date of final payment (reimbursement) of federal funds to the State with respect to a particular project. If a claim, investigation or litigation is pending after what was assumed to be the final payment, that action, in effect, cancels the final reimbursement date and the retention period will not begin until final settlement of the claim, investigation or litigation.

Retention periods based upon federal reimbursement shall be calculated from notice of receipt of final federal reimbursement from the Office of Finance.

2. Project Completion. This refers to completion of non-participating projects. Retention periods based upon project completion shall be calculated from notice of final payment by the Office of Finance or completion of audit by the Office of Audits.
3. Other than Final Federal Reimbursement or Project Completion. The retention period of records not based on federal reimbursement or project completion shall be calculated from the end of the fiscal or calendar year, as appropriate, in which an entry is made.

B. Commission Minutes, Orders and Resolutions

Within the retention schedules, references to the retention of various Commission Orders and Resolutions to be filed within office files are in regard to copies only. The originals of Commission Minutes, Orders and Resolutions and supporting documentation are retained in the following locations: Commission Recording Secretary, first 5 years, Records Center, next 15 years, State Archives, the remainder of the life of the documents. A film copy is retained permanently in Records Center. Copies are available upon request to the Commission Recording Secretary.

C. General Correspondence

The recommended retention period for internal, incoming, and outgoing correspondence, not related to Department of Transportation projects or other specific records contained in the retention schedules, is three years.

III. COLLECTION AND TRANSFER OR DISPOSAL OF RECORDS

A. Collection

1. It is recommended that each file location review files quarterly to ascertain those records which have completed retention requirements at the location, and are to be disposed of or transferred to another file location.
2. The quarterly file reviews are based on the quarterly reports issued by the Office of Finance as notification of receipt of final federal reimbursement, notice of final payment, etc.

B. Transfer

1. File locations which have records to be transferred to the Records Center should contact the Records Management Supervisor.
2. The Records Management Supervisor will review the request to assure that the records proposed for transfer are in compliance with the appropriate retention schedules. The Records Management Supervisor then will supply Form 115003, "Records Transfer Box Label", to be used in identifying the records within the transfer box and the box's destination.

C. Disposal

Records scheduled for disposal shall be the responsibility of the file location at which the retention requirements expire. Those offices concerned with the

confidential nature of a record should contact the Records Management Supervisor to request shredding or destruction at the Ames Resource Recovery prior to disposal.

IV. FORM 115003, "RECORDS TRANSFER BOX LABEL"

- A. The "Records Transfer Box Label" is a two-part form: the original is to be affixed to one of the end panels of the transfer box to identify the box's destination and its contents; the copy is to be retained by the transferring file location as a record of the material transferred from that location.
- B. Completing the label:
 - 1. Description of Records-form title (i.e., Internal Billings) or records series title (i.e., Monthly Progress Reports).
 - 2. Project Number or Period Covered by Record-the project number to which the records relate, or the period of time covered by the records (i.e., Internal Billings, July 1, 1990 through June 30, 1991).
 - 3. Destruction Date-The documents' destruction date will be stated on the label for each given transfer case.

V. RECORD SERIES DESCRIPTIONS

The remainder of Chapter III consists of record series maintained by the Department of Transportation. These descriptions have been developed on the basis of federal and state requirements. An index of record series descriptions is located in Chapter IV.





IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Director
Record Series Name: Correspondence - Director
Date: 1995
Physical Medium: Paper, Microfilm

Custodian: Director

Associated Form Numbers:
000020

Approval: - *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Director's Office for 2 years. Trans- ferred to Records Center and retained in hard copy for duration of Director's appointment; microfilmed, film retained in Records Center an additional 25 years.	Includes correspondence to and from the state, cities, counties, and the general public.	Correspondence is confidential only when its subject matter is confi- dential in accor- dance with the Iowa Code.	N/A	Names and addresses of correspondents and details of correspondence.	307.12	N/A

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Director
Record Series Name: Transportation Commission Agenda (vital)
Date: 1995
Physical Medium: Word Processing, Paper, Microfilm

Custodian: Director

Associated Form Numbers:
 102110

Approval: *— [Signature]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
The originals of the Commission minutes, orders, resolutions, and supporting documents are retained permanently in the following locations: Commission Recording Secretary, the first 5 years; Records Center the next 15 years; State Archives the remainder of the life of the documents. A microfilm copy is retained in the Records Center permanently.	Orders, resolutions, and original minutes of the Transportation Commission.	N/A	N/A	Names and addresses of vendors and/or contractors.	307.10, 307A.2	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Director

Record Series Name: Transportation Commission Executive Session Minutes

Date: 1995

Physical Medium: Shorthand, Tape Recording. Minutes are not produced on paper unless court ordered under Iowa Code 21.5(4).

Custodian: Director

Associated Form Numbers: N/A

Approval: *- J. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained by Commission Recording Secretary for one year in accordance with Iowa Code Section 21.5(4).	Detailed minutes and recordings of Com- mission executive sessions which are convened to discuss pending lawsuits and other matters covered under Iowa Code Section 21.5(1).	Discussion of pend- ing lawsuits and other matters covered under Iowa Code Section 21.5(1).	21.5(4)	Matters listed in Iowa Code section 21.5(1).	21.5(1)	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Director
Record Series Name: Correspondence - Deputy Director
Date: 1995
Physical Medium: Paper, Microfilm

Custodian: Deputy Director

Associated Form Numbers:
000020

Approval: - *Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Director's Office 2 years, transferred to Records Center and retained 3 years, microfilmed, film retained in Records Center an additional 10 years.	Deputy Director's Correspondence.	Correspondence is confidential only when its subject matter is confi- dential in accordance with the Iowa Code.	N/A	Names and addresses of correspondents and details of correspondence.	307.12	N/A





IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Director's Staff
Record Series Name: Administrative Rules
Date: 1995
Physical Medium: Paper

Custodian: Director's Staff

Associated Form Numbers: 103014,
103016

Approval: *— J. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in the Director's Staff and originating office for 5 years after the effective date. Thereafter, copies of filed rules are retained in the Director's Staff while subject matter is still valid plus 10 years. The remainder of the rule file is purged.	Includes rule pre- development questionnaires, notices of intended action, filed rules, Administrative Rules Coordinator (ARC) forms A, B and C, letters from the public commenting on rules, and other related correspondence.	N/A	N/A	Names, addresses and telephone numbers of persons commenting on rules, and the contents of these comments.	17A.4, 761--ch.10	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Director's Staff
Record Series Name: Aeronautical Chart
Date: 1995
Physical Medium: Paper

Custodian: Director's Staff

Associated Form Numbers: N/A

Approval: *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
1 copy retained in the Director's Staff permanently. 1 copy transferred to Records Center and retained permanently. 7 copies transferred to DOT Library, 1 copy retained permanently in the DOT Library, 7 copies are sent to the Document Depository Center, and 50 copies to the State Library for distribution.	Aeronautical charts, which contain graphic information useful as a navigational aid to pilots flying in Iowa.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Director's Staff
Record Series Name: Airport Directory
Date: 1995
Physical Medium: Paper, Photographs

Custodian: Director's Staff

Associated Form Numbers: N/A

Approval: - *MyRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
1 copy retained in the Director's Staff permanently. 1 copy transferred to Records Center and retained permanently. 7 copies transferred to DOT Library, 1 copy retained permanently in the DOT Library, 7 copies are sent to the Document Depository Center, and 50 copies sent to State Library for distribution.	Aerial pictures and descriptions of public use airports.	N/A	N/A	Names of airport, name of airport manager and phone number, nearest city, longitude and latitude and other descriptive information.	328.54	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Director's Staff
Record Series Name: Aviation Bulletin
Date: 1995
Physical Medium: Paper

Custodian: Director's Staff

Associated Form Numbers: N/A

Approval: *— J. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in the Director's Staff permanently. 1 copy transferred to Records Center and retained permanently. 7 copies transferred to DOT Library, 1 copy retained permanently, 7 copies are sent to the Document Depository Center.	Aviation safety information.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Director's Staff
Record Series Name: Aviation Mailing List
Date: 1995
Physical Medium: Computer

Custodian: Director's Staff

Associated Form Numbers: N/A

Approval: - *RyRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Only current information maintained in data base.	A daily updated list of names of current Iowa pilots or names by special request; used to send aeronautical material, aviation bul- letin, aeronautical chart and airport directory.	N/A	N/A	Name, address.	328.12	Aircraft owner list (see "Aircraft Registration" record series).

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Director's Staff
Record Series Name: Commercial Navigation
Date: 1995
Physical Medium: Paper

Custodian: Director's Staff

Associated Form Numbers: N/A

Approval: *ry Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in the Director's Staff 10 years.	Correspondence with state and federal agencies; information about transportation services, users and trade organizations; studies, impact statements, and reports on commercial navigation activities; and general information about the transportation system itself.	Correspondence, survey forms, questionnaires, or diagrams relating to volumes shipped, charges for services, or construction plans concerning any component of the industry; individual component's deve- lopment, investment plans, and associated documents.	22.7	Those files which are identified by individual barge terminal, towing company, or harbor service.	307.26	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Director's Staff
Record Series Name: Contested Case Appeals: Docket
Date: 1995
Physical Medium: Computer

Custodian: Director's Staff

Associated Form Numbers: N/A

Approval: - *tyRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in the Director's Staff 5 years on computer.	Alphabetical listing, by name of party, of contested case appeals reviewed by Director's designee under Iowa Code chapter 17A. Includes type and status of appeals.	N/A	N/A	Names and addresses of parties to contested case appeals. Names of attorneys repre- senting parties, and names of Admin- istrative Law Judge. Type and status of appeals.	Chapter 17A; 307.12 307.21 761--Ch.13	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Director's Staff
Record Series Name: Contested Case Appeals: Reports
Date: 1995
Physical Medium: Computer

Custodian: Director's Staff

Associated Form Numbers: N/A

Approval: *- J. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in the Director's Staff 10 years on computer.	Includes monthly, six- month, and annual reports. Reports include the types of cases received and disposed of and how many cases were upheld, reversed or remanded during each reporting period.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Director's Staff
Record Series Name: Daily Journals of the Iowa General Assembly
Date: 1995
Physical Medium: Paper

Custodian: Director's Staff

Associated Form Numbers: N/A

Approval: - *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in the Director's Staff 2 years.	Copies of the Senate and House Daily Journals.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Director's Staff
Record Series Name: Declaratory Rulings
Date: 1995
Physical Medium: Paper

Custodian: Director's Staff

Associated Form Numbers: N/A

Approval: — *tyRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in the Director's Staff and petitioned office while ruling or denial is still valid plus 3 years.	Includes petitions for issuance of declaratory rulings, correspondence with the petitioners and other interested parties, and the declaratory rulings issued or the statements declining to rule.	N/A	N/A	Names, address and telephone numbers of petitioners and other interested parties, and the contents of their submittals.	17A.9, 761--ch.10	N/A

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Director's Staff
Record Series Name: Department of Transportation Policies and Procedures Manual
Date: 1995
Physical Medium: Paper, Computer

Custodian: Director's Staff

Associated Form Numbers: N/A
 103050, 103051, 160011

Approval: *— J. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
<p>Policies and organizational narratives: Retained in all offices while current. Retained in the Director's Staff while current plus 3 years.</p> <p>Organizational charts: Retained in all offices while current.</p> <p>Mailing lists: Retained in Director's Staff while current.</p> <p>Index: Retained on computer while current.</p>	<p>Includes policies; organizational narratives; organizational charts; mailing lists of manual holders; and a computer index of offices, subjects, form numbers, rule numbers, etc. appearing in policies.</p>	N/A	N/A	Names and addresses of manual holders.	307.21	N/A

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Director's Staff
Record Series Name: Equal Employment Opportunity
Date: 1995
Physical Medium: Paper

Custodian: Director's Staff

Associated Form Numbers:
 140009, 140039, 140050
 CFN552-0248 Determination of
 Handicapped Employee
 (unnumbered).

Approval: 

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in the Director's Staff 2 years; all dis- crimination cases and dis- position re- tained in the Director's Staff 25 years.	<p>The record series includes corre- spondence, recurring reports, summaries and other documents regarding Equal Employment Opportunity and Affirmative Action for the DOT.</p> <p>The record series also includes discrimination case files. These files contain notes, inter- views and other papers that develop and docu- ment the background surrounding a discri- mination complaint, the formal investigation of the complaint, and the DOT response to the complaint.</p>	See Policy No. 030.05.	22.7	Correspondence and individual case files may contain per- sonally identifiable information. No individual form requires personally identifiable infor- mation except home phone, race, and medical information.	307.21	N/A

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Director's Staff
Record Series Name: Iowa Transportation Laws Manual
Date: 1995
Physical Medium: Paper

Custodian: Director's Staff

Associated Form Numbers: N/A

Approval: *— [Signature: J. Richardson]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Manual: Retained in all offices while current.	Includes the manual entitled "Iowa Transportation Laws," which contains reproductions of the Code of Iowa, Iowa Administrative Code and enrolled bills. Also includes mailing lists of manual holders, records of paid subscriptions, and related correspondence.	N/A	N/A	Names and addresses of manual holders and fees paid.	307.21	N/A
Mailing lists: Retained in the Director's Staff while current.						
Paid subscriptions: Current year plus the preceding 3 years retained in the Director's Staff.						

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Director's Staff
Record Series Name: Legislation (Enrolled)
Date: 1995
Physical Medium: Paper

Custodian: Director's Staff

Associated Form Numbers: N/A

Approval: *Ty Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in the Director's Staff 1 year.	A record of state enrolled bills.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Director's Staff
Record Series Name: News Clippings
Date: 1995
Physical Medium: Paper

Custodian: Director's Staff

Associated Form Numbers: N/A

Approval: *— [Signature]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in the Director's Staff 1 year.	Newspaper articles relative to Iowa DOT operations and/or of general transportation interest. Produced in multiple copies and arranged in packets daily for commissioners and departmental staff.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Director's Staff
Record Series Name: News Releases
Date: 1995
Physical Medium: Paper

Custodian: Director's Staff

Associated Form Numbers: N/A

Approval: *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in the Director's Staff 2 years; if pro- ject related, retained in Transportation Centers and resident offices for a maximum of 12 months from date of final payment of or completion of audit.	News releases issued by Director's Staff to media. Also includes copies of news releases issued by Transportation Centers and resident offices. A copy of each release is sent to Director's Staff.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Director's Staff
Record Series Name: Operational Studies
Date: 1995
Physical Medium: Paper

Custodian: Director's Staff

Associated Form Numbers: N/A

Approval: *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in the Director's Staff 3 years from the date of the final report.	Includes working papers, reports, and related correspondence. Operational studies could deal with any area of the DOT.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

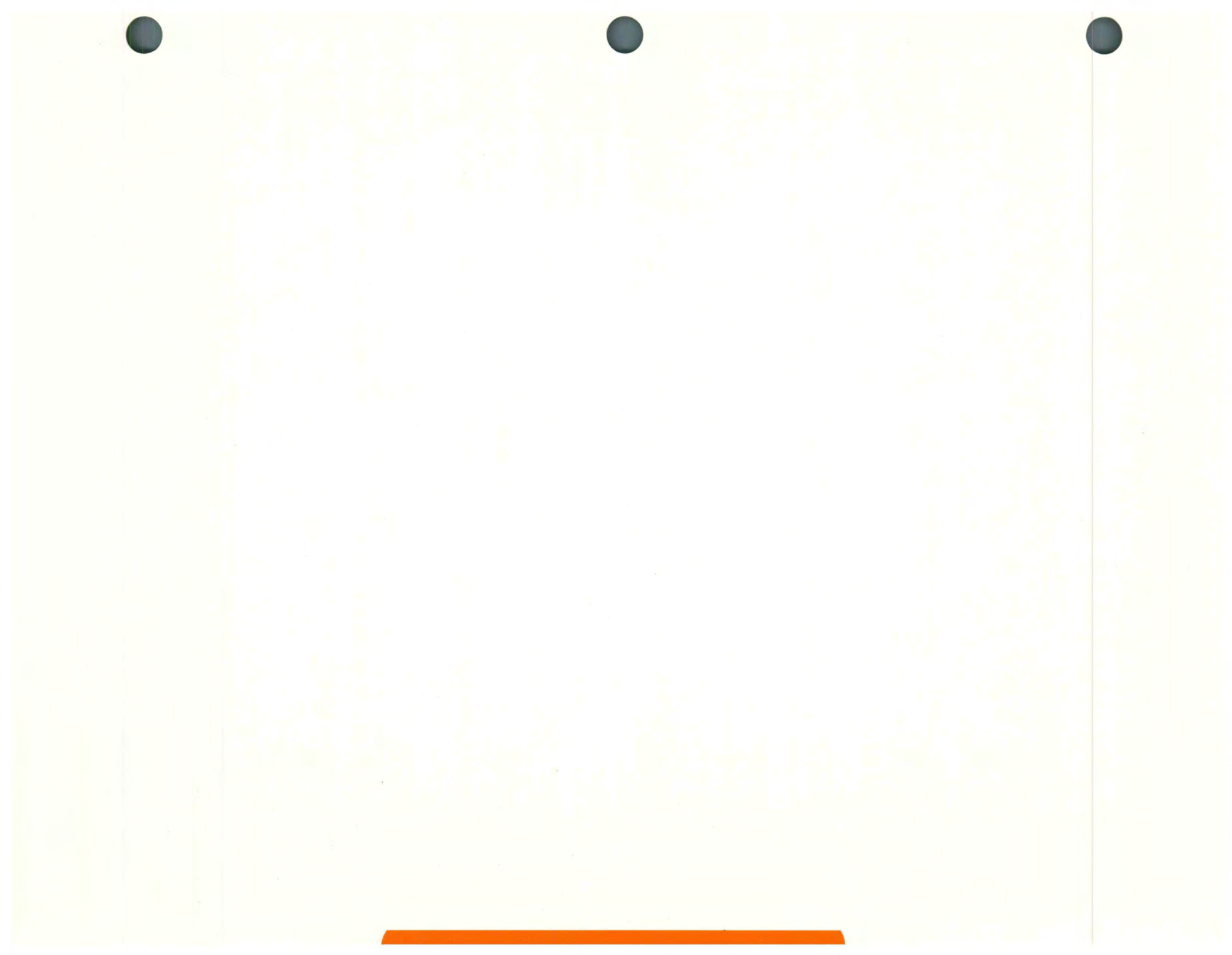
DIVISION: Director's Staff
Record Series Name: Petitions for Rulemaking
Date: 1995
Physical Medium: Paper

Custodian: Director's Staff

Associated Form Numbers: N/A

Approval: *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
<p>If the petition is acted upon favorably, subject to the retention of the "administrative rules" record series.</p> <p>If the petition is denied, retained in the Director's Staff and petitioned office for 3 years after notice of denial to the petitioner.</p>	Includes petitions for rulemaking, correspondence with the petitioners and other interested parties, and letters to the petitioners documenting the final actions taken on petitions.	N/A	N/A	Names, addresses and telephone numbers of petitioners and other interested parties, and the contents of their submittals.	17A.7, 761--ch. 10	N/A





**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Engineering Division
Record Series Name: Engineering and Traffic Investigations
Date: 1995
Physical Medium: Paper

Custodian: Office of Traffic Engineering

Associated Form Numbers: N/A

Approval: - *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Traffic Engineering 10 years.	Includes all reports, estimates, complaints, and related material on the operation and maintenance of traffic control devices on the primary system.	N/A	N/A	Complaint information.	307.24	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Engineering Division
Record Series Name: Manual on Uniform Traffic Control Devices
Date: 1995
Physical Medium: Paper

Custodian: Office of Traffic Engineering

Associated Form Numbers: N/A

Approval: *- J. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Traffic Engineering indefinitely.	Current and obsolete manuals, and a mailing list of offices, cities, counties, school districts and others who have received a copy of the Manual on Uniform Traffic Control Devices and subsequent revisions.	N/A	N/A	Names and addresses.	321.252	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Engineering Division
Record Series Name: Pavement Friction Files
Date: 1995
Physical Medium: Paper

Custodian: Office of Traffic Engineering

Associated Form Numbers:
840002

Approval: *— J. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Traffic Engineering 10 years.	Includes friction review forms, accident infor- mation, pavement fric- tion printouts and all other documents related to review of pavement friction qualities.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Engineering Division
Record Series Name: Pavement Marking Files
Date: 1995
Physical Medium: Paper

Custodian: Office of Traffic Engineering

Associated Form Numbers:
810026

Approval: *[Signature]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Traffic Engineering 10 years.	Includes cost summaries, progress reports and related information on the pavement marking program for the primary and interstate systems.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Engineering Division
Record Series Name: Signing Files
Date: 1995
Physical Medium: Paper

Custodian: Office of Traffic Engineering

Associated Form Numbers:
740023

Approval: *— J. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Traffic Engineering and field offices 10 years.	Includes all requests/ applications, drawings, sketches, and other documents pertaining to regulatory, warning and guide signs on the pri- mary and interstate systems.	N/A	N/A	Names and addresses of applicants and details of applications.	307.24	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Engineering Division
Record Series Name: Speed Monitoring File
Date: 1995
Physical Medium: Paper

Custodian: Office of Traffic Engineering

Associated Form Numbers: N/A

Approval: 

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Traffic Engineering 10 years.	Includes field data sheets, automated data collection output, com- puter analysis output, data submitted to the Department of Public Safety and all related documents.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Engineering Division
Record Series Name: Speed Study Files
Date: 1995
Physical Medium: Paper

Custodian: Office of Traffic Engineering

Associated Form Numbers:
102108, 102110, 670001

Approval: *[Signature]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Traffic Engineering 10 years.	Includes maps, computer printouts, field review notes, Commission Orders, Staff Actions and related documents on primary highway speed limits.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Engineering Division
Record Series Name: Traffic Signals, Beacons and 4 Way Stops
Date: 1995
Physical Medium: Paper

Custodian: Office of Traffic Engineering

Associated Form Numbers:
102108, 102110

Approval: *— J. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Traffic Engineering for 10 years.	Includes all drawings, sketches, plans, com- putations, analyses and other documents related to the need for traffic signals, beacons and 4-way stops. Also includes Commission Orders and Staff Actions on traffic control recommendations.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Engineering Division
Record Series Name: Videologging File
Date: 1995
Physical Medium: Laser Disk

Custodian: Office of Traffic Engineering

Associated Form Numbers: N/A

Approval: - *R. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Current disks retained in Traffic Engineering. Non-current disks will be retained by Design. Disk retention is for as long as medium is usable.	<p>Twelve inch laser disks with analog of roadway. Video shows roadway in both directions with a frame every 26.4 feet.</p> <p>Cycle: Interstate every year, remainder of primary system on 2 year cycle.</p>	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Engineering Division
Record Series Name: Accident Files: Primary and Federal-Aid System Milepointed
Date: 1995
Physical Medium: Computer

Custodian: Office of Transportation
Safety
Associated Form Numbers: N/A

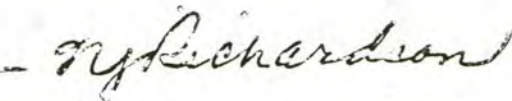
Approval: *[Signature]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained 10 years in Data Services vault.	Accident statistics file with base record con- trols and milepoints for accidents on the primary and federal-aid systems.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Engineering Division
Record Series Name: Accident Location Edit Files
Date: 1995
Physical Medium: Paper, Computer

Custodian: Office of Transportation
Safety
Associated Form Numbers: N/A

Approval: 

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Paper files re- tained in Transportation Safety 10 years; computer tape retained in Information Services vault 10 years.	Accident location edit files are created by SAS programs from the base-ALAS interface file, base record and literal description file. The file is used to edit the location coding of accidents on the primary and federal-aid highway systems, and to assign milepoint and other base record controls to each accident.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Engineering Division
Record Series Name: Accident Report Copies
Date: 1995
Physical Medium: Microfilm, Electronic Storage System

Custodian: Office of Transportation
 Safety
Associated Form Numbers:
 433002, 433003

Approval: *— [Signature]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Transportation Safety on microfilm 10 years. Starting 1994 the accident reports retained in Driver Services electronic image system indefinitely.	Individual and investigative officer reports (if done) with respect to accidents involving motor vehicles.	Individuals' acci- dent reports are confidential with exception of name and address to party to the accident, the party's attorney or insurance company or agent. Investi- gative officers' re- ports are confiden- tial except as outlined in Iowa Code section 321.271 and Policy No. 030.05.	22.7, 321.271	Name of operator; name of owner; ad- dresses of owner and operator; date of birth, sex and driver license number of operator; and details of accident.	321.200, 321.266, 321.267, 321.269	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Engineering Division
Record Series Name: Annual Reports
Date: 1995
Physical Medium: Paper

Custodian: Office of Transportation
Safety
Associated Form Numbers: N/A

Approval: *[Signature: J. Richardson]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Transportation Safety 10 years; also, 1 copy retained in DOT Library permanently.	Annual reports as follows: 1). Annual reports for special highway safety improvement programs. 2). Interstate safety programs.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Engineering Division
Record Series Name: High Accident Location Listings
Date: 1995
Physical Medium: Paper, Computer

Custodian: Office of Transportation
Safety
Associated Form Numbers: N/A

Approval: *[Signature]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Paper copies retained in Transportation Safety 5 years; computer tape retained in Data Services vault 5 years.	Rankings of high accident locations as determined from ALAS or SAS programs.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Engineering Division
Record Series Name: Safety Project Concept and Development
Date: 1995
Physical Medium: Paper

Custodian: Office of Transportation
Safety
Associated Form Numbers: N/A

Approval: *[Signature]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Transportation Safety 10 years after project completion.	Reports, alternates, studies, calculations, concepts and economic studies for proposed safety improvement projects.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Engineering Division
Record Series Name: Safety Project Evaluation
Date: 1995
Physical Medium: Paper

Custodian: Office of Transportation
Safety
Associated Form Numbers: N/A

Approval: 

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Transportation Safety 10 years.	Benefit/cost calcu- lations for safety projects after construction.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Engineering Division
Record Series Name: Safety Studies/Recommendations
Date: 1995
Physical Medium: Paper, Photographs

Custodian: Office of Transportation
Safety
Associated Form Numbers: N/A

Approval: *[Signature]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Transportation Safety 10 years.	General studies of safety features and highway environment features which may impact highway safety.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Engineering Division
Record Series Name: TEAP Studies (Traffic Engineering Assistance Program)
Date: 1995
Physical Medium: Paper, Microfilm

Custodian: Office of Transportation
Safety
Associated Form Numbers: N/A

Approval: *tyRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Paper copies retained in Transportation Safety 5 years. Microfilmed as practical every 2-3 years, film retained in Transportation Safety 15 years.	Copies of the TEAP consultant's studies and concepts which are studies of traffic operations on highway systems requested by local units of government.	N/A	N/A	N/A	N/A	N/A





IOWA DEPARTMENT OF TRANSPORTATION

To Office

September 25, 1995

From

All Employees

341

By

Michael J. Audino, Director

Office

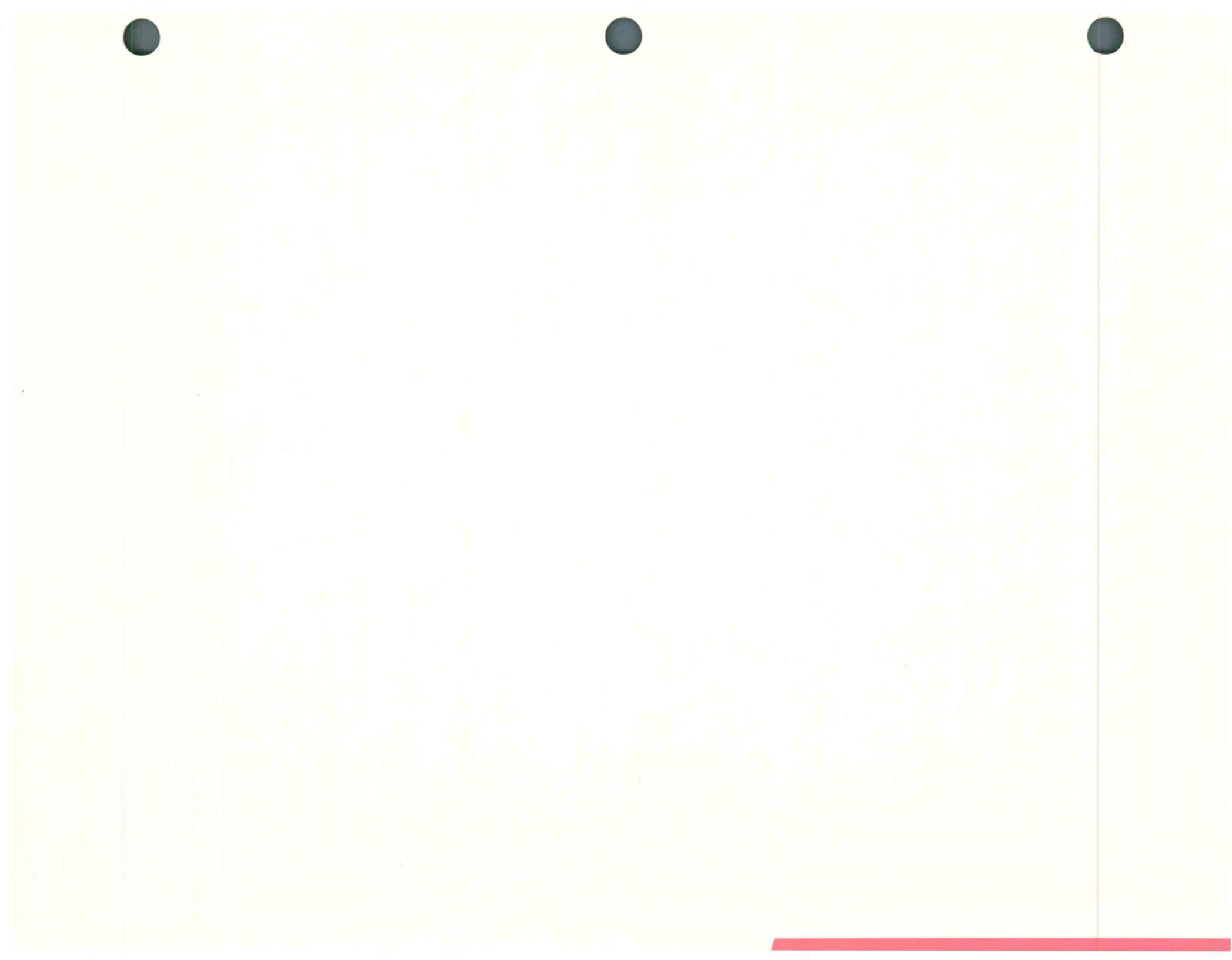
Field Services

Subject

File Codes

The Field Services Division is a new division to the Department of Transportation and thus far in its development has not generated forms requiring retention in the Records Management manual.

cb





IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: General Counsel
Record Series Name: Condemnation Appeals
Date: 1995
Physical Medium: Paper, Photographs, Microfilm

Custodian General Counsel

Associated Form Numbers: N/A

Approval: - *Ty Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in General Counsel 5 years, transferred to Records Center and microfilmed, film retained in Records Center permanently.	Contains pleadings and all matters filed with court. Reports have appraisers' and attorneys' notes.	All information in file is confidential except matters on file with court.	22.7(4), 602.10112(4) and 622.10	Names and addresses of all parties to the action and all witnesses and experts whom the department consulted.	22.7(4), 307.23	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

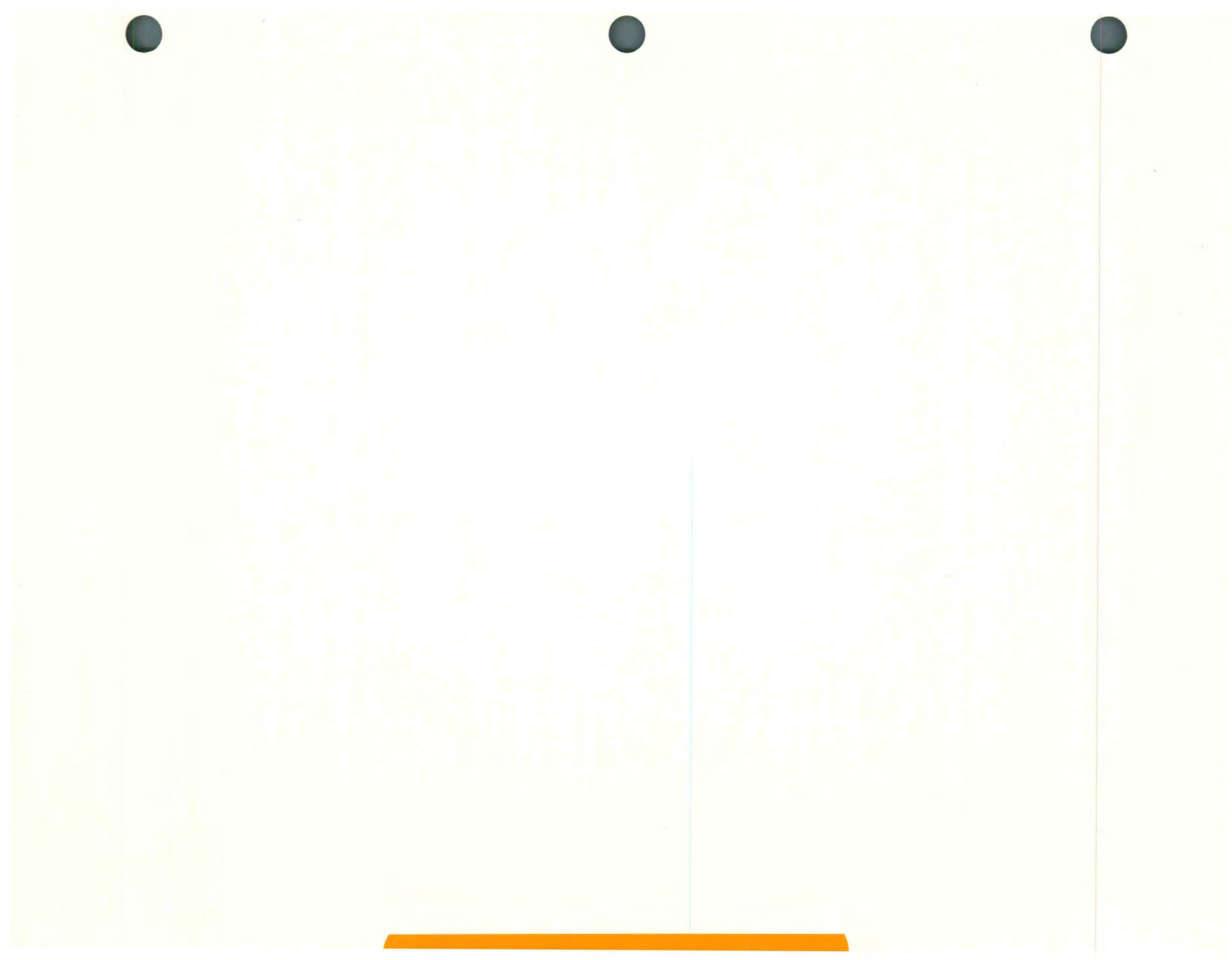
DIVISION: General Counsel
Record Series Name: Misc. Litigation and Tort Claims
Date: 1995
Physical Medium: Paper, Photographs, Microfilm

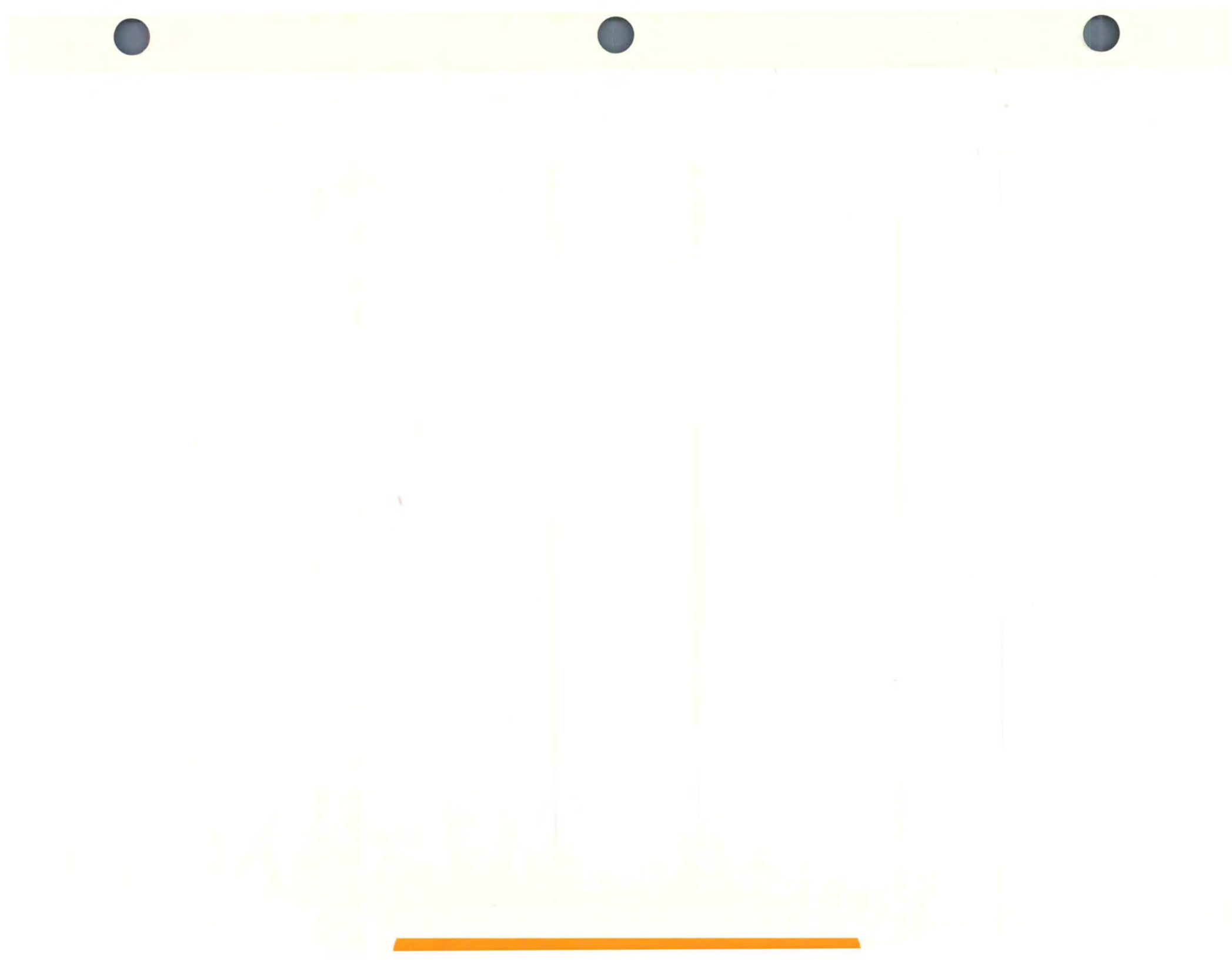
Custodian General Counsel

Associated Form Numbers: N/A

Approval: *[Signature: J. Richardson]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in General Counsel 5 years, transferred to Records Center and microfilmed, film retained in Records Center permanently.	Contains pleadings and all matters filed with court. Reports have investigators', experts' and attorneys' notes.	All information in file is confidential except matters on file with court.	22.7(4), 602.10112(4) and 622.10	Names and addresses of all parties to the action and all witnesses and experts whom the department consulted.	22.7(4), 307.23	N/A





IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Maintenance Division
Record Series Name: Maintenance Policies, Procedures and Instructional Memoranda
Date: 1995
Physical Medium: Paper

Custodian: Maintenance Division

Associated Form Numbers: N/A

Approval: *[Signature]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Maintenance Division permanently.	Includes current and obsolete maintenance policies, procedures and instructional memorandum.	N/A	N/A	Names and addresses on mailing list.	307.24	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Maintenance Division
Record Series Name: Bridge Painting Project Files (MB)
Date: 1995
Physical Medium: Paper

Custodian: Office of Bridge Maintenance
and Inspections
Associated Form Numbers:
650019, 830238, 830240, 830435

Approval: *— J. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in the Transportation Centers and Resident Maintenance Offices 2 years from date of project com- pletion; re- tained in the Office of Bridge Maintenance and Inspections 3 years from date of project completion.	Includes copy of contract proposal form, certificate of completion, weekly report of working days, change or extra work orders, extension of contract time and statement of liquidated damages.	N/A	N/A	Names of contractors and details of projects.	307.24	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Maintenance Division
Record Series Name: Bridge Record
Date: 1995
Physical Medium: Paper, Microfilm

Custodian: Office of Bridge Maintenance
and Inspection
Associated Form Numbers:
102110,810016

Approval: *- J. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Files located in Office of Bridge Maintenance and Inspections. All documents are retained as hard copy 2 years, transferred to Records Center and micro- filmed, film retained in Office of Bridge Maintenance and Inspections as long as the bridge remains in service.	An individual file is maintained for each bridge for which the DOT is responsible. The file includes copies of all bridge inspection and bridge maintenance documents including Staff Action for embargo if applicable.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Maintenance Division
Record Series Name: Contract Maintenance - History File
Date: 1995
Physical Medium: Mainframe Data Base (FOCUS)

Custodian: Office of Maintenance
Operations
Associated Form Numbers: N/A

Approval: *[Signature: M. Richardson]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Office of Maintenance Operations permanently or until road is transferred to another juris- diction or reconstructed.	Historical; records begin with fiscal year 1977. Intended to be a continuous file.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Maintenance Division
Record Series Name: MP Project Files
Date: 1995
Physical Medium: Paper, Microfilm

Custodian: Office of Maintenance
 Operations
Associated Form Numbers:
 650019, 830238, 830240, 830344,
 830435

Approval: *— J. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in the Transportation Centers and Resident Maintenance Offices 2 years from the date of project completion; retained in the Office of Maintenance Operations 3 years from date or project completion, transferred to Records Center, microfilmed and film retained in Records Center permanently.	Includes a copy of contract, proposal form, certificate of completion, weekly report of working days, change or extra work orders, extension of contract time and statement of liquidated damages. This information is available in the Office of Maintenance Operations when inspection is handled by Maintenance personnel. If inspection is done by construction personnel, refer to the Office of Construction.	N/A	N/A	Names of contrac- tors and details of projects.	307.24	N/A

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Maintenance Division
Record Series Name: Maintenance Material Project Files (MM)
Date: 1995
Physical Medium: Paper

Custodian: Office of Maintenance
 Operations
Associated Form Numbers:
 650019, 830238, 830240, 830435

Approval: *[Signature: J. Richardson]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in the Transportation Centers and Resident Maintenance Offices 2 years from date of project com- pletion; re- tained in the Office of Maintenance Operations 3 years from date of project completion.	Includes copy of contract proposal form, certificate of completion, weekly report of working days, change or extra work orders, extension of contract time and statement of liquidated damages.	N/A	N/A	Names of contractors and details of projects.	307.24	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Maintenance Division
Record Series Name: Photo Log - Garage Sites
Date: 1995
Physical Medium: Aerial Photographs

Custodian: Office of Maintenance
Operations
Associated Form Numbers: N/A

Approval: - *MyRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Office of Maintenance Operations for as long as the garage site is owned by the State of Iowa.	Aerial photos of garage sites. Photos are updated when necessary.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Maintenance Division
Record Series Name: Project Evaluation File
Date: 1995
Physical Medium: Paper

Custodian: Office of Maintenance
 Operations
Associated Form Numbers: N/A

Approval: *- R. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Office of Maintenance Operations 2 years after the end of the cur- rent fiscal year.	Contains computations, correspondence, and field data needed to prepare quantities for the project plan, including a copy of the engineer's estimate. Engineer's estimate (detailed original) is sent to Contracts prior to the letting.	Copy of the detailed engineer's estimate.	See Policy No. 030.05	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Maintenance Division
Record Series Name: Road Maintenance Agreements
Date: 1995
Physical Medium: Paper

Custodian: Office of Maintenance
Operations
Associated Form Numbers:
730001, 810034, 810055

Approval: *— J. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Office of Maintenance Operations 10 years; retained in resident offices for length of agreement.	Contains agreements covering maintenance of primary roads, primary road extensions, state park roads and institutional roads including related correspondence, attachments and ap- provals.	N/A	N/A	Parties to and terms of agreements.	307.24	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Maintenance Division
Record Series Name: Slide-Tape Presentations
Date: 1995
Physical Medium: 35 MM Slides and Tapes

Custodian: Office of Maintenance
Operations
Associated Form Numbers: N/A

Approval: *[Signature: R. Richardson]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Office of Maintenance Operations until updated.	Slide-tape presentations are for training pur- poses. Masters are retained in Main- tenance Operations. Copies are distributed to Transportation Centers. Tapes and slides are updated when necessary.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Maintenance Division
Record Series Name: Maintenance Management Cost Control Files
Date: 1995
Physical Medium: Paper, Microfilm, Computer

Custodian: Office of Maintenance
 Programs
Associated Form Numbers: N/A

Approval: *[Signature: J. Richardson]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Transportation Centers and resident offices 2 years. Retained in Office of Maintenance Programs 5 years, microfilmed, film retained in Office of Maintenance Programs permanently. Computer records retained 2 years.	Includes all data pertaining to cost control, budget status, and function costs of to field operations.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Maintenance Division
Record Series Name: Maintenance Supervisors Daily Record
Date: 1995
Physical Medium: Paper

Custodian: Office of Maintenance
Programs
Associated Form Numbers:
810001

Approval: *[Signature]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in the area supervisors' or resident engineers' offices 10 years.	Includes all data per- taining to actual shop and crew activities re- lating to highway, shop and yard maintenance.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Maintenance Division
Record Series Name: Rail Accident Data Base
Date: 1995
Physical Medium: Paper, Computer, Microfilm

Custodian: Office of Maintenance Programs
Associated Form Numbers:
 04R4033, 433003

Approval: *- J. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
<p>Accident report forms retained in Office of Maintenance Programs 3 years, micro-filmed, film retained permanently in Office of Maintenance Programs.</p> <p>The mainframe computer data base is retained permanently.</p>	<p>Data base includes an accident file and a line segment file. Accident file incorporates information from copies of FRA reports of all grade crossing accidents and rail equipment accidents provided by Iowa railroads to FRA. Computerized line segment file identifies every public Iowa grade crossing by line segment, and information on the exposure and number of predicted accidents for each crossing.</p>			<p>The railroad company involved in the accident; the railroad company responsible for track maintenance; the makeup of the train and its crew; date, time, place and number of the accident; weather conditions; a description of the motor vehicle, number of occupants, injury or fatality, estimate of highway vehicle property damage, characteristics of the railroad crossing; as described in FRA Rail/Highway Grade Crossing Accident/Incident Report.</p>	<p>327C.37, 327C.41; 761--ch. 802</p>	<p>AAR-DOT Crossing Inventory File.</p>

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Maintenance Division
Record Series Name: Rail-Highway Program Control System
Date: 1995
Physical Medium: Paper, Computer, Microfilm

Custodian: Office of Maintenance Programs
Associated Form Numbers:
 102108, 181001, 640003

Approval: *— J. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
<p>Paper copies retained in Office of Maintenance Programs until final payment has been made, microfilmed, film retained permanently in Office of Maintenance Programs.</p> <p>The mainframe computer data base is retained permanently.</p>	<p>Signed agreements, correspondence, plans, certificates of approval, vouchers, and any other pertinent information.</p> <p>The computer data file includes project controls for Federal Aid 130 safety projects, surface repair projects, and railroad relocations for highway construction projects.</p>	N/A	N/A	<p>Signed agreements contain name of railroad, cost of project and type of project. Plans (circuit, road, railroad relocation, crossing surface, etc.) are identified by name of the railroad and by crossing number. Certificates of approval contain name of railroad, highway authority, crossing number and project number. Project controls include name of railroad, crossing number, FRA number, county name, highway name and location, type of</p>	<p>327G.15, 19, 29 and 30; 761--chs. 820 & 821; 23 USC 109(e), 120(d), 130, 315, and 405; Section 130 of the Surface Transporta- tion and Uniform Relocation Assistance Act of 1987</p>	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Maintenance Division
Record Series Name: Rail-Highway Program Control System (continued)
Date: 1995
Physical Medium: Paper, Computer, Microfilm

Custodian: Office of Maintenance
Programs
Associated Form Numbers:
102108, 181001, 640003

Approval: — *ry Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
				project, amount of obligation, actual expenditures, and project completion date.		

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Maintenance Division
Record Series Name: Signal Candidate Requests (By Year)
Date: 1995
Physical Medium: Paper, Computer Printouts, Microfilm

Custodian: Office of Maintenance Programs
Associated Form Numbers: N/A

Approval: *— [Signature]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Office of Maintenance Programs 6 months, microfilmed, film retained in Office of Maintenance Programs 5 years.	Memos to specific highway jurisdictions and railroads requesting their review of safety at rail/highway crossings in their jurisdiction and requesting they submit "candidate" signal warning system projects. Railroad and highway jurisdictions receive a computer printout showing exposure and predicted accidents for their crossings.	N/A	N/A	Exposure and predicted accidents for each railroad and highway jurisdiction's crossing.	307.26	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Maintenance Division
Record Series Name: Snow and Ice Control File
Date: 1995
Physical Medium: Paper

Custodian: Office of Maintenance
Programs
Associated Form Numbers:
810002, 810033

Approval: *[Signature]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Transportation Centers and resident main- tenance engi- neers' offices 5 years.	Includes all data pertaining to snow and ice removal from all highways.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Maintenance Division
Record Series Name: Staffing
Date: 1995
Physical Medium: Paper, Computer

Custodian: Office of Maintenance Programs
Associated Form Numbers: N/A

Approval: *— [Signature]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Transportation Centers and resident main- tenance offices 2 years. Retained in the Office of Maintenance Programs 5 years. Information available from a P.C. applica- tion 1 year.	Includes all documents pertaining to the distribution of field maintenance personnel to local cost centers.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Maintenance Division
Record Series Name: Supervisors Work Planning and Scheduling
Date: 1995
Physical Medium: Paper

Custodian: Office of Maintenance
Programs
Associated Form Numbers:
810046, 810047, 810048

Approval: *[Signature]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in area supervisors' or resident main- tenance engi- neers' offices 2 years.	Includes all data pertaining to planning and scheduling of field maintenance activities at the area level.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Maintenance Division
Record Series Name: Visual Track Inspection
Date: 1995
Physical Medium: Paper, Photographs

Custodian: Office of Maintenance
Programs
Associated Form Numbers:
FRA F6180-58

Approval: *[Signature]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Office of Maintenance Programs 2 years after the date of inspection, and/or 1 year after remedial action is taken.	Federal Railroad Administration inspection reports, pictures of track conditions, and notices of corrective action.	N/A	N/A	Federal Railroad Administration inspection reports, used for both deviations and violations, include the name of the railroad, division, subdivision, inspection point and location, and units inspected; DOT inspectors name and payroll ID number; and railroad inspector official's name.	307.26; 49 CFR 213	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Maintenance Division
Record Series Name: Access History File
Date: 1995
Physical Medium: Paper

Custodian: Office of Maintenance
Services
Associated Form Numbers:
635-055, 640004, 640008, 810052

Approval: *R. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in the Transportation Centers and resident maintenance offices until either: 1) the roadway or structure is abandoned, 2) transfer of jurisdiction, 3) the agreement is superceded, or 4) 10 years after agreement has been terminated. Permits and agreements retained in Records Center indefinitely.	Includes special agreements, final access review, access review concepts, special public road connections, revisions of access, entrance permits and support information.	N/A	N/A	Parties to and details of agreements and permits.	Chapter 306A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Maintenance Division
Record Series Name: Access History File (continued)
Date: 1995
Physical Medium: Paper

Custodian: Office of Maintenance
Services
Associated Form Numbers:
635-055, 640004, 640008, 810052

Approval: *[Signature]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
All other information retained in the Office of Maintenance Services indefinitely.						

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Maintenance Division
Record Series Name: Detour and Embargo Map
Date: 1995
Physical Medium: Paper

Custodian: Office of Maintenance
Services
Associated Form Numbers:
810019

Approval:

ty Richardson

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in the Office of Maintenance Services 5 years.	This map shows the roads that are closed or are under construction where lane restrictions would be enforced, embargoed roads, and bridge load and width restrictions.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Maintenance Division
Record Series Name: Detour File
Date: 1995
Physical Medium: Paper

Custodian: Office of Maintenance
Services
Associated Form Numbers:
102110, 810012, 810042

Approval: 

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in the Office of Maintenance Services 10 years after revocation; retained in Transportation Centers and resident offices 1 year after revocation.	Includes all documents pertaining to the closing of a primary or inter- state road, establish- ment of a detour route, revocation of the detour route and reimburse- ment for damages, if applicable.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Maintenance Division
Record Series Name: Drainage File
Date: 1995
Physical Medium: Paper

Custodian: Office of Maintenance
Services
Associated Form Numbers: N/A

Approval: - *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Information relating to drainage districts is retained in the Transportation Centers and resident offices and Maintenance Division permanently. Other drainage related information is retained in Office of Maintenance Services for 10 years.	Includes all available information pertaining to drainage districts in Iowa and drainage related information within the highway right of way corridor.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Maintenance Division
Record Series Name: Permit File
Date: 1995
Physical Medium: Paper, Photographs, Microfilm

Custodian: Office of Maintenance Services
Associated Form Numbers:
 610020, 810024, 810025, 810028

Approval: - *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in the Transportation Centers and resident offices until either: 1) the roadway or structure is abandoned, 2) transfer of jurisdiction or 3) the permit is superseded. Permits and supporting information are retained in Records Center 5 years, microfilmed and film retained in Records Center permanently.	Includes all permits and agreements covering facilities and activities within the right of way with the exception of access related permits and information; e.g., applications to perform work within the state highway right of way, ponding and tile agreements, applications for approval to use highway structures for livestock passes, utility accommodation agreements, etc.	N/A	N/A	Parties to and details of agreements and permits.	307.24	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Maintenance Division
Record Series Name: Roadway Lighting Inventory
Date: 1995
Physical Medium: Computer

Custodian: Office of Maintenance
Services
Associated Form Numbers: N/A

Approval: - *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Computer records main- tained by Office of Maintenance Services. Retained as long as installation is responsibility of DOT.	Inventory of the roadway lighting installations at intersections and interchanges on the primary and interstate systems.	N/A	N/A	N/A	N/A	N/A

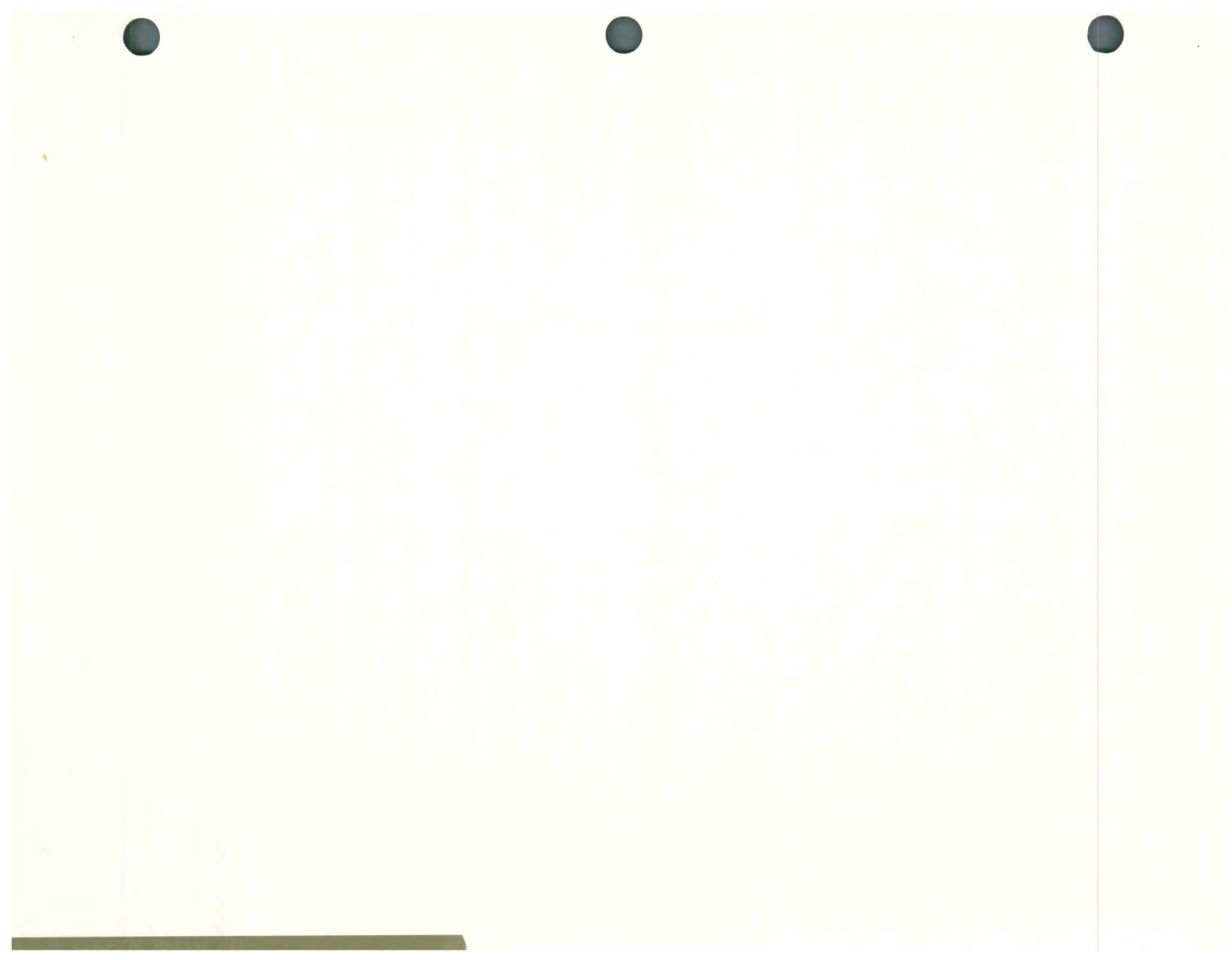
**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Maintenance Division
Record Series Name: Water Sample and Usage
Date: 1995
Physical Medium: Paper

Custodian: Office of Maintenance
Services
Associated Form Numbers: N/A

Approval: - *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Office of Maintenance Services 3 years.	Contains water usage records for interstate rest areas and bacterial testing results for all DOT wells classified as public water supplies.	N/A	N/A	N/A	N/A	N/A



IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Motor Vehicle Division
Record Series Name: Correspondence File
Date: 1995
Physical Medium: Paper

Custodian: Division Director

Associated Form Numbers: N/A

Approval: *- J. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Motor Vehicle Division - Administration 5 years.	Correspondence signed by the division director and/or administration staff.	N/A	N/A	Names and addresses of correspondents and details of cor- respondence.	307.27, 321.2	N/A

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Motor Vehicle Division
Record Series Name: Accident Reports

Date: 1995

Physical Medium: Paper, Microfilm, Electronic Storage System, Electronic Data (MARS)

Custodian: Office of Driver
Services

Associated Form Numbers:
433002, 433003

Approval: *— [Signature]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Driver Services 1 year, microfilmed, film retained in Driver Services 4 years.	Individual and investi- gative officer reports (if done) of accidents in- volving motor vehicles.	Individuals' accident reports are confi- dential with ex- ception of name and address to party to the accident, the party's attorney or insurance company or agent. Investi- gative officers' reports and indivi- dual reports are confidential except as outlined in Iowa Code section 321.271 and Policy No. 030.05.	321.271	Name of operator; name of owner; ad- dresses of owner and operator; date of birth, sex and driver license number of operator; name and address of insured; policy number; names and addresses of injured persons; year, make and VIN number of vehicle operated; and details of accident.	321.200, 321.266, 321.267, 321.269	N/A
Commercial motor vehicle accident reports retained for 10 years.						
Starting in 1994, the accident reports retained in Driver Services electronic image system indefinitely.						
Electronic transmission of accidents that occur in anot- her state or						

**IOWA DEPARTMENT OF TRANSPORTATION
RECORD DESCRIPTION**

DIVISION: Motor Vehicle Division

Record Series Name: Accident Reports (continued)

Date: 1995

Physical Medium: Paper, Microfilm, Electronic Storage System, Electronic Data (MARS)

Custodian: Office of Driver
Services

Associated Form Numbers:
433002, 433003

Approval: *[Signature: J. Richardson]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
jurisdiction will not be retained in Driver Services. The state or jurisdiction where the accident occurred will retain original report(s). Confidentiality of reports will be determined by the state or jurisdiction where the accident occurred.						

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Motor Vehicle Division
Record Series Name: Accident Statistics File
Date: 1995
Physical Medium: Computer

Custodian: Office of Driver
Services
Associated Form Numbers: N/A

Approval: *[Signature]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Driver Services for 10 years.	Accident statistics are extracted from accident report forms, entered on-line, and stored in year-to-date statistical file.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Motor Vehicle Division
Record Series Name: Accident Suspension Files
Date: 1995
Physical Medium: Paper, Microfilm, Electronic Storage System

Custodian: Office of Driver Services
Associated Form Numbers:
 181301, 431010, 431020, 433002,
 433003, 433008

Approval: *- J. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Driver Services until suspension is terminated, microfilmed, film retained in Driver Services until case is 6 years old. Starting in 1994, the accident cases retained in Driver Services electronic image system indefinitely.	Accident cases in which suspension action is taken against uninsured drivers and owners for non-compliance with financial responsibility law. Includes documentation concerning security deposits.	Individuals' accident reports are confi- dential with ex- ception of name and address to party to the accident, the party's attorney or insurance company or agent. Investigative officers' reports and individual reports are confidential except as outlined in Iowa Code section 321.271 and Policy No. 030.05.	321.271	Name, address, date of birth, and driver license number of driver or owner; details of accident and suspension.	321.200, 321.266, 321.267, 321.269, 321A.5, 321A.6, 321A.7, 321A.13; 761--Ch 640	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Motor Vehicle Division
Record Series Name: Contested Case Hearing Tapes
Date: 1995
Physical Medium: Audio Cassette Tapes

Custodian: Office of Driver
 Services
Associated Form Numbers: N/A

Approval: *nyRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Department of Inspections and Appeals retains audio hearing cassette tapes for remainder of current calendar year plus 1 additional calendar year. Driver Services retains tapes for 3 additional calendar years.	Audio recordings of contested case administrative hearings.	N/A	N/A	Name and Driver Services file number or accident case number. Department of Inspection and Appeals docket number and date of hearing. Details of the hearing testimony.	17A.3, 17A.12, 321.199, 321.200; 761-- chs. 13 & 615.	N/A

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Motor Vehicle Division
Record Series Name: Convictions
Date: 1995
Physical Medium: Paper, Microfilm

Custodian: Office of Driver Services
Associated Form Numbers: N/A

Approval: — *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
In-state and out-of-state convictions are microfilmed immediately. Microfilm copy retained in Driver Services for 7 years, except OWI convictions retained indefinitely.	Abstracts of convictions for traffic violations. Both Iowa and non-Iowa.	N/A	N/A	Name, address, date of birth, driver license number, details of conviction, and court case number.	321.200, 321.205, 321.491, 321A.3, 321C -- Article III	N/A
Electronic transmission of violations that occur in another state or jurisdiction will not be retained in Driver Services. The issuing state or jurisdiction will retain original document.						

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Motor Vehicle Division
Record Series Name: Correspondence File
Date: 1995
Physical Medium: Paper, Electronic Storage System

Custodian: Office of Driver
Services
Associated Form Numbers: N/A

Approval: *tyRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Driver Services 3 years. Imaged cor- respondence retained indefinitely.	Copies of all written correspondence.	N/A	N/A	Name; file number if available; details of correspondence.	321.2, 321A.2	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Motor Vehicle Division
Record Series Name: Driver License Field Activity Reports
Date: 1995
Physical Medium: Paper, Electronic Storage System

Custodian: Office of Driver
Services
Associated Form Numbers: N/A

Approval: *tyRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Driver Services FOCUS program indefinitely. Paper copy retained 3 months.	Includes examiner's daily report of state/city/ county employee ID's issued, examiner's daily activity, voids, and rejects.	N/A	N/A	Individual's name and employer for ID's issued; name of driver and driver license number if applicable.	321.2 321.187	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Motor Vehicle Division
Record Series Name: Driver License Re-Examinations
Date: 1995
Physical Medium: Paper, Electronic Storage System

Custodian: Office of Driver
Services
Associated Form Numbers:

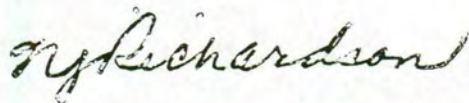
Approval: *tyRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Re-examination retained in Driver Services electronic image system indefinitely.	Documentation of re- examinations.	Medical and vision reports.	22.7	Name, driver license number, date of birth, driver license control number, issue date of last license, medical and vision information.	321.182, 321.186, 321.199; 761--Chs. 600 & 604	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Motor Vehicle Division
Record Series Name: Driver License Re-exam Report
Date: 1995
Physical Medium: Electronic Storage System

Custodian: Office of Driver
Services
Associated Form Numbers: N/A

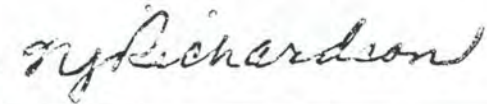
Approval: 

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Driver Services electronic image system indefinitely.	File of individuals to be re-examined: Who made the request, when and where the re-exam was held and the result and action taken.	Medical information.	22.7	Subject's name, address, date of birth, age, driver license number and medical information.	321.182, 321.186, 321.199	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Motor Vehicle Division
Record Series Name: Driver License System
Date: 1995
Physical Medium: Computer

Custodian: Office of Driver
Services
Associated Form Numbers: N/A

Approval: 

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retention determined by Driver Services from 6 months to indefinitely.	All information concerning status, licensing, sanctions, convictions, accidents and administrative notations on each individual driver/owner.	N/A	N/A	Name, address, date of birth, driver license number, sex, height, weight, eye color, A- file number, and the information listed under general description.	321.199, 321.200, 321.208	Public Health Department, commercial users.

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Motor Vehicle Division
Record Series Name: Fee Records
Date: 1995
Physical Medium: Computer

Custodian: Office of Driver
 Services
Associated Form Numbers: N/A

Approval: *[Signature: J. Richardson]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Driver Services personal computer data file for 4 months. Civil victim reparation penalty receipts retained in problem driver file/IMAGE storage system indefinitely.	Fee receipt records for certified record sales, document sales, victim reparation payments and reinstatement fees.	N/A	N/A	Name and address of remittor.	321.3 321.8	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Motor Vehicle Division
Record Series Name: License Applications and Associated Forms
Date: 1995
Physical Medium: Paper, Microfilm

Custodian: Office of Driver
Services
Associated Form Numbers:
430018, 430021, 430022, 430043,
430052, 430076

Approval: 

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Driver Services until computer is updated then microfilmed, film retained in Driver Services 10 years.	All motor vehicle license applications, parents affidavits, name changes, applications for duplicate license, identification (ID) applications, and forms for school license and minor's restricted license.	N/A	N/A	Name, driver license number, date of birth and license application control number.	321.182, 321.184, 321.187, 321.188, 321.199	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Motor Vehicle Division
Record Series Name: Medical Reports
Date: 1995
Physical Medium: Paper, Electronic Storage System

Custodian: Office of Driver
Services
Associated Form Numbers:
430031

Approval: *tyRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Driver Services electronic image system indefin- itely.	Medical report or statement from physician on driver's physical or mental abilities to be licensed.	All information concerning physician or licensee medical information.	22.7	Name, date of birth, driver license number, sex, control number of license and medical information.	321.177, 321.186, 761--chs. 600 & 604	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Motor Vehicle Division
Record Series Name: Non-Resident Original Notices (lawsuits)
Date: 1995
Physical Medium: Paper

Custodian: Office of Driver
Services
Associated Form Numbers: N/A

Approval: 

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Driver Services 3 years.	Notices of lawsuits filed against non-residents as a result of accident involvement in Iowa, indexed reference cards for each lawsuit, and receipts for filing fees.	N/A	N/A	Name and address, and details of notices of lawsuits.	321.498, 321.500, 321.509	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Motor Vehicle Division
Record Series Name: Out-of-State Suspensions and Miscellaneous
Date: 1995
Physical Medium: Paper, Microfilm

Custodian: Office of Driver
Services
Associated Form Numbers: N/A

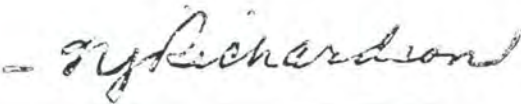
Approval: *[Signature]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Driver Services 1 year, microfilmed, film retained in Driver Services 5 years.	Out-of-state suspensions issued against Iowa licensees and mis- cellaneous documents.	N/A	N/A	Name of licensee, date of birth, driver license number and details of suspension.	321.2	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Motor Vehicle Division
Record Series Name: Power of Attorney Files
Date: 1995
Physical Medium: Paper

Custodian: Office of Driver
Services
Associated Form Numbers:
SR-119, SR-121

Approval: 

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Driver Services indefinitely until canceled.	Powers of attorney and resolutions filed by non-admitted surety or insurance companies.	N/A	N/A	Name of non-admitted insurance company or surety company, and power of attorney information.	307.27 321A.2 321A.5 321A.20	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Motor Vehicle Division
Record Series Name: Public Information Files
Date: 1995
Physical Medium: Paper

Custodian: Office of Driver
Services
Associated Form Numbers: N/A

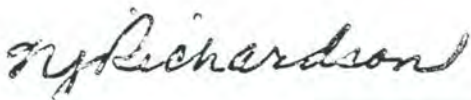
Approval: *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Driver Services 3 years.	News releases developed by Driver Safety and Improvement section.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Motor Vehicle Division
Record Series Name: Rescission Files
Date: 1995
Physical Medium: Paper, Electronic Storage System

Custodian: Office of Driver
Services
Associated Form Numbers:
431010

Approval: 

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Driver Services Electronic image system indefinitely.	Rescinded suspensions.	Medical reports.	22.7	Name, date of birth, driver license number, sex, driver license control number and medical information.	321.12 321.199	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Motor Vehicle Division
Record Series Name: Safety Campaigns
Date: 1995
Physical Medium: Paper, Film, Tapes

Custodian: Office of Driver
Services
Associated Form Numbers: N/A

Approval: *[Signature]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Driver Services 3 years.	Safety campaigns for which grant monies are used and reports that are required to document that activity.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Motor Vehicle Division
Record Series Name: Safety Program Projects
Date: 1995
Physical Medium: Paper

Custodian: Office of Driver
Services
Associated Form Numbers: N/A

Approval: - *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Driver Services 12 years.	Documentation of equipment purchased with grant monies and reports concerning the usage of that equipment.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Motor Vehicle Division
Record Series Name: Security Deposits
Date: 1995
Physical Medium: Computer, Paper, Microfilm

Custodian: Office of Driver
Services
Associated Form Numbers:
SR-5-S

Approval: - *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Driver Services on personal computer 30 days after security is released. Originals retained in Driver Services 1 year, micro- filmed, film retained in Driver Services File Section 4 years.	Security deposited as compliance for accidents.	N/A	N/A	Name, address, accident case number and security information.	321A.10	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Motor Vehicle Division
Record Series Name: Self-Insured File
Date: 1995
Physical Medium: Paper

Custodian: Office of Driver
Services
Associated Form Numbers: N/A

Approval: - *tyRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Driver Services until canceled.	Applications and annual financial statements from companies self insuring their financial responsibility for accidents.	Financial statements.	22.7	Name of company and financial information.	321A.34	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Motor Vehicle Division
Record Series Name: Soundex System
Date: 1995
Physical Medium: Computer

Custodian: Office of Driver
Services
Associated Form Numbers:
431008

Approval: *- J. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Cumulative Soundex Screen history file will be retained in Driver Services 4 years, and 1 year for the year to date file.	Cross referenced com- puter file for drivers involved in accidents.	N/A	N/A	Name, date of birth, address and driver license number.	321.200, 321.266	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Motor Vehicle Division
Record Series Name: SR-21 Transmittal File
Date: 1995
Physical Medium: Paper

Custodian: Office of Driver
Services
Associated Form Numbers:

Approval: *[Signature]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Driver Services 1 year.	Copies of SR-21 transmittals to insu- rance companies and their acknowledgment receipts.	N/A	N/A	Name and address of insured and policy number.	321A.5	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Motor Vehicle Division
Record Series Name: SR-23 (Fleet Filings)
Date: 1995
Physical Medium: Paper

Custodian: Office of Driver
Services
Associated Form Numbers: N/A

Approval: - *Ry Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Driver Services continuously until canceled.	Liability insurance certificates for fleet owners.	N/A	N/A	Names of insured and details of insurance certificates.	Chapter 321A	N/A

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Motor Vehicle Division
Record Series Name: Suspension/Revocation Sanction Files (A-Files)
Date: 1995
Physical Medium: Paper, Electronic Storage System

Custodian: Office of Driver Services
Associated Form Numbers:
 430033, 430041, 431009, 431010,
 431031, 431040, 432001, 432002,
 432013

Approval: *- Ty Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Driver Services until 2 year lift issued and all reinstatement requirements met. Electronic imaged notices retained inde- finitely.	All suspensions, revocations, cancella- tions, denials, disqualifications, and barrments issued as a result of convictions, judgments, administra- tive actions or court orders. Includes contested case decisions received from administrative law judges, contested case decisions issued by the Director or designee and related correspondence.	Medical information.	22.7	Name, address, date of birth, driver license number, medical information, and details of suspensions, revocations, etc. Names, addresses and telephone numbers of the parties to the contested case and anyone else giving testimony, the name of the administrative law judge, the name of the Director or designee issuing a decision after appeal, and the details of the contested case record.	321.2, 321.174 - 321.218, 321.261, 321.513, 321.560, Ch. 321A, Ch. 321C, Ch. 321J	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Motor Vehicle Division
Record Series Name: Vision Reports
Date: 1995
Physical Medium: Electronic Storage System

Custodian: Office of Driver
Services
Associated Form Numbers:
430032

Approval: *[Signature]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Electronic image reports retained 5 years in Driver Services.	Physicians' and optometrists' visual acuity reports on licensees or applicants.	Visual acuity reading and notations.	22.7	Name, address, driver license number and visual acuity information.	321.177, 321.186, 321.186A, 321.210	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Motor Vehicle Division
Record Series Name: Annual Overdimensional Permits/Annual All System Permits
Date: 1995
Physical Medium: Paper

Custodian: Office of Motor
Carrier Services
Associated Form Numbers:
442009; 442051

Approval: *[Signature: J. Richardson]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Motor Carrier Services 6 months from the expiration date of the permit.	Original of completed permit form is retained in date issued order.	N/A	N/A	Names and addresses of permit holders and terms of permits.	Chapter 321E; 761--ch 511	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Motor Vehicle Division
Record Series Name: Certificates
Date: 1995
Physical Medium: Paper, Microfilm

Custodian: Office of Motor
Carrier Services
Associated Form Numbers:
010004, 443062

Approval: *[Signature]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Motor Carrier Services through current year, microfilmed, film retained in Motor Carrier Services permanently.	Description of authorized points and conditions of service for certificated carriers. Applications, hearing orders, certificates related to grants of for- hire authority as a certificated motor, charter, or liquid carrier.	N/A	N/A	Name and address of carrier, and authorized points and conditions of service; terms of certificate.	325.6 & 327A.2; 761--chs 525 & 528	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Motor Vehicle Division
Record Series Name: Complaints File - Informal
Date: 1995
Physical Medium: Paper

Custodian: Office of Motor
Carrier Services
Associated Form Numbers: N/A

Approval: - *Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Motor Carrier Services 3 years.	Written and verbal complaints received regarding carriers that are not docketed as formal complaints.	Name of complainant.	22.7	Name and address of complainant and respondent/carrier, and details of complaint.	325.2, 327.2, 327A.20 & 327C.10	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Motor Vehicle Division
Record Series Name: Contract Carrier Contracts
Date: 1995
Physical Medium: Microfilm

Custodian: Office of Motor
Carrier Services
Associated Form Numbers: N/A

Approval: *— J. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Microfilm retained in Motor Carrier Services until canceled.	Terms and conditions of negotiations between contract carriers and contracting shippers, and accompanying affidavits.	N/A	N/A	Names and addresses of carrier and shipper; terms of contract.	761-- 523.2(327)	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Motor Vehicle Division
Record Series Name: Hearings/Contested Cases
Date: 1995
Physical Medium: Paper, Microfilm

Custodian: Office of Motor
Carrier Services
Associated Form Numbers: N/A

Approval: - *R. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Motor Carrier Services 1 year, microfilmed, film retained permanently in Motor Carriers Services.	Files of motor carrier contested cases.	General Counsel legal work products.	22.7	Names and addresses of parties and supporting shippers, and details of cases.	Chapter 17A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Motor Vehicle Division
Record Series Name: International Fuel Tax Agreement (IFTA) Licenses
Date: 1995
Physical Medium: Paper, Microfilm, Computer (FOCUS)

Custodian: Office of Motor
 Carrier Services
Associated Form Numbers: 441041

Approval: *— [Signature]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Paper copy retained until microfilmed, microfilmed canceled license retained in Motor Carrier Services 1 year. Canceled license with bond file retained in Motor Carrier Services 2 years.	Completed permanent license original application form and any correspondence concerning the status of the license.	Tax paid, owed and refunded.	452A.63	Names and addresses of license holders, terms of licenses, including bonds, and account numbers.	761-- 505.2(324); IFTA Agreement	Prorate Licenses
Canceled license history retained on computer 1 year after canceled. Carriers canceled with bond retained 2 years on computer.						

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Motor Vehicle Division
Record Series Name: International Fuel Tax Agreement (IFTA) Reports/Transmittals
Date: 1995
Physical Medium: Paper, Microfilm, Computer (FOCUS)

Custodian: Office of Motor
 Carrier Services
Associated Form Numbers:
 441042

Approval: *- R. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Reports re- tained in Motor Carrier Services 1 year, microfilmed, and microfilm retained 4 years. FOCUS file dumped after 1 year and retained on tape 4 years. Transmittal information retained in Motor Carrier Services 4 years.	Original copy of completed form as filed by the taxpayer, and transmittals of transactions to other member jurisdictions.	Tax paid, owed, refunded.	452A.63	Reports contain names of taxpayers; taxes paid, owed and refunded; mileage and fuel usage information. Transmittals include taxpayer account numbers, taxes owed, paid, and refunded, and fuel tax computation.	761-- 505.2(324)	Prorate Licenses

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Motor Vehicle Division

Record Series Name: International Registration Plan (IRP)/Internation Fuel Tax Agreement (IFTA) Audits

Date: 1995

Physical Medium: Paper

Custodian: Office of Motor
Carrier Services

Associated Form Numbers:
N/A

Approval: *[Signature]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Motor Carrier Services 4 year.	Original copy of audit report and copy of carrier correspondence. Retained alphabetical by state.	Fuel tax information to complete audit.	452A.63	Names and addresses of carriers, audit detail.	IRP & IFTA Agreement	N/A

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Motor Vehicle Division
Record Series Name: Iowa Interstate Motor Vehicle Fuel Tax Reports
Date: 1995
Physical Medium: Paper, Computer, Microfilm

Custodian: Office of Motor
 Carrier Services
Associated Form Numbers:
 441001

Approval: *[Signature: J. Richardson]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Paper copies retained in Motor Carrier Services 1 year, microfilmed, and film retained in Motor Carrier Services 3 years.	Original copy of report form as completed and filed by the taxpayer. Computer file contains information keypunched from report.	Taxes paid, owed, refunded on interstate motor fuel use.	452A.63	Names of taxpayers; taxes paid, owed and refunded; mileage and fuel usage information.	452A.53; 761--ch 505	Prorate Licenses
Year to date file updated quarterly on COM, retained in Motor Carrier Services 3 years.						

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Motor Vehicle Division
Record Series Name: Iowa 72-hour Trip Permits
Date: 1995
Physical Medium: Paper

Custodian: Office of Motor
Carrier Services
Associated Form Numbers:
441005, 442006

Approval: *- J. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Motor Carrier Services 6 months from issue date.	Original completed trip permit forms for fuel and registration.	N/A	N/A	Names and addresses of permit holders; terms of permits.	326.23; 452A.53, 761--chs 500 & 505	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Motor Vehicle Division
Record Series Name: Ledgers
Date: 1995
Physical Medium: Paper

Custodian: Office of Motor
Carrier Services
Associated Form Numbers: N/A

Approval: - *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Motor Carrier Services 2 years, trans- ferred to Records Center (Archives) and retained 5 years.	Deposit data for money received for travel authority, interstate license fees, oversize permit fees, and fuel tax.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Motor Vehicle Division
Record Series Name: Motor Carrier Annual Reports
Date: 1995
Physical Medium: Paper, Microfilm

Custodian: Office of Motor
 Carrier Services
Associated Form Numbers:
 010031, ICC M-1

Approval: *— [Signature]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Motor Carrier Services 2 years, micro- filmed, film retained in Motor Carrier Services 5 years.	Twelve-month financial data for all certificated carriers who are re- quired to file annual reports.	N/A	N/A	Name and address of carrier; name and address of share- holder(s); financial data.	327C.38; 761--chs 525 & 528	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Motor Vehicle Division
Record Series Name: Motor Carrier Tariffs
Date: 1995
Physical Medium: Paper, Microfilm

Custodian: Office of Motor
Carrier Services
Associated Form Numbers: N/A

Approval: *— J. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
All truck operator tariffs are microfilmed and retained in Motor Carrier Services until canceled or no longer in effect.	Rates and charges of intrastate motor carriers who are required to file tariffs.	N/A	N/A	Name and address of carrier issuing tariff, and details of tariff.	325.2, 325.4, 327.4, 327A.20, 327A.21, 327D.66; 761--chs 523, 525 & 528	N/A

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Motor Vehicle Division
Record Series Name: Prorate Licenses (IRP)/Transmittals
Date: 1995
Physical Medium: Paper, Microfilm, Computer

Custodian: Office of Motor
 Carrier Services
Associated Form Numbers:
 442014, 442015

Approval: *- J. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Motor Carrier Services 2 years, micro- filmed, film retained 8 years in Motor Carrier Ser- vices. Re- tained on the computer for 1 year. Recap's retained in the system 4 years.	License data for vehi- cles registered under the International Registration Plan (IRP).	N/A	N/A	Name and address of license holder; plate number, equipment data, miles traveled, fees paid.	Chapter 326; 761--ch 500	IFTA Licenses and Reports; Iowa Interstate Motor Vehicle Fuel Tax permits and reports.

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Motor Vehicle Division
Record Series Name: Refund Claims
Date: 1995
Physical Medium: Paper, Microfilm

Custodian: Office of Motor
Carrier Services
Associated Form Numbers:
441021

Approval: *— J. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Motor Carrier Services 1 year, micro- filmed, film retained in Motor Carrier Services 9 years.	Claim form with claim data, correspondence.	N/A	N/A	Names and addresses of claimants; details of claims.	326.15; 761--ch 400	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Motor Vehicle Division
Record Series Name: Regional Permits
Date: 1995
Physical Medium: Paper

Custodian: Office of Motor
 Carrier Services
Associated Form Numbers: N/A

Approval: *- J. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Motor Carrier Services 12 months from the issue date of the permit.	Permit forms issued for the following: <u>California</u> - Commercial Trip Permit <u>Illinois</u> - Revenue Single Trip-Interstate Special Fuel Permit <u>Minnesota</u> - Trip Permit, Motor Carrier Trip Permit (Fuel) <u>Missouri</u> - Reciprocity 72-hour Trip Permit, Special Use Fuels Trip Permit <u>Pennsylvania</u> - 72-hour Trip Permit <u>Wisconsin</u> - 72-hour Trip Permit <u>Kansas</u> - Trip Permit, Regr. Trip, Fuel Trip <u>Oklahoma</u> - 72 Hr. Regr. Trip, Fuel Trip	N/A	N/A	Names and addresses of permit holders; terms of permits.	Chapters 326, 452A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Motor Vehicle Division
Record Series Name: Single-Trip Overdimensional Permits
Date: 1995
Physical Medium: Paper

Custodian: Office of Motor
Carrier Services
Associated Form Numbers:
442010, 444003, 444004

Approval: *ry Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Motor Carrier Services 6 months from the issue date of the permit.	Original of the com- pleted permit form is retained in permit number order.	N/A	N/A	Names and addresses of permit holders; terms of permits.	Chapter 321E; 761--ch 511	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Motor Vehicle Division
Record Series Name: Special Mobile Equipment (SME) Certificates
Date: 1995
Physical Medium: Paper, Computer

Custodian: Office of Motor
 Carrier Services
Associated Form Numbers:
 441080

Approval: *- R. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Numeric copies of applications retained in Prison Industries for 3 year cycle of certificate. Computer record retained indefinitely.	Copy of application form with equipment data and owner information retained in numeric file by owner account number. Computer record has the carrier's name, address, and the number of pieces of equipment they have SME plates for.	N/A	N/A	Names and addresses of certificate holders; equipment data; plate numbers.	321.21 761--Ch.410	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Motor Vehicle Division
Record Series Name: Travel Authority Permits
Date: 1995
Physical Medium: Paper, Microfilm, Computer

Custodian: Office of Motor
 Carrier Services
Associated Form Numbers:
 443001, 443002, 443006, 443028,
 443049, 443050

Approval: — *RyRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Travel permits are microfilmed and retained in Motor Carrier Services as long as the carrier is active. Travel permits remain on the computer as long as carrier remains active, inactive files are retained 2 years.	Originals of applica- tions, permit copies, fee receipts, equipment changes, insurance cer- tificates, and related correspondence pertain- ing to truck operator and contract carrier permits authorized.	N/A	N/A	Name and address of permit holder; terms of permit including insurance, permit number, equipment data and fees paid. Also, name and address of interstate carrier, authority number, equipment data, insurance and fee records.	Chapter 327 & 327B; 761--chs 523 & 529	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Motor Vehicle Division
Record Series Name: Investigative Reports
Date: 1995
Physical Medium: Paper, Computer

Custodian: Office of Motor
Vehicle Enforcement
Associated Form Numbers:
422003

Approval: *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Paper copies retained in Motor Vehicle Enforcement 3 years through 1998. Current documents retained on computer permanently.	Includes case reports of investigations of a criminal nature on motor vehicle complaints and activity. These are peace officer investigative reports.	Criminal activity, surveillance information, and possibly some criminal history information.	22.7	Criminal activity, surveillance information and criminal history information.	307.37, 321.2, 321.477	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Motor Vehicle Division
Record Series Name: Investigator Weekly Report
Date: 1995
Physical Medium: Paper, Computer

Custodian: Office of Motor
Vehicle Enforcement
Associated Form Numbers:
422002

Approval: - *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Paper copies retained in Motor Vehicle Enforcement through 1998. Current documents retained on computer permanently.	Weekly activity report, hours worked and time off.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Motor Vehicle Division
Record Series Name: License Raise Cards
Date: 1995
Physical Medium: Paper

Custodian: Office of Motor
Vehicle Enforcement
Associated Form Numbers: N/A

Approval: - *MyRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in district Motor Vehicle Enforcement offices 3 years.	Notifies Vehicle Services of a license fee raise.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Motor Vehicle Division
Record Series Name: Salvage Vehicles
Date: 1995
Physical Medium: Paper

Custodian: Office of Motor
Vehicle Enforcement
Associated Form Numbers:
411072

Approval: - *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Motor Vehicle Enforcement 3 years.	Form 411072, the salvage theft examination certificate, verifies the serial number of a salvage vehicle after it has been repaired. One copy of the form is surrendered to the county treasurer when the vehicle owner applies for a regular title.	N/A	N/A	Name and address of vehicle owner.	321.52; 761--ch. 405	

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Motor Vehicle Division
Record Series Name: Scale Certifications
Date: 1995
Physical Medium: Paper

Custodian: Office of Motor
Vehicle Enforcement
Associated Form Numbers: N/A

Approval: - *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in District Enforcement Offices for 3 years. Certifies scales can weigh accurately and provides documentation to courts verifying such.	Provides certification that scales are accurate.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Motor Vehicle Division
Record Series Name: Uniformed Officer Weekly Report
Date: 1995
Physical Medium: Paper

Custodian: Office of Motor
Vehicle Enforcement
Associated Form Numbers:
421003, 421017

Approval: *- J. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in district Motor Vehicle En- forcement of- fices 1 year, transferred to central En- forcement warehouse and retained 2 years.	Weekly activity report, hours worked, and time off.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Motor Vehicle Division
Record Series Name: Violation and Inspection File (Vehicle Inspection Report)
Date: 1995
Physical Medium: Computer

Custodian: Office of Motor
Vehicle Enforcement
Associated Form Numbers:
420001, 42002

Approval: *My Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Computer records on line for 2 years. Then put on tape for an additional 3 years.	Final disposition of all citations issued, warn- ings on minor violations, serious violation reports on commercial vehicles and commercial vehicle safety inspection re- ports. Deferred ap- pearance records.	N/A	N/A	Name and address, license number, and details of inspection or violation.	321.2, 321.477	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Motor Vehicle Division
Record Series Name: Warrants of Arrest
Date: 1995
Physical Medium: Paper

Custodian: Office of Motor
Vehicle Enforcement
Associated Form Numbers: N/A

Approval: *- J. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Motor Vehicle Enforcement until canceled, transferred to the respective county clerk of court's office.	Warrants for drivers who have failed to pay fines on citations issued by our office.	Information filed with the court to secure the warrant (usually the citation issued); this information is listed on the warrant.	804.29	Name of person and reason for warrant.	321.2, 321.477	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Motor Vehicle Division
Record Series Name: Abandoned Vehicle Reports
Date: 1995
Physical Medium: Paper

Custodian: Office of Vehicle
Services
Associated Form Numbers:
411089, 411090, 411092, 411104

Approval: *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Vehicle Services 1 calendar year, then transferred to the Records Center and retained 1 year.	Includes reports sub- mitted by police author- ities of abandoned vehi- cle sales including supporting documen- tation, and claims submitted to DOT for reimbursement of costs.	N/A	N/A	VIN (vehicle identification number), plate number.	321.89; 761--ch 480	

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Motor Vehicle Division
Record Series Name: Aircraft Registration
Date: 1995
Physical Medium: Paper, Computer

Custodian: Office of Vehicle
 Services
Associated Form Numbers:
 300017, 300018, 300038,

Approval: *- J. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Registration applications retained in Vehicle Services 1 year. Information from applications and renewals are an updatable system on data base. Data is downloaded to disc annually and stored permanently at data processing.	Includes all information on aircraft based in Iowa and/or subject to registration in Iowa. Also includes records on aircraft dealers who are issued special certificates.	N/A	N/A	Aircraft registration: Name, address, aircraft type, aircraft make/model, N#, serial #, year built, purchase date, original list price, registration fee, number of times previously registered, name of base airport (county and city), hours flown previous 12 months, primary use of aircraft, type of fuel. Special certificate: Name and address, certificate number, retail sales permit number, fees paid, type of aircraft sold.	328.20, 328.26, 328.28, 328.29; 761--ch. 750	Aviation Mailing List
Applications for special certificates are retained in Vehicle Services 5 years.						

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Motor Vehicle Division
Record Series Name: Audit Files
Date: 1995
Physical Medium: Paper, Microfiche (COM), Microfilm

Custodian: Office of Vehicle Services
Associated Form Numbers:
 411001, 411003, 411010, 411012,
 411015, 411016, 411042, 411103,
 P8100641, P8110041, P8110051,
 P8110052, P8110060, P8110062;
 P8110064, P8110066, P8110152

Approval: *- J. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Paper copies retained in Vehicle Services until final audit completed, then transferred to the Records Center and retained 3 years. 6-month microfiche of county daily transactions is retained.	Includes all audits of county daily and monthly reports, changed fee and changed transaction reports, revocation and overload conviction letters, hearing letters, seized vehicle letters, balance sheets, and requests for title and plate cancellations.	N/A	N/A	Name, address, plate number, validation sticker number, and title number.	321.85, 321.86, 321.101, 321.153, 321.156; 761--400.45, 400.56 and 400.64(321)	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Motor Vehicle Division
Record Series Name: Audit Files (Continued)
Date: 1995
Physical Medium: Paper, Microfiche (COM), Microfilm

Custodian: Office of Vehicle
Services

Associated Form Numbers:
411001, 411003, 411010, 411012,
411015, 411016, 411042, 411103,
P8100641, P8110041, P8110051,
P8110052, P8110060, P8110062,
P8110064, P8110066, P8110152

Approval: *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Monthly microfiche is retained only until 6-month microfiche is available.						
Back-up microfilm of information used to generate monthly and 6- month microfiche retained in Vehicle Services 11 years.						

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Motor Vehicle Division
Record Series Name: Certificate of Equipment Approval
Date: 1995
Physical Medium: Paper, Microfilm

Custodian: Office of Vehicle
Services
Associated Form Numbers: N/A

Approval: *— J. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Paper copies retained in Vehicle Services 1 year from date of issue. Micro-filmed, film retained in Vehicle Services 3 years.	AAMVA and Depart- ment's vehicle equip- ment approval list.	N/A	N/A	N/A	761--Ch. 450	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Motor Vehicle Division
Record Series Name: Certification From Manufacturers
Date: 1995
Physical Medium: Paper, Microfilm (COM), Computer

Custodian: Office of Vehicle
 Services
Associated Form Numbers:
 411112

Approval: - *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Paper records retained in Vehicle Services 1 year.	The paper files contain information received on models, weights and list prices from manufact- urers.	N/A	N/A	N/A	321.109 321.110 321.112 321.113 761-- 400.32(2)(b)	N/A
Microfilmed, film retained in Vehicle Services 3 years.	Other necessary information is calculated manually and entered on computer.					
Computer records retained indefinitely.						

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Motor Vehicle Division
Record Series Name: County Treasurer Forms
Date: 1995
Physical Medium: Paper

Custodian: Office of Vehicle Services

Associated Form Numbers:

411006, 411007, 411008, 411020,
 411021, 411024, 411028, 411031,
 411033, 411034, 411036, 411041,
 411046, 411051, 411054, 411056,
 411057, 411061, 411067, 411077,
 411078, 411088, 411094, 411096,
 411099, 411100, 411107, 411108,
 411110, 411116, 411118, 411122,
 411123, 411127, 411129, 411150

Approval: — *ry Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
File location: 99 county treasurer of- fices. Reten- tion period: Some deter- mined indivi- dually by county trea- surers. 321.31(2) (county records system) indicates that information from certificates of title and	321.8 prescribes that the Director of the Department of Transportation provides forms deemed necessary to carry out the provisions of all related Code chapters and any other laws. This includes original and duplicate forms for all applications, regis- tration receipts, title certificates, security interest notations, odometer statements, junking certificates, foreclosure sales, assigned VIN plates,	N/A	N/A	Name, address, plate number, title number, validation sticker number, VIN (vehicle identification number), motor vehicle control number (social security number, Federal ID number, or drivers license number), description of vehicle, power of attorney, security interest assignment.	321.20, 321.24, 321.31, 321.42, 321.47, 321.50; 761-ch 400	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Motor Vehicle Division
Record Series Name: County Treasurer Forms (continued)
Date: 1995
Physical Medium: Paper

Custodian: Office of Vehicle
Services

Associated Form Numbers:

411006, 411007, 411008, 411020,
411021, 411024, 411028, 411031,
411033, 411034, 411036, 411041,
411046, 411051, 411054, 411056,
411057, 411061, 411067, 411077,
411078, 411088, 411094, 411096,
411099, 411100, 411107, 411108,
411110, 411116, 411118, 411122,
411123, 411127, 411129, 411150

Approval: *- J. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
registration receipts shall be maintained in a manner approved by the Department.	powers of attorney, plate cancellations, additional fee receipts, etc.					

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Motor Vehicle Division
Record Series Name: Dummy Plates
Date: 1995
Physical Medium: Paper, Computer (FOCUS)

Custodian: Office of Vehicle
Services
Associated Form Numbers: N/A

Approval: - *Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Paper file retained in Vehicle Services 1 year after plate is no longer assigned. Computer FOCUS record retained until plate is no longer assigned.	Includes letter of request from peace of- ficer, record of approval or denial and record of plate and registration (if requested) assignment to law enforcement agency.	All information is confidential.	321.19, 22.7	Information in record series relates to name of governmental agency using a vehicle with a particular plate number assigned to it, for undercover work.	321.19 and 761-- 400.2(321)	N/A

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Motor Vehicle Division
Record Series Name: Emergency Vehicle Permits
Date: 1995
Physical Medium: Paper, Microfilm, Computer (FOCUS)

Custodian: Office of Vehicle Services
Associated Form Numbers: 411025

Approval: *— [Signature]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Paper copies retained in Vehicle Services Emergency vehicle application microfilmed upon expira- tion.	Permits issued on privately owned authorized emergency vehicles.	N/A	N/A	Owner's name and address, plate number, VIN (vehicle identification number), and occupation of owner.	321.451; 761--ch 451	N/A
Microfilm retained in Vehicle Services 3 years.						
Computer FOCUS records retained for current permit holders.						

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Motor Vehicle Division
Record Series Name: Exemption from Alteration of Center of Gravity
Date: 1995
Physical Medium: Paper

Custodian: Office of Vehicle
Services
Associated Form Numbers:
421023

Approval: *— J. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Vehicle Services as long as vehicle exempted is registered and owned by the applicant.	Application and photograph of vehicle.	N/A	N/A	Name, address, vehicle description, and plate number.	321.240; 761-- 450.5(321)	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Motor Vehicle Division
Record Series Name: Franchise Hearings/Contested Cases
Date: 1995
Physical Medium: Paper, Microfilm

Custodian: Office of Vehicle
Services
Associated Form Numbers: N/A

Approval: — *tyRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Vehicle Services as long as dealer is licensed, microfilmed, film retained in Vehicle Services 3 years.	Files of motor vehicle franchise contested cases, excluding transcripts. The files include decisions and orders.	N/A	N/A	Name of parties and details of cases.	Chs. 17A and 322A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Motor Vehicle Division
Record Series Name: Handicapped Parking Identification Devices & Handicapped Plates
Date: 1995
Physical Medium: Paper, Microfilm, Computer

Custodian: Office of Vehicle Services
Associated Form Numbers:
 411055, 411062, 411063, 411076,
 411080, 411121, 411157, 810038

Approval: - *R. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Completed applications microfilmed after 6 months and original record destroyed. Microfilm retained in Vehicle Services permanently. Computer records retained indefinitely.	Includes applications for handicapped identification devices and statements from physicians and chiropractors, including podiatrists, or Veterans Administration. The computer file (CICS) contains device number, social security number, birthdate, name and address of applicant.	N/A	N/A	Name, address, telephone number, social security number, date of birth, device number, statement of disability, whether the handicap is permanent or temporary.	321.34, Ch. 321L; 761--Chs. 401 & 411	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Motor Vehicle Division
Record Series Name: License Application--Dealers
Date: 1995
Physical Medium: Paper, Microfilm

Custodian: Office of Vehicle
 Services
Associated Form Numbers:
 411119, 417002, 417005, 417008,
 417009, 417051, 417052

Approval: — *MyRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Paper copies retained in Vehicle Services as long as dealer is in business and then until the end of the license year. Microfilmed, film retained in Vehicle Services 3 years.	Includes applications for licenses, fee section, inspection of location and applicable city zoning and firewall forms. Also includes surety bond, lease agreement, evidence of filing articles of incorporation, complaints, investigative reports and hearing information, fair permits, demonstration permits and testing permits.	Criminal history of applicant, previous employment, and investigative reports.	22.7	Social security number, name, address, telephone number, place of business, previous employment, criminal history, complaints, and investigative reports. See also, 761--chs 420-422.	Chapters 322, 322B & 322C; 761--chs 420-422	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Motor Vehicle Division
Record Series Name: License Application--Leasing
Date: 1995
Physical Medium: Paper, Microfilm

Custodian: Office of Vehicle
 Services
Associated Form Numbers:
 417034, 417037

Approval: *- J. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Paper copies retained in Vehicle Services as long as lessor is in business and then until the end of the license year. Microfilmed, film retained in Vehicle Services 3 years.	Includes applications for licenses, complaints and investigative reports.	N/A	N/A	Name, address, tele- phone number, and other information listed in rule 761-- 430.2(321F). Also, complaints and investigative reports.	321F.3; 761-- 430.2(321F)	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Motor Vehicle Division
Record Series Name: License Application--Manufacturers
Date: 1995
Physical Medium: Paper, Microfilm

Custodian: Office of Vehicle
Services
Associated Form Numbers:
417029, 417032

Approval: - *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Paper copies retained in Vehicle Services as long as the manufacturer is in business and then until the end of the license year. Microfilmed, film retained in Vehicle Services 3 years.	Includes applications for licenses, listings of Iowa dealers, and sample certificates of origin. Also includes copy of factory or distributor representative applications.	N/A	N/A	Name, address, and telephone number. See also, rules 761--chs 420-422.	Chapters 322, 322B & 322C; 761--chs 420-422	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Motor Vehicle Division
Record Series Name: License Application--Recyclers
Date: 1995
Physical Medium: Paper, Microfilm

Custodian: Office of Vehicle
Services
Associated Form Numbers:
411117

Approval: - *MyRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Paper copies retained in Vehicle Services as long as recycler is in business and then until the end of the license year. Microfilmed, film retained in Vehicle Services 3 years.	Includes applications for licenses and evidence of compliance with zoning provisions. Also includes complaints, investigative forms, and approval from the Right of Way Office.	Criminal history of applicant and in- vestigative reports.	22.7	Name, address, social security number, and other information listed in rule 761-- 431.2(321H). Also, criminal history, complaints, and investigative reports.	321H.4; 761-- 431.2(321H)	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Motor Vehicle Division
Record Series Name: License Application - Wholesalers
Date: 1995
Physical Medium: Paper, Microfilm

Custodian: Office of Vehicle
Services
Associated Form Numbers:
417004

Approval: - *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Paper copies retained in Vehicle Services as long as wholesaler is in business and then until the end of the license year. Microfilmed, film retained in Vehicle Services 3 years.	Includes applications for licenses, and compliance with zoning and inspection of location forms. Also includes complaints, investigative forms and authorization from manufacturer.	N/A	N/A	Name, telephone number, address, social security number, complaints and investigative reports. See also, rules 761--chs 420-422.	Chapters 322, 322B, and 322C; 761--chs 420-422	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Motor Vehicle Division
Record Series Name: License Certificates
Date: 1995
Physical Medium: Computer

Custodian: Office of Vehicle
Services
Associated Form Numbers: N/A

Approval: *MyRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained on dealer com- puter system as long as the certificate or license is active.	Information on each certificate or license issued to dealers, manufacturers, whole- salers, leasing companies, recyclers, limited use dealers, trailer dealers and transporters. The computer system generates the certificate or license that is issued.	N/A	N/A	Certificate or license number, name and address, type of business, vehicles authorized to sell or manufacture when applicable, and other information printed out on the certificate or license.	321.59; Chs. 321F, 321H, 322, 322B, and 322C; 761--chs 420-431	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Motor Vehicle Division
Record Series Name: Non-Resident Files
Date: 1995
Physical Medium: Paper, Microfilm

Custodian: Office of Vehicle
 Services
Associated Form Numbers:
 411024, 411033, 411046,
 411061, 411100

Approval: *— [Signature]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Duplicate titles retained in Vehicle Services 7 years from the date of filming.	Includes applications for notation of security interest, applications and copies of duplicate titles.	N/A	N/A	Name, address, title number, plate number, VIN, validation sticker number, motor vehicle control number (social security number, drivers license number, or federal identification number), description of vehicle, notation of security interest.	321.20, 321.24, 321.42; 761--400.3, 400.6, 400.10, 400.57 and 400.59(321)	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Motor Vehicle Division
Record Series Name: Official Files
Date: 1995
Physical Medium: Paper, Microfilm, Computer

Custodian: Office of Vehicle
 Services

Associated Form Numbers:

411006, 411007, 411033, 411046,
 411077, 411098, 411100, 411108,
 411110, 411116, 411122, 411123,
 411024, 411125, 411053, 411056,
 411061, 411067, 411085

Approval: - *R. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Titles retained in Vehicle Services 6 months, then microfilmed, film retained in Vehicle Services 7 years. Computer records retained indefinitely.	Includes all titles and registrations issued to State of Iowa, cities, counties, schools, public transit buses, private school buses, and non-profit fire trucks.	N/A	N/A	Owner's name and address, plate number, VIN, employer's ID number, title number, and description of vehicle.	321.18, 321.19, 321.20, 321.22, 321.24; 761--ch 400	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Motor Vehicle Division
Record Series Name: Refund File
Date: 1995
Physical Medium: Paper, Computer, Microfilm

Custodian: Office of Vehicle
 Services
Associated Form Numbers:
 411047, 411116, 411132,
 411155, 442040

Approval: *— J. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Paid claims for refunds and supporting documents retained in Vehicle Services 3 months, microfilmed, film retained in Vehicle Services 5 years. Denial refund letters retained in Vehicle Services 1 year, microfilmed, film retained 9 years. Computer records retained indefinitely.	Includes claims for refund, and vehicle registration receipt(s) or verification of county refund form. The computer file (FOCUS) contains plate number, vehicle description information, owner information, claim number, date of sale, trade or junking, date of claim and amount of refund.	N/A	N/A	Name, address, plate number, validation sticker number, VIN, title number, amount of refund or reimbur- sement, claim number or voucher number.	321.46, 321.46A, 321.126; 761-- 400.3(12)- (14), 400.50(321)	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Motor Vehicle Division
Record Series Name: Registered Vehicles
Date: 1995
Physical Medium: Microfilm (COM)

Custodian: Office of Vehicle
Services
Associated Form Numbers:

Approval: — *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Computer-generated microfiche of registration records retained permanently in Vehicle Services. (Pro-rate vehicle information by VIN: 1960-1985, Microfilm; (Fiche) 1986-1988, COM;)	Includes registration information for all vehicles registered in Iowa, including those that are proportionally registered.	N/A	N/A	Same as "Vehicle Registration System" record series.	Same as "Vehicle Registration System" record series.	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Motor Vehicle Division
Record Series Name: Restricted Registrations
Date: 1995
Physical Medium: Paper

Custodian: Office of Vehicle
Services
Associated Form Numbers:
411056, 411074, 411116

Approval: *My Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Vehicle Services until vehicle is sold, traded or junked. Valid registration retained in Customer Services Section 1 year.	Includes applications, photos, and other docu- ments.	N/A	N/A	Name, address, plate number, title number, VIN (vehicle identifi- cation number), description of vehicle.	321.23(4); 761-- 400.21(321)	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Motor Vehicle Division
Record Series Name: Special Certificates
Date: 1995
Physical Medium: Paper, Microfilm

Custodian: Office of Vehicle
Services
Associated Form Numbers:
417003

Approval: *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Paper copies retained in Vehicle Services as long as applicant is in business and then until the end of the current license year. Micro- filmed, film retained in Vehicle Services 3 years.	Applications for limited use, transporter and trailer plates.	N/A	N/A	Name and address and type of business.	321.58; 761-- 420.4(321) and ch. 424	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Motor Vehicle Division
Record Series Name: Special Plate Records
Date: 1995
Physical Medium: Paper, Microfilm, Computer (FOCUS)

Custodian: Office of Vehicle Services

Associated Form Numbers:

411019, 411023, 411039, 411055,
 411056, 411064, 411065, 411079,
 411085, 411113, 411120, 411122,
 411130, 411134, 411135, 411157,
 411158, 411160, 411161, 411162

Approval: *- R. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Vehicle Services indefinitely on film.	Includes applications and registrations for National Guard, Ex- Prison of War, Personalized, Amateur Radio Call Letter, Collegiate, Congressional Medal of Honor, Pearl Harbor, Purple Heart, fire fighter, and Natural Resources plates. Also includes physician's or chiropractor's statement and certification of residency for a child for Handicapped plates.	N/A	N/A	Name, plate number, county, registration month and current registration year. For handicapped plates, a physician's or chiropractor's statements of the disability.	321.20, 321.24, 321.31, 321.34, 321L; 761--ch. 401	N/A
Computer FOCUS file contains current information on plates assigned.	The computer (FOCUS) file contains the plate number, name, county, registration month and current registration year for all special plates.					

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Motor Vehicle Division
Record Series Name: Title Bonds
Date: 1995
Physical Medium: Paper, Computer

Custodian: Office of Vehicle
 Services
Associated Form Numbers:
 411008, 411009, 411014, 411111,
 411114

Approval: *- J. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Completed applications retained by Vehicle Services for 1 year, then transferred to Records Center and retained 3 years. Computer records retained indefinitely.	Title bond completed application includes initial application, proof of ownership (bill of sale) vehicle picture, vehicle identification number tracing or verification by a law enforcement official, and surety bond receipt. The computer (FOCUS) file contains name, address, VIN, make, year and type of vehicle, and other identifiable information.	N/A	N/A	Name, address, VIN (vehicle identification number), make, year and type of vehicle.	321.24; 321.52; 761-- 400.13(321)	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Motor Vehicle Division
Record Series Name: Title Files
Date: 1995
Physical Medium: Microfilm, Microfiche, Computer (COM)

Custodian: Office of Vehicle Services
Associated Form Numbers:
 411054, 411115

Approval: — *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
All documents issued since 1970 are microfilmed and then certain information from titles is entered into the title/ microfilm computer system. Records are copied monthly from the master tape. VIN index and name index are created when records are added to title/microfilm computer system.	Includes all title documents for all vehicles with active and inactive titles in Iowa.	N/A	N/A	Name, address, title number, plate number, validation sticker number, VIN (vehicle identification number), motor vehicle control number (social security number, drivers license number, or Federal ID number), and description of vehicle.	321.24, 321.31, 321.42; 761--ch 400	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Motor Vehicle Division
Record Series Name: Title Files (continued)
Date: 1995
Physical Medium: Microfilm, Microfiche, Computer (COM)

Custodian: Office of Vehicle
Services
Associated Form Numbers:
411054, 411115

Approval: *My Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
All microfilm retained in Vehicle Services 11 years. Microfiche of Titles is retained in Vehicle Services permanently.						

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Motor Vehicle Division
Record Series Name: Vehicle Registration System
Date: 1995
Physical Medium: Computer

Custodian: Office of Vehicle
Services
Associated Form Numbers: N/A

Approval: - *R. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Inactive registrations are purged after 3 years except: mobile homes, official vehicles, stored vehicles, dealer plates, sheriff plate records, trucks, buses, tractors, motor homes, semi trailers, prorated vehicles.	Registration information on all vehicles registered in Iowa, including those that are proportionally registered. The information is accessible by plate number, owner's name or VIN (vehicle identification number).	N/A	N/A	Title number, plate number, validation sticker number, motor vehicle control number (driver license number, social security number or federal identification number), name and address of owner(s), fees, VIN, list price, mileage, and a description of the vehicle registered.	Chs. 321, and 326; 761--chs. 400 and 500	N/A

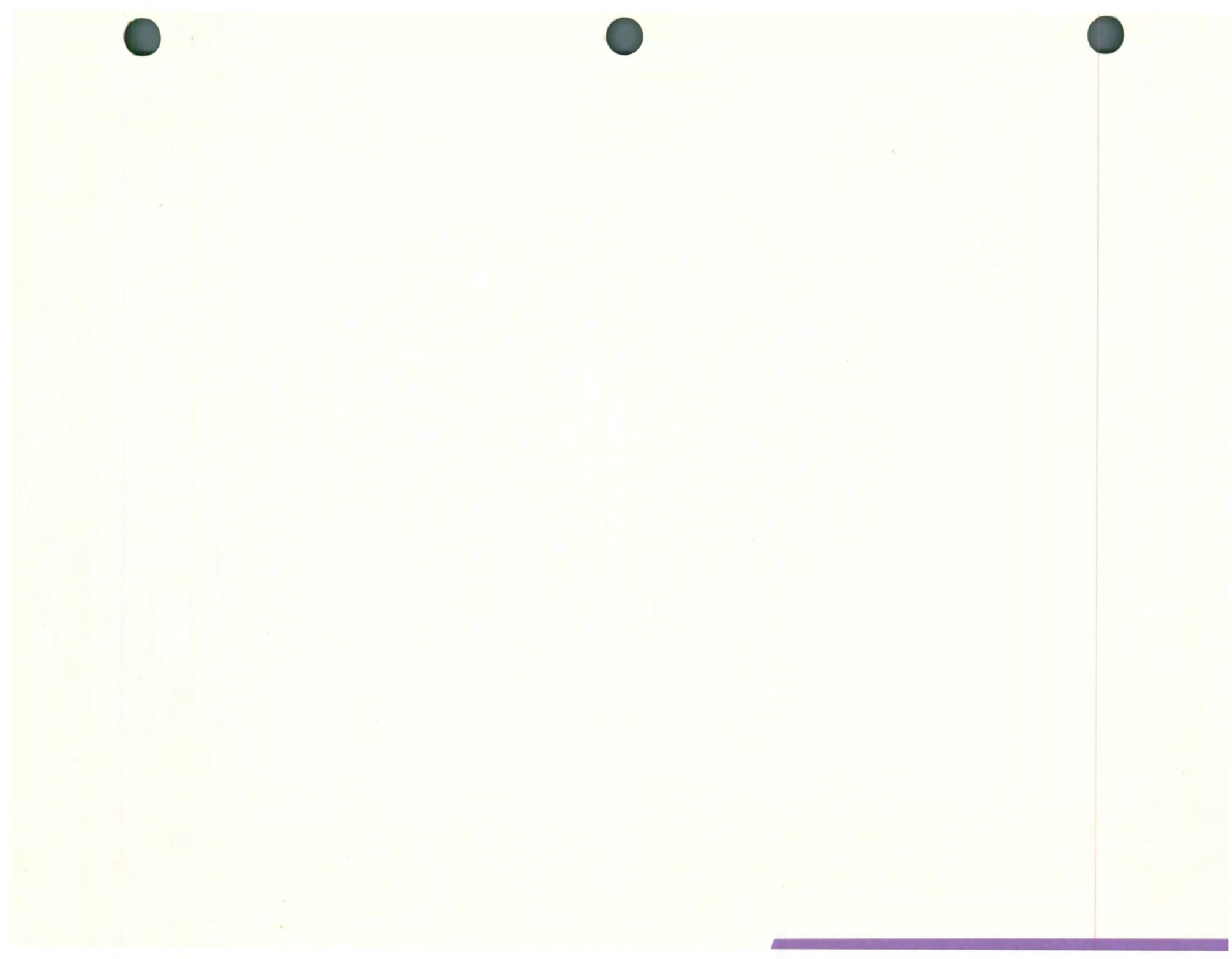
IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Motor Vehicle Division
Record Series Name: VIN File
Date: 1995
Physical Medium: Microfiche (COM)

Custodian: Office of Vehicle
Services
Associated Form Numbers:

Approval: *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
All VIN records recorded on microfiche and file updated monthly. Microfiche retained in Vehicle Services permanently.	Vehicle registration information that uses the VIN (vehicle identification number) to identify ownership.	N/A	N/A	Name, address, vehicle identification number, plate number, validation sticker number and description of vehicle.	321.31	N/A





IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Operations and Finance Division
Record Series Name: Memberships
Date: 1995
Physical Medium: Paper

Custodian: Division Director
Associated Form Numbers: N/A

Approval: - *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained indefinitely in the Operations and Finance Division.	Memberships in professional and technical associations paid by and in the name of the DOT.	N/A	N/A	Names of professional and technical associations and dues paid.	307.21	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division

Record Series Name: Staff Actions

Date: 1995

Physical Medium: Paper, Microfilm

Custodian: Director

Associated Form Numbers:
102108

Approval: *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained by Administrative Assistant 12 months, micro- filmed, film retained in Records Center indefinitely. Originals destroyed after filming.	Includes Form 102108 used to secure the required approvals as set out in Policy No. 300.02 of DOT Policies and Procedures Manual.	N/A	N/A	Names and addresses of vendors and/or contractors.	307.12	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Operations and Finance Division

Record Series Name: Communication Audit for Direct Inward System Access

Date: 1995

Physical Medium: Computer Printouts

Custodian: Office of Data
Services

Associated Form Numbers: N/A

Approval: - *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Computer printouts re- tained in Data Services 4 months.	Daily listing of DISA (Direct Inward System Access) calls. Listing records completed calls, incomplete calls, wrong numbers and monitors all usage of DISA.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Communications Check Sheet
Date: 1995
Physical Medium: Paper

Custodian: Office of Data
Services
Associated Form Numbers: N/A

Approval: - *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Data Services 2 years.	Includes transmitter measurements, frequency, modulation and power checks.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Operations and Finance Division

Record Series Name: G Equipment Inventory

Date: 1995

Physical Medium: Computer Printouts, Computer Data Base

Custodian: Office of Data
Services

Associated Form Numbers:

Approval: — *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
An inventory of "G" equipment is maintained on a computer data base.	Includes inventory of G equipment (computer related) such as display terminals, modems, printers, word processors and personal computers.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: General Correspondence
Date: 1995
Physical Medium: Paper

Custodian: Office of Data
Services
Associated Form Numbers: N/A

Approval: - *MyRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Data Services 3 years.	Includes correspon- dence generated or received by the Direc- tor and other managers.	N/A	N/A	Names and addresses of correspondents and details of corres- pondence.	307.21	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Operations and Finance Division
Record Series Name: Information Processing Plan
Date: 1995
Physical Medium: Paper, Floppy Disk

Custodian: Office of Data
Services
Associated Form Numbers: 170003

Approval: - *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Paper master copy retained in Data Services 3 years. Floppy Disk records retained 3 years.	Listing of potential computer equipment and resource needs of DOT for next fiscal year, accomplishments of preceding fiscal year, current computer systems (On-line and batch programs), and budget figures.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Information Processing Work Request
Date: 1995
Physical Medium: Paper

Custodian: Office of Data
Services
Associated Form Numbers: 170007

Approval: *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
One copy re- tained in Data Services for 3 months. One copy returned to requesting office.	Form completed by user to initiate computer processing work using established programs and data.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division

Record Series Name: Information Services Service Request (SR)

Date: 1995

Physical Medium: Paper, Computer (Mainframe) Data Base On-line System

Custodian: Office of Data
Services

Associated Form Numbers: 104004

Approval: *- J. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Paper records retained in Data Services until request is entered into computer data base file. Other paper copies kept at requesting office(s) at discretion of that office. Computer records retained 10 years.	Document prepared by user to initiate work for the development of a new computer system or program or the enhancement or maintenance to existing systems and programs.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Addressing System
Date: 1995
Physical Medium: Computer

Custodian: Office of Document
Services (Graphic Arts)
Associated Form Numbers: N/A

Approval: *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Computer mainframe; maintained only while current.	Lists of names and addresses of subscribers to various DOT publications.	N/A	N/A	Names and addresses.	307.21	Registered pi- lots, special mobile equipment licensees, travel authority list, and trucking com- panies with International Fuel Tax Agreement Number.

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division

Record Series Name: Graphic Arts Forms

Date: 1995

Physical Medium: Paper, Film Negative, Computer Data Base

Custodian: Office of Document Services
(Graphic Arts)

Associated Form Numbers:

130499, 130500, 131011, 163002,
163004, 163005

Approval: — *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Paper records retained in Graphic Arts (Forms Management) 10 years or until obsolete. Single copy of obsolete forms retained 10 years. An inventory of current forms is maintained on computer data base.	Includes all originals, orders and film negatives necessary for printing and all information pertaining to history of a form.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Graphic Arts Forms Index
Date: 1995
Physical Medium: Software

Custodian: Office of Document Services
(Graphic Arts)
Associated Form Numbers: N/A

Approval: *— [Signature: R. Richardson]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Graphic Arts (Forms Management) indefinitely.	Included is a computer program which indexes the forms generated and processed by Graphics and a comprehensive listing which shows a brief history and description of every form available.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Operations and Finance Division
Record Series Name: Graphic Arts Work Requests
Date: 1995
Physical Medium: Paper, Computer

Custodian: Office of Document Services
(Graphic Arts)
Associated Form Numbers: 163001

Approval: - *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Paper copies retained in Graphics 5 years. Retained On-line until originator requests deletion.	Includes time and materials used on graphics projects.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Graphic Arts Typesetting Files
Date: 1995
Physical Medium: Floppy Disk

Custodian: Office of Document Services
(Graphic Arts)
Associated Form Numbers:
Majority of all DOT Forms

Approval: — *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Forms retained while current in Graphic Arts. Manuals and reports retained until originator requests deletion.	Electronic storage of forms and major DOT manuals and reports.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Operations and Finance Division
Record Series Name: Photo Lab Work Request
Date: 1995
Physical Medium: Paper

Custodian: Office of Document Services
(Photo Lab)
Associated Form Numbers: 115005

Approval: - *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Photo Lab 2 months.	Identifies materials used for photographs reproduction.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Printing Work Request
Date: 1995
Physical Medium: Paper

Custodian: Office of Document Services
(Printing)
Associated Form Numbers:
115004, 115011, 115012

Approval: *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Printing 2 months.	Identifies type of work to be performed and materials to be used.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Operations and Finance Division
Record Series Name: Records Management Manual
Date: 1995
Physical Medium: Paper

Custodian: Office of Document
Services (Records Management)
Associated Form Numbers: N/A

Approval: - *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Records Management 5 years after being revised.	Includes all revisions and retentions established for Department of Transportation records.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Records Transfer Box Labels
Date: 1995
Physical Medium: Paper

Custodian: Office of Document Services
(Records Management)
Associated Form Numbers: 115003

Approval: — *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Records Management indefinitely. The forms are requested from offices trans- ferring docu- ments to Re- cords Manage- ment.	Includes information required to transfer documents to Records Management.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Operations and Finance Division
Record Series Name: Commercial Air Travel
Date: 1995
Physical Medium: Paper

Custodian: Office of Employee Services

Associated Form Numbers: N/A

Approval: - *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Employee Ser- vices 3 years.	Commercial air travel for DOT employees. Includes vouchers, airline receipts and Diner's Club billings.	N/A	N/A	Travel costs and destinations for airline trips taken.	307.21	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Historical Archives
Date: 1995
Physical Medium: Paper

Custodian: Office of
Employee Services
Associated Form Numbers: N/A

Approval: — *gyRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Employee Ser- vices (Library) permanently.	Includes historical materials and records pertaining to the Iowa State Highway Commission and Department of Transportation.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Operations and Finance Division

Record Series Name: Historical Files on--Grievance/Appeal/Discipline Investigations

Date: 1995

Physical Medium: Paper

Custodian: Office of Employee Services

Associated Form Numbers:
140024, CFN552-0248

Approval: *- J. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Employee Services a minimum of 10 years.	Files, notes, interviews and other papers that develop and document the background and circumstances sur- rounding an employee complaint and the DOT response to that complaint. Also, files, notes and other papers that document dis- ciplinary actions.	See Policy No. 030.05.	22.7	All items in the records series have the potential to contain personally identifiable information.	307.21	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Operations and Finance Division
Record Series Name: Library Books
Date: 1995
Physical Medium: Paper

Custodian: Office of
Employee Services
Associated Form Numbers:
160009, 160021, 160022, 160023,
160024, 160025, 160026, 160027,
160028, 160029

Approval: *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Employee Ser- vices (Library) indefinitely.	Books and documents that are available to DOT employees, library bulletins and announcements, overdue notices, and computer literature search forms.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Operations and Finance Division
Record Series Name: Library Periodicals, Publications and Documents
Date: 1995
Physical Medium: Paper

Custodian: Office of
 Employee Services
Associated Form Numbers: N/A

Approval: - *MyRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Employee Ser- vices (Library) from 1 month to indefinitely, depending on publication. Congressional Records: re- tained in the Library 6 months, then transferred to Records Center (Archives) for an additional 6 months. Federal Regist- ers: retained in the Library 1 year, then trans- ferred to the Records Center (Archives) for an additional 2 years.	Includes magazines, journals and special publications.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Official Correspondence
Date: 1995
Physical Medium: Paper

Custodian: Office of Employee Services

Associated Form Numbers: N/A

Approval: - *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Employee Services 2 years.	Budget information, responses to salary surveys, and numerous types of internal and external correspondence.	None in budget and salary survey records. Correspondence may contain confidential information on any possible subject. See Policy No. 030.05.	22.7	None in budget and salary survey records. Correspondence may contain personally identifiable infor- mation on any num- ber of possible subjects.	307.21	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Out-of-State Travel
Date: 1995
Physical Medium: Paper, Computer

Custodian: Office of Employee Services

Associated Form Numbers: 000502

Approval: — *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
1) Blanket and single trip division approval travel requests are retained on the IDMS data base for 2 years. 2) Original paper copies of all out-of-state travel authorized by the Executive Council are retained 3 years in Operations & Finance Division, Office of Employee Services. 3) Second original paper copies of all out-of-state travel authorized by the Executive Council are retained 2 years	Blanket, single trip division approval and out-of-state travel authorized by Executive Council. See Policy 120.02 for details.	N/A	N/A	Employee names and the details of out-of-state travel authorizations.	307.21	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Operations and Finance Division
Record Series Name: Out-of-State Travel (continued)
Date: 1995
Physical Medium: Paper, Computer

Custodian: Office of Employee
Services
Associated Form Numbers: 000502

Approval: *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
in Operations & Finance Division, Bureau of Finance.						

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Service Awards
Date: 1995
Physical Medium: Paper, Floppy Disk

Custodian: Office of Employee
Services
Associated Form Numbers: N/A

Approval: - *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Paper records of service awards presented re- tained in Employee Services 5 years. Electromag- netic files of recent recipi- ents retained for 2 years.	Listing of recipients who have worked for the DOT a period of time established by PPM 240.07. Names and service dates taken from Payroll Records. Complete list of all recipients with awards received maintained on paper.	N/A	N/A	Employee name, employee identifi- cation number, and length of service at DOT.	307.21	Payroll System.

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Training
Date: 1995
Physical Medium: Paper

Custodian: Office of Employee Services

Associated Form Numbers:
102112, 140004, 140007, 140014

Approval: - *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Employee Services 5 years.	Includes forms, correspondence, recurring reports, summaries and other documents regarding training. Subject areas may include request/approval/attendance/critique documents for PDS, DOT, formal, informal, college level, professional, para-professional or other types of recognized courses. Additionally, files contain management information concerning direction, costs, DOT goals and objectives and associated information describing DOT training.	N/A	N/A	Training received by individual employees.	307.21	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Operations and Finance Division
Record Series Name: Training History
Date: 1995
Physical Medium: Computer

Custodian: Office of Employee Services

Associated Form Numbers: N/A

Approval: - *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Individual information retained in Employee Services during period of employment.	Chronology of each employee's training course history.	Individual social security numbers.	22.7	Individual social security number, and training history.	307.21	Personnel System

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Auction Management Reports (Vital)
Date: 1995
Physical Medium: Paper, Computer

Custodian: Office of Equipment
Support (Specifications)
Associated Form Numbers: N/A

Approval: *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained on-line in Equipment Support 6 years.	Includes all transactions and reports related to the sale of equipment as defined in Policy 010.07.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Operations and Finance Division
Record Series Name: Class A and B Equipment Data Sheet
Date: 1995
Physical Medium: Paper, Computer

Custodian: Office of Equipment Support
(Specifications)
Associated Form Numbers: 151008

Approval: - *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Paper copy retained in Equipment Support (Repair Shop) for life of vehicle or equipment. Class A & B equipment data sheets retained on-line for life of vehicle and equipment.	Description and parts data for vehicles and equipment.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Disposal Files
Date: 1995
Physical Medium: Paper

Custodian: Office of Equipment
Support (Specifications)
Associated Form Numbers:
132022, 133005, 133008

Approval: - *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Equipment Support 1 year from date of disposal.	Documents required for auditing and the disposal of obsolete and junk materials and supplies as defined in Policy 010.15.	N/A	N/A	Forms 132022 and 133008 have name and address of purchaser and the amount paid.	307.21	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Operations and Finance Division
Record Series Name: Equipment Management Data
Date: 1995
Physical Medium: Computer

Custodian: Office of Equipment Support
(Specifications)
Associated Form Numbers: N/A

Approval: — *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Data for current fiscal year and past 2 fiscal years is avail- able on-line.	Includes information on description, assignment, inventory and cost accounting for A through F equipment.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Equipment Repair Record
Date: 1995
Physical Medium: Paper

Custodian: Office of Equipment Support
(Specifications)
Associated Form Numbers: 151010

Approval: — *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in vehicles or in the Dispatch Office for life of vehicle.	History of vehicle repairs.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Equipment Transaction Record
Date: 1995
Physical Medium: Computer

Custodian: Office of Equipment
Support (Specifications)
Associated Form Numbers: 155502

Approval: - *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained on-line for life of equipment.	Changes the data on vehicle and equipment status.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Job Order File
Date: 1995
Physical Medium: Paper

Custodian: Office of Equipment Support
(Specifications)
Associated Form Numbers: 155303

Approval: - *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Equipment Support (Repair Shop) 2 years.	Copies of job orders completed and billed.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Operations and Finance Division
Record Series Name: License Plate Numerical File
Date: 1995
Physical Medium: Paper

Custodian: Office of Equipment
Support (Specifications)
Associated Form Numbers: 151022

Approval: — *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Equipment Support for as long as license plate series is used.	License plate usage for DOT vehicles.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Public Transit Vehicle Inventory
Date: 1995
Physical Medium: Data Base (Computer)

Custodian: Office of Equipment
Support (Specifications)
Associated Form Numbers:

Approval: — *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Equipment Support for life of vehicles. (1) Federal audit of federal funds used to purchase vehicles (2) Allocation of funds based on prioritized need which is calculated from vehicle age & usage.	Includes vehicle information, purchase data, annual odometer reading, and disposal information.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Operations and Finance Division
Record Series Name: Universal Fuel Credit Cards
Date: 1995
Physical Medium: Paper, Computer

Custodian: Office of Equipment Support
(Specifications)
Associated Form Numbers: N/A

Approval: - *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Records on credit card issuance are retained in Equipment Support while current. These records are on paper and computer.	Includes records pertaining to the issuance of DOT Universal Fuel credit cards.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Vehicle Accident Reports
Date: 1995
Physical Medium: Paper

Custodian: Office of Equipment Support
(Specifications)
Associated Form Numbers:
181309, 181310

Approval: — *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Equipment Support for 5 years.	Reports on DOT vehicles involved in accidents with estimates of damages.	The vehicle accident report.	22.7, 321.271	See Office of Finance, Claims Management, section of manual.	See Office of Finance, Claims Management, section of manual.	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Vehicle and Equipment Specification and History File
Date: 1995
Physical Medium: Paper

Custodian: Office of Equipment Support
(Specifications)
Associated Form Numbers: N/A

Approval: - *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Equipment Support for life of vehicle or equipment.	Describes vehicle and B equipment specifi- cations, bid evaluations, contract recom- mendations, prototype inspection results, supplemental purchase data, delivery ac- ceptance records and warranty action docu- ments.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Vehicle Lubrication Manual
Date: 1995
Physical Medium: Computer

Custodian: Office of Equipment Support
(Specifications)
Associated Form Numbers: N/A

Approval: - *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained on-line for life of vehicle.	Specifications and change intervals for fluids used in vehicles. Also includes warranty information.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Operations and Finance Division
Record Series Name: Vehicle Service Record
Date: 1995
Physical Medium: Paper

Custodian: Office of Equipment Support
(Specifications)
Associated Form Numbers: 151011

Approval: - *R. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in vehicles or in the Dispatch Office for life of vehicle.	History of servicing done to vehicles. Also includes warranty information.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Vehicle Service/Repair Order (Numerical)
Date: 1995
Physical Medium: Paper

Custodian: Office of Equipment Support
(Specifications)
Associated Form Numbers: 155307

Approval: - *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Equipment Support (Motor Pool) 2 years.	Describes vehicle services and repairs done on DOT vehicles at the motor pool/garage.	N/A	N/A	Name of mechanic.	307.21	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Operations and Finance Division
Record Series Name: Vehicle Service/Repair Order (R Numbered)
Date: 1995
Physical Medium: Paper

Custodian: Office of Equipment Support
(Specifications)
Associated Form Numbers:
133005, 155307, 181001, 181006

Approval: *- J. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Equipment Support 2 years.	Describes vehicle service and repair support for other agencies.	N/A	N/A	Name of mechanic.	307.21	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Vehicle Service/Repair Order (Unnumbered)
Date: 1995
Physical Medium: Paper

Custodian: Office of Equipment Support
(Specifications)
Associated Form Numbers: 155307

Approval: *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Equipment Support (Repair Shop) 2 years.	Describes vehicle services and repairs done on DOT vehicles at the repair shop.	N/A	N/A	Name of mechanic.	307.21	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Operations and Finance Division
Record Series Name: Vehicle Titles/Registrations
Date: 1995
Physical Medium: Paper

Custodian: Office of Equipment
Support (Specifications)
Associated Form Numbers: N/A

Approval: — *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Equipment Support until auction is completed, then forwarded to Accounting.	Certificates of title/registrations for DOT vehicles and wheeled equipment.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Abstract and Deed File
Date: 1995
Physical Medium: Paper

Custodian: Office of
Facilities Support
Associated Form Numbers:
634011, 634012, 634077, 635053

Approval: - *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Facilities Support until land is disposed of.	Includes all abstracts and deeds of land owned for facilities.	N/A	N/A	Name of grantor, description of property and amount paid.	307.21	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Operations and Finance Division
Record Series Name: Building File
Date: 1995
Physical Medium: Paper

Custodian: Office of
Facilities Support
Associated Form Numbers:
120001, 120002, 120003, 120005,
181310, 650006, 650019, 830240

Approval: - *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Facilities Support until the building is disposed of.	Includes all information on the design and construction of new buildings and remodeling and repairs to existing buildings.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Building Inventory
Date: 1995
Physical Medium: Paper, Computer

Custodian: Office of
Facilities Support
Associated Form Numbers: N/A

Approval: - *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Paper copies retained in Facilities Support until update of inventory is complete, or building is sold.	A master file of all DOT facilities. Includes a record of repair expenses for each building.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Operations and Finance Division
Record Series Name: Building Passes and Key Cards
Date: 1995
Physical Medium: Paper, Computer

Custodian: Office of
Facilities Support
Associated Form Numbers:
120030, 120031

Approval: — *nyRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Printouts for key card entries are retained in Facilities Support 5 years; building pass informa-tion is retained in Facilities Support until new pass is issued.	Records of key cards and building passes issued to employees. Computer records of key card entries into the building.	N/A	N/A	Building pass/key card information includes employee name, key card number and access authorized. Key card entry information includes the time of entry and the door used.	307.21	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Building Plans
Date: 1995
Physical Medium: Paper

Custodian: Office of
Facilities Support
Associated Form Numbers: N/A

Approval: *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Facilities Support until the building is disposed of.	Includes all working plans of DOT facilities.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Operations and Finance Division
Record Series Name: Land Purchase File
Date: 1995
Physical Medium: Paper

Custodian: Office of
Facilities Support

Associated Form Numbers:
102110, 120008, 632004, 634011,
634012, 634058, 635026, 635051,
635053, 635055, 640002, 640004,
640004, 640008

Approval: — *tyRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Facilities Support 5 years.	Includes all actions taken pertaining to the purchase of land for DOT facilities.	N/A	N/A	Name of grantor, description of property and amount paid.	307.21	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Lease File
Date: 1995
Physical Medium: Paper, Computer

Custodian: Office of
Facilities Support
Associated Form Numbers:
102110, 120004, 181001

Approval: - *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Leases retained in Facilities Support 1 year from date of termination of lease. Computer rec- ords contain current infor- mation.	Includes all action taken pertaining to leases for DOT operations.	N/A	N/A	Name of lessor and rental amount paid.	307.21	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Operations and Finance Division
Record Series Name: Shop Drawings
Date: 1995
Physical Medium: Paper

Custodian: Office of
Facilities Support
Associated Form Numbers: 120005

Approval: *— J. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Facilities Support for 2 years, then transferred to the field and re- tained until the building is disposed of.	Includes approved shop drawings of equipment furnished and installed by contractors during construction of new buildings and remodeling and improvements of existing buildings.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Correspondence
Date: 1995
Physical Medium: Paper

Custodian: Office of Finance
(General)
Associated Form Numbers: N/A

Approval: — *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Finance for 3 years.	General correspondence to/from Office of Finance.	N/A	N/A	Names and ad- dressses of cor- respondents and details of correspondence.	307.21	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Professional Service Pre-Contract Questionnaire
Date: 1995
Physical Medium: Paper

Custodian: Office of Finance
(General)
Associated Form Numbers: N/A

Approval: - *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Original retained in Finance 3 years. Copy retained in originating office for life of contract.	Department of Revenue and Finance/Department of Management/Department of Personnel form which is a prerequisite to entering into any non-highway service contract.	N/A	N/A	Name and address of proposed contractor.	307.21	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: External Audit Project Files
Date: 1995
Physical Medium: Paper

Custodian: Office of Finance
 (Audits)
Associated Form Numbers: 103015

Approval: - *MyRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Audits in the External Audit file 3 years from the date of final federal project closeout or final payment (nonparticipating projects). Condensed file retained by Audits for an additional 2 years and then destroyed.	Condensed file to include certification of audit, schedule of exceptions, collateral findings, agreements, completion/inspection report, final invoice and final payment voucher. External audits verify and evaluate billings submitted for cost reimbursement by utilities, railroads, counties, cities, consultants, institutions, and regional and local agencies.	N/A	N/A	Names and addresses of claimants and details of and support of claims.	307.21	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Operations and Finance Division
Record Series Name: Internal Audit Files
Date: 1995
Physical Medium: Paper

Custodian: Office of Finance
(Audits)
Associated Form Numbers: 103015

Approval: *— J. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Audits 5 years.	Detailed index of audit material, audit programs, internal audit reports, work papers and correspondence. Internal audits review internal activities of the agency for compliance with applicable laws, standards, policies and procedures.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Motor Carrier/Fuel Tax Records
Date: 1995
Physical Medium: Paper

Custodian: Office of Finance
(Audits)
Associated Form Numbers:
190023, 190024, 190025, 190026,
190035, 190036, 190039, 190050,
190060, 190061, 190062, 190070

Approval: - *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Audits 4 years.	Detailed audit program, audit work papers and audit reports. Motor carrier/fuel tax audits verify and evaluate motor carrier apportioned registration and fuel tax liability, payments, and mileage operations.	N/A	N/A	Accumulation of mileage data and fuel invoice compilation.	326.19 452A.62	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Operations and Finance Division
Record Series Name: Vendor Survey Information
Date: 1995
Physical Medium: Paper

Custodian: Office of Finance
(Audits)
Associated Form Numbers:

Approval: *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Audits indefinitely.	Proprietary financial operations of a proprietor, financial reports, records and internal control associated with proprietor's business estimates.	Client's financial information secured for the purpose of expediting final audits.	22.7	Names and address of claimant(s) and proprietary financial operation records.	307.21	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Budget Development
Date: 1995
Physical Medium: Paper

Custodian: Office of Finance
(Budgeting/Financial Analysis)
Associated Form Numbers: N/A

Approval: - *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Budget/Finan- cial Analysis 4 years and then destroyed.	Includes completed budget request forms and computer printouts of the Department's budget request.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Operations and Finance Division

Record Series Name: Budget Report

Date: 1995

Physical Medium: Computer, Paper, On-Line Computer Records

Custodian: Office of Finance
(Budgeting/Financial Analysis)
Associated Form Numbers: N/A

Approval: - *MyRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Computer re- cords contain data for current and last fiscal years.	Budget reports classify and record activity against established budgets. Current fiscal year data is available on-line.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Accident Investigation Progress Notes
Date: 1995
Physical Medium: Paper, Computer

Custodian: Office of Finance
(Claims Management)
Associated Form Numbers: N/A

Approval: — *R. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Paper copies retained in Claims Management 10 years, unless longer retention requested by General Counsel. Also, an index of accident investigations is maintained on computer.	Records of accident investigations, including reports of investigations, pictures, technical reports and other related documentation. Index of the accident investigation includes the assigned investigation number, investigator, county, date of accident, type, location and party name.	All material is work product of attorney. It is prepared at the request of General Counsel in anticipation of claims or lawsuits.	22.7(4)	Name, address, age, social security number, birth date, and employment of parties to an accident. Names and addresses of witnesses and other parties with information pertaining to the investigation. Name of investigating officer. Names of attorneys, insurance companies, investigation consultants and expert witnesses. Description of accident.	321.266 and 267	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: General Claims
Date: 1995
Physical Medium: Paper, computer, microfilm

Custodian: Office of Finance
(Claims Management)
Associated Form Numbers:
State Appeal Board Claim Form and
Affidavit (#251010), Outdated Invoices Past
90 Days with Current Fiscal Year:

Approval: - *R. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Paper copies retained in Claims Management 3 years, microfilmed and film retained in Claims Management 7 years. Computer file retained 10 years.	Claim documents, investigation information and correspondence, recommendations to the Attorney General or the Executive Secretary of the State Appeal Board, Appeal Board directives, and claim disposition.	N/A	N/A	Claimant's name, address, and social security or Federal tax number.	Chapters 25, 307 and 421	N/A
Chapter 25, Code of Iowa, provides ten years for claimants to file general claims with the State Appeal Board. Retention period of ten years provides ability to determine if claim previously filed within ten years.						

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Information Requests - Project/Nonproject
Date: 1995
Physical Medium: Paper

Custodian: Office of Finance
(Claims Management)
Associated Form Numbers: N/A

Approval: - *Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Claims Management 5 years or until claim or lawsuit is initiated. These are then retained in accordance with Tort Claims records.	Documentation of data requested by DOT attorneys and staff, outside attorneys, or the public. Documentation includes various types of information, depending upon the request. Examples are ALAS records, project diaries, maintenance notes, photographs, etc.	Those reports prepared for and under the direction of the Attorney General in anticipation of or use in a lawsuit or claim are the work product of attorneys.	22.7(4)	Names, addresses, ages, social security numbers of parties to an accident, and names and addresses of attorneys requesting information.	22 321.266 and 267	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Insurance
Date: 1995
Physical Medium: Paper

Custodian: Office of Finance
(Claims Management)
Associated Form Numbers: N/A

Approval: *nyrichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Claims Management while policy is in effect. Re- tained an addi- tional 2 years after all claims and/or lawsuits have been completed.	Insurance policies.	N/A	N/A	Name and address of insurance company, name of agent and/or underwriter, names of DOT or General Services employees affected by or that work with the acquisition of insurance for the DOT.	307.21	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RETENTION SCHEDULE AND FILE GUIDE**

DIVISION: Operations and Finance Division
Record Series Name: Property Damage
Date: June 1994
Physical Medium: Paper, Computer

Custodian: Office of Finance
(Claims Management)
Associated Form Numbers: 181310

Approval: — *RyRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Claims Management 4 years or until claim or litigation has been closed. Retained on computer 10 years. Bridge damaged files retained 10 years.	Claims for damage to DOT property and related correspondence.	N/A	N/A	Driver's name, address, and driver license number. Vehicle's owner, address and regis- tration number. Name and address of insurance company. Names and addresses of investigating officer and witnesses when available. Names of DOT employees or contractors involved in repair of damage. Description of property damage.	321.265 321.475	N/A

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Operations and Finance Division
Record Series Name: Tort Claims
Date: 1995
Physical Medium: Paper, Computer, Microfilm

Custodian: Office of Finance
(Claims Management)
Associated Form Numbers: CP45174

Approval: *- R. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Paper copies retained in Claims Management 5 years, microfilmed, and film retained in Claims Management indefinitely. Computer file retained 10 years except name and number retained indefinitely.	Tort claims, investigative reports, recommendations to the Attorney General, and a record of the disposition of claims.	Investigative reports and recommendations to the Attorney General.	22.7(4)	Claimant's name, address, social security number, phone number, medical records, and employment. Details of claim, including disposition.	Chs. 669, 670	N/A

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Operations and Finance Division
Record Series Name: Vehicle Accident Reports (DOT Vehicles)
Date: 1995
Physical Medium: Paper, Computer

Custodian: Office of Finance
(Claims Management)
Associated Form Numbers: 181309

Approval: 

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Paper copies retained in Claims Management 3 years, transferred to Records Center and retained an additional 2 years. Retained on computer 10 years.	Vehicle Accident Reports and related correspondence. (DOT vehicles only)	The vehicle accident report and investigation information.	321.271 & 22.7	Name, address, and driver license number of DOT employee. Names, addresses and driver license numbers of other parties, both drivers and owners. Name and address of insurance company. Names and addresses of investigating officers and witnesses. Description of accident.	307.21, 321.263 to 321.267	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Worker's Compensation
Date: 1995
Physical Medium: Paper

Custodian: Office of Finance
(Claims Management)
Associated Form Numbers: 140006,
140021,140023,140033,181309

Approval: *— [Signature: J. Richardson]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Claims Management 50 years. Note: A copy of the First Report of Injury is retained in Finance and original is sent to the Industrial Commissioner.	On the job injuries. The case file may include medical and compensation information.	See Policy No. 030.05.	22.7, 321.271	Forms, correspon- dence and/or individual case files may contain medical, accident and injury information.	86.11, 307.21	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Abstracts
Date: 1995
Physical Medium: Paper

Custodian: Office of Finance
(Financial Management & Reporting)
Associated Form Numbers: N/A

Approval: *— Ty Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Finance 5 years.	Includes Des Moines abstracts, payroll/expense abstracts, internal journal abstracts. These are computer printouts. Adjustment abstracts. These are computer printouts.	N/A	N/A	Name and dollar amount.	307.21	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Operations and Finance Division
Record Series Name: Appropriation and Fund Status Reports
Date: 1995
Physical Medium: Paper, Microfilm

Custodian: Office of Finance
(Financial Management & Reporting)
Associated Form Numbers: N/A

Approval: — *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Finance 5 years.	Year-to-date computer printouts of appro- priations balances and transactions.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Appropriation Transactions
Date: 1995
Physical Medium: Paper

Custodian: Office of Finance
(Financial Management & Reporting)
Associated Form Numbers: N/A

Approval: *- R. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Finance 5 years.	Transfer of funds, income/expense, warrant correction, error correction. Through IFAS system.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: County Bond Redemption Ledger
Date: 1995
Physical Medium: Paper

Custodian: Office of Finance
(Financial Management & Reporting)
Associated Form Numbers: N/A

Approval: *ry Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Finance 75 years.	Record of unredeemed county bonds issued in the 1920's-1930's to get Iowa out of the mud. The ledger lists date of issue, bond numbers, coupon numbers, date due, amount of coupon and bond amount for those county bonds that have not been redeemed.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: DP Runnings - Support
Date: 1995
Physical Medium: Paper

Custodian: Office of Finance
 (Financial Management & Reporting)
Associated Form Numbers: N/A

Approval: *[Signature: J. Richardson]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Accounting 5 years.	Includes the following computer printouts: 1. FY/6 mo. recap by cost center/function (3) 2. FY/6 mo. recap by cost center/function within county (3) 3. FY/6 mo. recap by cost center/function/ project number/county (3) 4. Report creation audit report (3) 5. Cost center file (3) 6. Validity file (3) 7. Financial control account file (3) 8. Const. obligation expenditure/balance (3) 9. List of ledger accounts (3) 10. STR YTD/mo. (5)		N/A	N/A	N/A	N/AN/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Operations and Finance Division
Record Series Name: Equipment Auction
Date: 1995
Physical Medium: Paper

Custodian: Office of Finance
(Financial Management & Reporting)
Associated Form Numbers:
155901, 181207

Approval: — *My Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Finance 2 years from date of auction.	Includes all fiscal data relative to the sale of vehicles and equipment when the sale is by public auction.	N/A	N/A	Names and addresses of purchasers and amounts paid.	307.21	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Farm to Market Quarterly Statements
Date: 1995
Physical Medium: Paper

Custodian: Office of Finance
(Financial Management & Reporting)
Associated Form Numbers: N/A

Approval: *[Signature: J. Richardson]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Finance 10 years.	All counties' statements and records of quarterly receipts and disburse- ments within Farm to Market system.	N/A	N/A	County names and amounts	307.21	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Operations and Finance Division
Record Series Name: Federal Reports
Date: 1995
Physical Medium: Paper

Custodian: Office of Finance
(Financial Management & Reporting)
Associated Form Numbers: N/A

Approval: *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Finance 5 years.	FHWA-531, state highway income, and FHWA-532, state highway expenditures.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Financial Management Reports
Date: 1995
Physical Medium: Paper

Custodian: Office of Finance
(Financial Management & Reporting)
Associated Form Numbers: N/A

Approval: *[Signature: J. Richardson]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Finance 5 years.	1. B-3 road use tax 2. Primary Road sign expense 3. Finance statements (operating statement; balance sheet) 4. Farm to Market research report	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Operations and Finance Division
Record Series Name: General Ledgers
Date: 1995
Physical Medium: Paper

Custodian: Office of Finance
(Financial Management & Reporting)
Associated Form Numbers: N/A

Approval: *[Signature: J. Richardson]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Finance 5 years.	Computer printouts of accounts that reflect all DOT financial transactions.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Petty Cash Funds and Change Funds
Date: 1995
Physical Medium: Paper

Custodian: Office of Finance
(Financial Management & Reporting)
Associated Form Numbers: N/A

Approval: - *tyRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Finance 5 years.	Identifies source, location, amount and responsible employee for each authorized petty cash or change fund.	N/A	N/A	Name and location of responsible employee.	307.21	N/A

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Operations and Finance Division
Record Series Name: Reconciliations
Date: 1995
Physical Medium: Paper

Custodian: Office of Finance
 (Financial Management & Reporting)
Associated Form Numbers: N/A

Approval: *My Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Finance 3-5 years.	All ledgers and work papers pertaining to the following recon- ciliations: 1. STR to general ledger (GL) (5 years) 2. Appropriations status to GL (5 years) 3. Monthly recap inventory data (3 years) 4. Accounts receivable to federal aid (3 years) 5. Undistributed receivables (3 years) 6. DOT clearing to GL to appropriations status (5 years) 7. Suspense (3 years)	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Reconciliations (continued)
Date: 1995
Physical Medium: Paper

Custodian: Office of Finance
(Financial Management & Reporting)
Associated Form Numbers: N/A

Approval: *[Signature: J. Richardson]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
	8. Adjustment vouchers (3 years) 9. Balance sheet adjustments(3 years) 10. Outdated warrants (3 years) 11. Certifications (3 years) 12. GL updates (3 years) 13. Operating appropriations spread sheets and work papers (3 years)					

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Operations and Finance Division
Record Series Name: Refund Files
Date: 1995
Physical Medium: Paper

Custodian: Office of Finance
(Financial Management & Reporting)
Associated Form Numbers: 181001

Approval: *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Finance 2 years.	Includes vouchers on claims for refunds; cost centers 9810 and 9820.	N/A	N/A	Names, addresses and amounts.	307.21	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Revenue Control Deposit and Transfer Records
Date: 1995
Physical Medium: Paper

Custodian: Office of Finance
(Financial Management & Reporting)
Associated Form Numbers:
181001, 181006, 181007, 181020,
181311, 181313

Approval: - *tyRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in all offices 1 year from date in- voice has been paid or com- pletion of audit by Audits; re- tained in Finance 3 years.	Daily deposits, invoices, receipts, transmittal letters, bank statements, bank deposit tickets.	N/A	N/A	Names, addresses and amounts.	307.21	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Operations and Finance Division
Record Series Name: Revenue Control Incidental
Date: 1995
Physical Medium: Paper

Custodian: Office of Finance
(Financial Management & Reporting)
Associated Form Numbers: N/A

Approval: *— J. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Finance 1 year.	Temporary cashier receipts-billboard control, daily call in ledger for Motor Carrier Services and Vehicle Services, and accounts receivable code sheets.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Revenue Control PC Programs
Date: 1995
Physical Medium: Micro Discs

Custodian: Office of Finance
(Financial Management & Reporting)
Associated Form Numbers: N/A

Approval: 

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Finance 3 years.	PC-file program disc.	N/A	N/A	Names, addresses and amounts.	307.21	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Operations and Finance Division
Record Series Name: Commissioners' Expense
Date: 1995
Physical Medium: Paper

Custodian: Office of Finance
(Payroll)
Associated Form Numbers: N/A

Approval: - *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Finance for the term of employment of the Commis- sioner plus 1 year.	Commissioner's name and amount of personal expense reimbursement.	N/A	N/A	Commissioner's name and amount of personal expense reimbursement.	307.21	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Disability Report
Date: 1995
Physical Medium: Paper

Custodian: Office of Finance
(Payroll)
Associated Form Numbers: N/A

Approval: - *Ry Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Finance 2 years.	Monthly computer printouts of disability insurance premiums.	Employee's social security number.	22.7	Employee name, employee number, social security number, insurance effective date, salary and premium.	307.21	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Employment
Date: 1995
Physical Medium: Paper, Microfilm

Custodian: Office of Finance
(Payroll)
Associated Form Numbers: N/A

Approval: — *MyRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Finance 2 years, microfilmed, film retained in Finance 25 years.	Certificates of eligible candidates, corres- pondence, recurring reports, summaries and other documents re- garding placement, salary information, and certificates.	See Policy No. 030.05.	22.7	Certificate of eligible candidates contains social security no., home telephone number, address, candidate score and ranking. Correspondence and other documents may contain personally identifiable information.	307.21	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: FICA, IPERS, Unemployment (Vital)
Date: 1995
Physical Medium: Paper, Microfilm, On-line Computer

Custodian: Office of Finance
(Payroll)
Associated Form Numbers: N/A

Approval: *[Signature: J. Richardson]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Finance 1 year, micro-filmed, film retained in Finance 10 years.	Reports (monthly, quarterly, and annual) and computer printouts for FICA, IPERS, and unemployment.	Social security number of employee.	22.7	Employee name, social security number, wages, withholding, and employee number.	307.21	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division

Record Series Name: Federal Withholding and FICA Report and Remittance (Vital)

Date: 1995

Physical Medium: Paper

Custodian: Office of Finance
(Payroll)

Associated Form Numbers: N/A

Approval: - *R. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Finance 10 years.	Federal withholding report including form 941 and form 8109.	Employee social security number and withholding.	22.7	Employee name, social security number, wages and withholding.	307.21	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Garnishments/Wage Assignments
Date: 1995
Physical Medium: Paper

Custodian: Office of Finance
(Payroll)
Associated Form Numbers: N/A

Approval: *— J. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Active employee records retained in Finance 10 years (hard copy). Terminated employee records retained in Finance 1 year.	Employee garnishments/wage assignment records: Individual files on each employee who has had wages garnished. Contains name, Social Security number, and amount of garnishment.	Employee Social Security number, amount of garnishment, and to whom the garnishment is paid.	22.7	Employee name, employee number, Social Security number, name of garnishee, amount.	307.21	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Operations and Finance Division
Record Series Name: Health and Dental Insurance
Date: 1995
Physical Medium: Paper

Custodian: Office of Finance
(Payroll)
Associated Form Numbers: N/A

Approval: - *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Finance 2 years.	Monthly report of insurance premiums.	Employee social security number and information regard- ing individual deductions.	22.7	Employee name, address, social security number, employee number, plan and deductions.	307.21	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: In-State Conference Requests
Date: 1995
Physical Medium: Paper

Custodian: Office of Finance
(Payroll)
Associated Form Numbers:
102112, 181113

Approval: *My Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Finance 1 year; retained in all other offices 1 year.	Any records concerning requests for in-state conferences.	Employee social security number.	22.7	Employee name, employee number, social security number, and travel and conference details.	307.21	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Operations and Finance Division
Record Series Name: IPERS Report (Vital)
Date: 1995
Physical Medium: Paper, Microfilm

Custodian: Office of Finance
(Payroll)
Associated Form Numbers: N/A

Approval: *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Finance 5 years, microfilmed, and film retained in Finance 15 years.	Quarterly IPERS wages and cost report. Includes IPERS 581 and IPERS 552A.	Employee social security number.	22.7	Employee name, wages paid, social security number, and withholding.	307.21	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Job Descriptions/Reclassification
Date: 1995
Physical Medium: Paper

Custodian: Office of Finance
(Payroll)
Associated Form Numbers:

Approval: 

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Finance as long as position exists.	<p>The files contain position description questionnaires, which describe job duties and responsibilities.</p> <p>The files may also contain audit reports, and first and second tentative allocation decisions addressed to the incumbent.</p>	N/A	N/A	Name of incumbent, position number, class title, place and hours of work, name and class title of supervisor, job duties and responsibilities.	307.21	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Job Specifications and Standards
Date: 1995
Physical Medium: Paper

Custodian: Office of Finance
(Payroll)
Associated Form Numbers: N/A

Approval: - *tyRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Located in DOT Library. Only current documents re- tained.	All job descriptions, specifications and standards for each IDOP job classification.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Labor and Vehicle Cost Distribution
Date: 1995
Physical Medium: COM

Custodian: Office of Finance
(Payroll)
Associated Form Numbers: N/A

Approval: - *R. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Monthly printouts are retained in Finance 2 years. Biannual summaries are retained in Finance 6 years.	Monthly report and any other records on labor and vehicle cost dis- tribution.	N/A	N/A	Wages, fringe benefits, vehicle usage and expenses by employee number.	307.21	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Operations and Finance Division

Record Series Name: Leave Balance

Date: 1995

Physical Medium: Paper, Microfilm, On-line Computer, Tape

Custodian: Office of Finance
(Payroll)

Associated Form Numbers: N/A

Approval: *- J. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained on microfilm through 2-1991. After 2-1991, records retained on electronic medium for 2 years. Then transferred to magnetic tape, retained 10 years.	Vacation, sick and compensatory time earned and taken with the ending balance of each; by pay period.	Employee social security number.	22.7	Entire record.	307.21	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Life Insurance
Date: 1995
Physical Medium: Paper

Custodian: Office of Finance
(Payroll)
Associated Form Numbers:

Approval: - *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Finance 2 years.	Monthly life insurance report of premiums.	Employee social security number and information regarding voluntary deductions.	22.7	Employee name, social security number, birth date, employee number and deduction.	307.21	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Operations and Finance Division
Record Series Name: Overtime Reports
Date: 1995
Physical Medium: On-line Computer

Custodian: Office of Finance
(Payroll)
Associated Form Numbers: N/A

Approval: - *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained on-line on disk in Finance 10 years.	Overtime reports and related information.	N/A	N/A	Name, employee number and overtime information.	307.21	N/A

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Operations and Finance Division
Record Series Name: Payroll System
Date: 1995
Physical Medium: On-line Computer Records

Custodian: Office of Finance
(Payroll)
Associated Form Numbers: N/A

Approval: *— J. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Cumulative payroll in- formation on electronic medium.	Personnel, payroll and expense data. Includes employee name, social security number, em- ployee number, birth- date, address, marital status, sex, race, de- pendents, employment dates, cost center, position, class, leave, expenses, voluntary and mandatory deductions, tax withholding and exemptions, gross salary and net salary. On-line records available to view this information include "Employee Information." The computer system contains the information needed to calculate employees' pay and benefits. It computes	See Policy No. 030.05 for listing of confidential infor- mation.	22.7	Entire file.	307.21	The Payroll System is matched with the Personnel System. Also, any of the information in the payroll system can potentially be used by any other computer system to match per- sonally iden- tifiable in- formation. Examples of matching include various employee and vehicle cost distribution reports.

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Operations and Finance Division
Record Series Name: Payroll System (continued)
Date: 1995
Physical Medium: Computer, On-line Computer Records

Custodian: Office of Finance
(Payroll)
Associated Form Numbers: N/A

Approval: - *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
	payrolls, updates employees' records, produces reports and tapes necessary for withholding and deductions, and produces data and reports necessary for employee and vehicle cost distribution.					

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Operations and Finance Division
Record Series Name: Personnel Files
Date: 1995
Physical Medium: Paper, Microfilm

Custodian: Office of Finance
 (Payroll)
Associated Form Numbers:
 The primary forms are the P-1,
 M-12, M-16

Approval: - *Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in all offices includ- ing Finance in the active file; retained in Finance 2 years after termination, transferred to Records Center, microfilmed, and film copy retained in inactive file in Finance 50 years.	<p>An individual's file contains records pertaining to the chronology of the individual's employ- ment with the DOT, including reports of personnel action, performance plans, and performance evaluations.</p> <p>As applicable, the file may contain records documenting hiring/ promotion/demotion (e.g., employment application, notice of job consideration, Form I-9), wages, discipline, medical information, training courses attended, leaves of absence requested, acknowledgement of receipt of work rules, the employees' handbook, workers compensation, tax withholding</p>	See Policy No. 030.05.	22.7	All items in the records series have the potential to contain personally identifiable infor- mation.	307.21	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Operations and Finance Division
Record Series Name: Personnel Files (continued)
Date: 1995
Physical Medium: Paper, Microfilm

Custodian: Office of Finance
(Payroll)
Associated Form Numbers:
The primary forms are the P-1,
M-12, M-16

Approval: - *Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
	information, records of voluntary deductions, garnishments, wage assignments, etc.					

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Operations and Finance Division
Record Series Name: Personnel System
Date: 1995
Physical Medium: Computer, On-Line Computer Record, Tape

Custodian: Office of Finance
 (Payroll)
Associated Form Numbers: N/A

Approval: *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Current information contained in computer system. Historical tapes for certain periods of time retained in the Data Services Archives.	Computer records contain position numbers, cost center, class, pay range, employee name and number, salary, step, longevity, employment date, merit review date, seniority date, status expiration date, race, bargaining unit, birth date, marital status, position type, home county, work county, leave banks (sick leave, vacation, other leave, comp time, holiday comp), health insurance plan, dental insurance, cost of insurance premium, voluntary payroll deductions.	See Policy No. 030.05.	22.7	Entire record, except for the classification plan and pay plan information.	307.21	The Personnel System is matched with the Payroll System. Also, any of the information in the Personnel System can potentially be used by other computer systems to match personally identifiable information.

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Operations and Finance Division
Record Series Name: Request For Leave
Date: 1995
Physical Medium: Paper

Custodian: Office of Finance
(Payroll)
Associated Form Numbers: 000601

Approval: — *ry Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in each office until the time frame has passed and payroll has been processed; supervisory discretion.	Includes form for leave (time off).	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Salary by Object, Payroll and Expense Journals
Date: 1995
Physical Medium: Computer Printouts

Custodian: Office of Finance
(Payroll)
Associated Form Numbers: N/A

Approval: — *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Finance 10 years.	Computer printouts by pay period of employee's wages, employee number, deductions and net pay.	See Policy No. 030.05 for listing of confidential infor- mation.	22.7	Entire record, except for totals.	307.21	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Operations and Finance Division
Record Series Name: Salary Spread Sheets
Date: 1995
Physical Medium: Paper

Custodian: Office of Finance
(Payroll)
Associated Form Numbers: N/A

Approval: *My Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Finance 10 years.	Includes salaries, state's share, taxes and volun- tary deductions by pay- roll abstract.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Social Security (Vital)
Date: 1995
Physical Medium: Paper

Custodian: Office of Finance
(Payroll)
Associated Form Numbers: N/A

Approval: — *tyRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Finance 10 years.	Includes forms 941C and SSA-1001.	Employee social security number.	22.7	Employee name, employee number, social security number, withholding, and address.	307.21	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Operations and Finance Division
Record Series Name: State Withholding (Vital)
Date: 1995
Physical Medium: Paper

Custodian: Office of Finance
(Payroll)
Associated Form Numbers: N/A

Approval: *[Signature]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Finance 10 years.	Includes form ITW6, ITW7 and monthly report to Financial Management and Reporting section.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Table of Organization
Date: 1995
Physical Medium: Paper, Microfilm

Custodian: Office of Finance
(Payroll)
Associated Form Numbers: N/A

Approval: _____

R. Richardson

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Paper copies retained in Finance 2 years; Records Center also retains a paper copy 2 years, then microfilmed and film copy retained in Records Center 25 years.	Contains position number, cost center, current salary, longevity, Merit review date, employee name and number, class, pay range, step (when applicable) and vacation anniversary date.	N/A	N/A	Entire record.	307.21	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Operations and Finance Division
Record Series Name: Time Off Report (Vital)
Date: 1995
Physical Medium: Paper

Custodian: Office of Finance
(Payroll)
Associated Form Numbers: N/A

Approval: *[Signature]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Finance 5 years.	Includes all time off reports.	N/A	N/A	Employee name, employee number and leave data.	307.21	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Time Sheets and Expenses (Vital)
Date: 1995
Physical Medium: Paper, On-line Computer

Custodian: Office of Finance
(Payroll)
Associated Form Numbers: 181113

Approval: *[Signature]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in all other offices 1 year from date of preparation. Time sheet hours and expenses are retained On-line for 5 years. Hard copies of expenses retained in Finance 2 years from date of preparation, or until audited; transferred to Records Center, and retained 4 years from date of preparation.	Summarizes hours and expenses for each employee during a pay period.	Employee social security number.	22.7	Entire record.	307.21	N/A

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Operations and Finance Division
Record Series Name: Voluntary Deductions Report
Date: 1995
Physical Medium: On-line Computer, Microfilm, Tape

Custodian: Office of Finance
(Payroll)
Associated Form Numbers: N/A

Approval: *R. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained On-line for 2 years, then transferred to magnetic tape, tape retained 10 years. Records prior to 1992 are retained in Finance on microfilm.	Type of deduction, employee's name, employee number, social security number, amount of deduction, and the period the deduction is for.	Social security number, type of deduction and amount of deduction.	22.7	Employee name, employee number, social security number and voluntary deduction type and amount.	307.21	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: W-2 Information (Vital)
Date: 1995
Physical Medium: Paper, Microfilm

Custodian: Office of Finance
(Payroll)
Associated Form Numbers: N/A

Approval: 

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Finance 2 years, microfilmed, film retained in Records Center permanently.	Includes employee calendar year taxable wages and expenses, FICA wages, federal income tax withholding, state income tax with- holding and FICA with- held.	Employee social security number and income tax with- holding.	22.7	Entire record.	307.21	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Operations and Finance Division

Record Series Name: A-G Equipment Inventory Proof Summary List

Date: 1995

Physical Medium: Paper

Custodian: Office of Finance
(Project Accounting and Payables)
Associated Form Numbers: N/A

Approval:

My Richardson

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Finance 2 fiscal years.	Computer printouts listing all A-G equipment.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Accounting Operating Instructions
Date: 1995
Physical Medium: Paper

Custodian: Office of Finance
(Project Accounting and Payables)
Associated Form Numbers:
181001, 181003, 181201, 181202,
181203, 181317, 181321, 830240

Approval: *[Signature]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Finance while current plus 3 years. Copies retained in various offices for which the subjects are relevant until replaced by revised instructions with same titles.	Working instructions on programs or areas administered by the Project Accounting and Payables section of Finance. The instructions establish and describe procedures employed by the using offices and by Finance.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Operations and Finance Division
Record Series Name: Capitol Inventory Report
Date: 1995
Physical Medium: Paper

Custodian: Office of Finance
(Project Accounting and Payables)
Associated Form Numbers: N/A

Approval: *Ty Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Finance 3 years.	Computer printouts filed by county and building number, which accumulate expenditures for land and buildings for all 7XXX cost centers.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Certificate of General Liability Insurance
Date: 1995
Physical Medium: Paper

Custodian: Office of Finance
(Project Accounting and Payables)
Associated Form Numbers: N/A

Approval: *[Signature]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Finance 10 years.	Contractors' general liability coverages and periods covered.	N/A	N/A	Contractor name, address and coverages.	307.21	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Operations and Finance Division
Record Series Name: Claims (Chapter 573)
Date: 1995
Physical Medium: Paper

Custodian: Office of Finance
(Project Accounting and Payables)
Associated Form Numbers:
181219, 181220

Approval:

My Richardson

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Finance 3 years after finalization.	The original claim form filed by the claimant, notice of claim forms, release of claim forms and claim sheet summary. Also, copies of any litigation such as court petitions and dismissals.	N/A	N/A	Names and addresses of claimants, contractors, subcontractors, bonding companies and attorneys, and details of claims.	307.21 Chapter 573	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Construction Expenditure Listing
Date: 1995
Physical Medium: Paper

Custodian: Office of Finance
(Project Accounting and Payables)
Associated Form Numbers: N/A

Approval: *[Signature]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Finance 15 years.	Computer printouts showing construction expenditures by cost center, function and county.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Operations and Finance Division
Record Series Name: Construction Obligation Reports
Date: 1995
Physical Medium: Paper

Custodian: Office of Finance
(Project Accounting and Payables)
Associated Form Numbers: N/A

Approval: *ry Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Finance 1 year.	Computer printouts summarizing contract balances and expendi- tures for 6XXX and 8XXX cost centers.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Contract Cards
Date: 1995
Physical Medium: Paper, Microfilm

Custodian: Office of Finance
(Project Accounting and Payables)
Associated Form Numbers: N/A

Approval: *[Signature]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Finance 2 years, micro-filmed, film retained in Finance 10 years.	Highway construction project data which includes letting date, 435 completion dates, amount of contract, assigned residency and all items of the contract. Information on liquidated damages, claims received in Finance, record of all payments and retention amounts.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Operations and Finance Division
Record Series Name: Contractor Name and Address File
Date: 1995
Physical Medium: Paper, Computer Printouts

Custodian: Office of Finance
(Project Accounting and Payables)
Associated Form Numbers: 181215

Approval: *[Signature]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Finance while current.	Computer printout of contractors' names, addresses, contractor numbers and any assignees.	N/A	N/A	Contractor's name, address, contractor number and any assignees.	307.21	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Contractor Performance Bond and Bid Bond
Date: 1995
Physical Medium: Paper, Microfilm

Custodian: Office of Finance
(Project Accounting and Payables)
Associated Form Numbers:
181217, 181218, 650001

Approval: 

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Finance until contract award has been made. Transferred to Records Center and retained 10 years in the project file, microfilmed, film retained in Records Center permanently.	Performance bond and bid bond for each contract awarded; by project number and county.	N/A	N/A	Performance bond: Contractor's name, address, name of bonding company and amount of performance bond. Bid bond: Con- tractor's name, address, name of bonding agent, pro- ject number and type of work.	307.21	N/A

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Operations and Finance Division
Record Series Name: Contracts
Date: 1995
Physical Medium: Paper, Microfilm

Custodian: Office of Finance
 (Project Accounting and Payables)
Associated Form Numbers: N/A

Approval: *J. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Original copy of contracts that are let are transferred to Records Center after contract award has been made. Retained in Records Center 10 years, microfilmed, film retained in Records Center permanently. A copy of these contracts, plus the original or a copy of all other types of contracts, are retained in Finance 5 years.	Includes an original or a signed copy of all contracts, both let and negotiated. May also include a record of contract payments.	N/A	N/A	Names and addresses of parties to contract, type of contract, amount allocated, and other contract terms.	307.21	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Federal Aid Apportionment Records
Date: 1995
Physical Medium: Paper

Custodian: Office of Finance
(Project Accounting and Payables)
Associated Form Numbers: N/A

Approval: 

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Finance 3 years.	Various records and reports on the status of federal aid apportionments, obligations and their supporting documents.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Operations and Finance Division
Record Series Name: Federal Aid Pass Thru Funds
Date: 1995
Physical Medium: Paper

Custodian: Office of Finance
(Project Accounting and Payables)
Associated Form Numbers: 181001

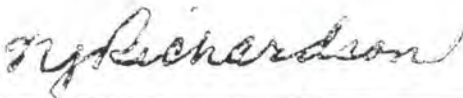
Approval: *[Signature]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Finance 3 years after final federal reimbursement.	Includes records, ledgers and vouchers supporting federal aid funds passed on to counties and cities.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Federal Aid Project File
Date: 1995
Physical Medium: Paper

Custodian: Office of Finance
(Project Accounting and Payables)
Associated Form Numbers:
181001, 181014, 181210, 650021,
830240, 830301, 830435, 830436

Approval: 

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Finance through final federal reim-bursement; transferred to Records Center and retained 3 years from date of final federal reimbursement.	Includes FHWA authorizations and inspection reports, federal aid project agreements, correspondence, FHWA final acceptance reports and other related data.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Operations and Finance Division
Record Series Name: Federal Aid Safety Project File
Date: 1995
Physical Medium: Paper

Custodian: Office of Finance
 (Project Accounting and Payables)
Associated Form Numbers: N/A

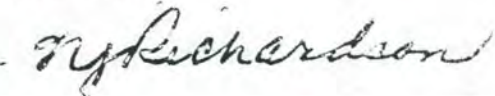
Approval: *— J. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Finance 3 years following date of final federal reim-bursement.	Various documents pertaining to the Governor's Highway Safety Program to include contracts between the Iowa DOT and the state Department of Public Safety, and DOT claims to Department of Public Safety for federal safety funds.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Federal Funds Analysis
Date: 1995
Physical Medium: Paper

Custodian: Office of Finance
(Project Accounting and Payables)
Associated Form Numbers: N/A

Approval: 

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Finance 5 years.	Upon receipt of federal funds, provides a breakdown for deposit of these funds to various accounts; e.g., Primary Road Fund, Farm to Market Fund. Also lists the various accounts receivable to be credited for receipt of these funds, and identifies federal apportionment codes.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Operations and Finance Division
Record Series Name: Federal Grants
Date: 1995
Physical Medium: Paper

Custodian: Office of Finance
(Project Accounting and Payables)
Associated Form Numbers:

Approval: - *Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Finance 3 years following date of final audit in com-pliance with requirements of OMB circular A-102.	Includes signed agreements, voucher payments, ledgers, non- highway cost ledgers, financial reports, letters of credit documents and other related data.	N/A	N/A	Labor and vehicle charges by employee number, travel authority by employee name, details of sub- recipient agency grants.	307.21	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Highway Planning and Research
Date: 1995
Physical Medium: Paper

Custodian: Office of Finance
(Project Accounting and Payables)
Associated Form Numbers:

Approval: *— J. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Finance 3 years from date of final federal reimbursement.	Includes Highway Planning Project Report, monthly expenditure list, Highway Planning and Research Program Manual, and correspondence.	N/A	N/A	Labor and vehicle charges by em- ployee number.	307.21	N/A

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Operations and Finance Division
Record Series Name: Internal Billings
Date: 1995
Physical Medium: Paper, Microfilm

Custodian: Office of Finance
 (Project Accounting and Payables)
Associated Form Numbers:
 151001, 181005

Approval: *[Signature: J. Richardson]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Paper copies retained in Finance 1 year, microfilmed, film retained in Records Center 5 years.	Includes A-G equipment billings, job billings and materials and supplies billings. These billings are computer-generated internal vouchers. A-G equipment billings charge internal expenditures to using cost centers for fleet and equipment usage and purchases. Job billings charge internal jobs done by DOT personnel. Materials and supplies billings charge budgeted cost centers for materials and supplies ordered through the DOT warehouse.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Labor Additive Rate Development
Date: 1995
Physical Medium: Paper

Custodian: Office of Finance
(Project Accounting and Payables)
Associated Form Numbers: N/A

Approval: *[Signature]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Finance 5 years.	Collection of various categories of cost data and development of a worksheet on which to calculate the agency's annual labor additive rate to be applied to regular employee salaries in cost distribution.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Operations and Finance Division
Record Series Name: Labor and Vehicle Costs
Date: 1995
Physical Medium: Paper

Custodian: Office of Finance
(Project Accounting and Payables)
Associated Form Numbers: N/A

Approval:

R. Richardson

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Monthly computer printouts re- tained in Finance 2 years. Six month com- puter printouts retained in Finance 6 years.	Computer printouts which include all data needed to provide support for our engineering billings to the FHWA.	N/A	N/A	Labor and vehicle charges by employee number.	307.21	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Leases
Date: 1995
Physical Medium: Computer, Paper

Custodian: Office of Finance
(Project Accounting and Payables)
Associated Form Numbers:
181208

Approval: *Ty Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Paper copies of leases retained in Finance 1 year. On-line leases retained in Accounts Payable System based on length of lease.	Leases for property leased by DOT.	N/A	N/A	Company name and address, amount of lease and period of lease.	307.21	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Operations and Finance Division
Record Series Name: Materials Inspection Billing
Date: 1995
Physical Medium: Paper

Custodian: Office of Finance
(Project Accounting and Payables)
Associated Form Numbers: N/A

Approval:

T. Richardson

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Finance 5 years.	Includes contract number, amount paid to contractor, the materials inspection amount and the federal billing amount.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: PCR Batch Total Listing(s)
Date: 1995
Physical Medium: Paper

Custodian: Office of Finance
(Project Accounting and Payables)
Associated Form Numbers: N/A

Approval: *[Signature]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Finance 4 years. To support billings to the Federal Highway Administration.	Contains weekly expenditures and income for various road systems to be reconciled to the General Ledger.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Operations and Finance Division
Record Series Name: Project Cost - Current Billing
Date: 1995
Physical Medium: Paper

Custodian: Office of Finance
(Project Accounting and Payables)
Associated Form Numbers: N/A

Approval: *[Signature]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Finance 4 years.	Includes P.C.R. function recap, accounts receivable ledger, eligible unbilled report, suspense summary list, road system totals and federal aid billing register.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Project Cost Ledger
Date: 1995
Physical Medium: Paper

Custodian: Office of Finance
(Project Accounting and Payables)
Associated Form Numbers: N/A

Approval: 

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Paper copies retained in Finance until date of final federal reimbursement; transferred to Records Center (Archives) and retained 3 years.	Includes construction, right of way and engineering costs; also, FHWA authorization dates, amounts billed to and received from the FHWA, and other data.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Operations and Finance Division
Record Series Name: Reconciliation of Expenditures and Income
Date: 1995
Physical Medium: Paper

Custodian: Office of Finance
(Project Accounting and Payables)
Associated Form Numbers:

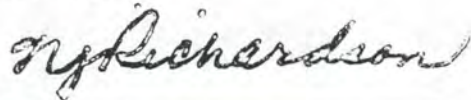
Approval: *[Signature: J. Richardson]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Finance 4 years. To support billings to the Federal Highway Administration.	Ledger with expenditure and income headings for both PCR batch totals and general ledger amounts.	N/A	N/A	N/A	N/A	

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Right of Way Parcel File (Federal Aid)
Date: 1995
Physical Medium: Paper

Custodian: Office of Finance
(Project Accounting and Payables)
Associated Form Numbers:
102108, 632-015, 634-067
634-068, 634-077

Approval: 

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Finance 3 years after final federal reimbursement.	File includes parcel number, project number, name of land owner, name of negotiator, acres of required and excess land and borrow, cost of parcel and other related data.	N/A	N/A	Individuals, cor- porations, govern- mental subdivisions, trusts, estates, partnerships, associ- ations; details of transactions.	307.21	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Operations and Finance Division
Record Series Name: State Vehicle Dispatcher Billing
Date: 1995
Physical Medium: Paper

Custodian: Office of Finance
(Project Accounting and Payables)
Associated Form Numbers: N/A

Approval: *[Signature: J. Richardson]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Finance 3 months.	Computer printouts of inventory issues of fuel to outside agencies. Used to bill these agencies.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Statement of Sales and Use Tax
Date: 1995
Physical Medium: Paper

Custodian: Office of Finance
(Project Accounting and Payables)
Associated Form Numbers: 181321

Approval: *[Signature]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Original submitted to the Iowa Department of Revenue and Finance. Copy retained in Finance 1 year.	Sales and use tax paid by contractors and sub- contractors on highway construction projects.	N/A	N/A	Contractors and sub- contractors names and addresses, types of materials purchased, purchase prices and taxes paid.	307.21	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Operations and Finance Division
Record Series Name: Supportive Services
Date: 1995
Physical Medium: Paper

Custodian: Office of Finance
(Project Accounting and Payables)
Associated Form Numbers:

Approval: *R. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Finance for 3 years after date of final federal reimbursement.	Pertains to highway construction training and minority business enterprise training programs. File contains FHWA notices, federal aid project agreements, billings to FHWA, universal payment vouchers, corres- pondence, selected list of labor costs and other related data.	N/A	N/A	Labor and vehicle charges by employee number.	307.21	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Vouchers--Highway Consultant
Date: 1995
Physical Medium: Paper

Custodian: Office of Finance
(Project Accounting and Payables)
Associated Form Numbers: 181001

Approval: 

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Finance 5 years.	Includes paper and computer-generated vouchers and supporting paperwork for highway-related consultant contracts.	N/A	N/A	Names and addresses of payees, amounts paid, and other details of payments.	307.21	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Operations and Finance Division

Record Series Name: Vouchers--Primary and Interstate Road, Farm to Market, Budget
Contracts (non-participating)

Date: 1995

Physical Medium: Paper, Microfilm

Approval: *W. Richardson*

Custodian: Office of Finance
(Project Accounting and Payables)

Associated Form Numbers:
131012, 181001, 181003, 181006,
181013

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Non- participating projects retained in Finance 1 year from date paid. This includes Construction, Right of Way and Farm to Market projects. Microfilmed, film retain in Records Center 10 years.	Includes Primary and Interstate Road Fund construction files, Primary and Interstate Road Fund right of way files, Farm to Market Road Fund files and budget contract files.	N/A	N/A	Names and ad- dresses of payees, amounts paid, and other details of pay- ments.	307.21	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Vouchers--Primary and Interstate, Farm to Market, Budget
Contracts (participating)

Date: 1995

Physical Medium: Paper

Approval: *[Signature]*

Custodian: Office of Finance
(Project Accounting and Payables)

Associated Form Numbers:
131012, 181001, 181003, 181006,
181013

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Paper copies of participating projects retained in Finance 1 year after final federal reimbursement; transferred to Records Center (Archives) and retained 5 years.	Includes Primary and Interstate Road Fund construction files, Primary and Interstate Road Fund right of way files, Farm to Market Road Fund files.	N/A	N/A	Names and addresses of payees, amounts paid, and other details of payments.	307.21	N/A

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Operations and Finance Division
Record Series Name: Vouchers -- Universal Payment
Date: 1995
Physical Medium: Paper, Microfilm, On-Line Computer Records

Custodian: Office of Finance
 (Project Accounting and Payables)
Associated Form Numbers:
 131012, 151001, 181001, 181005

Approval: *[Signature]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
<p>Paper copies retained in Finance 1 year until the state audit is completed, microfilm-ed, film retained in Records Center 10 years.</p> <p>Paper copies also retained in originating central, Transportation Center or resident office 2 years; retained in Maintenance 1 year; retained in Purchasing until summarized.</p> <p>On-line records are available for 2 years.</p>	<p>Includes paper and computer-generated vouchers and supporting paperwork for non-project related vendor payments from budgeted cost centers. Also includes computer-generated journal vouchers for the services and equipment and inventory revolving funds.</p>	N/A	N/A	Names and addresses of payees, amounts paid, and other details of payments.	307.21	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Inventory Files
Date: 1995
Physical Medium: Computer

Custodian: Office of Procurement and
Distribution (Inventory Management)
Associated Form Numbers:
133001, 133013

Approval: 

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Active inventory file data is stored on-line 2 years.	Includes all documents, forms, and records necessary for maintaining the inventory system.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Operations and Finance Division
Record Series Name: Architectural/Engineering Prequalification Questionnaires
Date: 1995
Physical Medium: Paper

Custodian: Office of Procurement and
 Distribution (Purchasing)
Associated Form Numbers:
 102111, 102113

Approval: - *Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Purchasing 2 years.	Includes forms that permit private architectural and engineering firms to become prequalified to provide consulting services for the Department of Transportation.	See Policy No. 030.05.	22.7	102113-Name, address, title and telephone numbers of principle employees, personnel by discipline, employees holding a certificate of registration, resume of key personnel and work by firm. 102111-Name, address, name and address of parent company, names of two or more principals to contact, information on offices likely to perform work in Iowa.	307.21	N/A

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Operations and Finance Division
Record Series Name: Purchasing Computer System
Date: 1995
Physical Medium: Computer, Fiche, Magnetic Tape

Custodian: Office of Procurement and
 Distribution (Purchasing)
Associated Form Numbers: N/A

Approval: *[Signature]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
<p>Purchase order data is stored on-line 2 years. The system is purged, purged data is on COM, the COM is retained in Purchasing permanently. It is also stored on magnetic tape for a minimum of 5 years.</p> <p>Current vendor information is stored on-line.</p>	<p>Purchase order data includes purchase order number, vendor number, item description, quantity, unit price, etc.</p> <p>Vendor information includes vendor number, name and address.</p> <p>The purchasing computer system prepares purchase orders, creates receiving reports, writes vouchers and provides financial reports.</p>	N/A	N/A	See general description.	307.21	Financial Computer Systems.

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Operations and Finance Division
Record Series Name: Quotation/Letting Purchase Folders
Date: 1995
Physical Medium: Paper, Microfilm, Computer

Custodian: Office of Procurement and
 Distribution (Purchasing)
Associated Form Numbers:
 102108, 102110, 130500, 131009,
 131010, 131050, 131026, 650006,
 650019

Approval: *[Signature]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Purchasing 1 year, plus the current year, microfilmed, film retained in Purchasing indefinitely. Proposal letting information is retained on-line 2 years.	Documents pertaining to purchasing, including bid proposals, contracts and approvals.	N/A	N/A	Vendor information.	307.21	N/A



IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Planning and Programming Division
Record Series Name: Aeronautics Commission Minutes and Audit Reports
Date: 1995
Physical Medium: Microfilm

Custodian: Planning Coordination Team

Associated Form Numbers: N/A

Approval: *My Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Microfilm re- tained in Records Center permanently.	Old minutes and audit reports of the Aeronautics Commission (prior to July 1, 1975).	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Planning and Programming Division
Record Series Name: Aircraft Pool
Date: 1995
Physical Medium: Microfilm

Custodian: Planning Coordination Team

Associated Form Numbers:

Approval: *— Ty Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Microfilm retained in Planning Coordination permanently.	Documentation of each flight accomplished by state aircraft pool.	N/A	N/A	Name of person (and their employing entity) who is a passenger of the State Aircraft Pool.	Ch. 307	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Planning and Programming Division
Record Series Name: Airport Master Plans
Date: 1995
Physical Medium: Paper

Custodian: Planning Coordination Team

Associated Form Numbers:
230003, 230004

Approval: *— [Signature]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Planning Coordination permanently. 1 copy retained in DOT Library permanently.	Current plans.	N/A	N/A	Recipients and details of state aid.	Chapter 328	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Planning and Programming Division
Record Series Name: Local Planning Agreements
Date: 1995
Physical Medium: Microfilm, Paper

Custodian: Planning Coordination Team

Associated Form Numbers:

Approval: *nyRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Planning Coordination two years, then microfilmed, film retained in Planning Coordination permanently. Federal grants supplying funds administered require records be retained and available for review.	Copies of agreements with local planning agencies covering administration of FHWA PL and STP funds and FTA Sec. 8, 18 and 26a funds. Also amendments to agreements, payment requests with progress reports, payment vouchers and summary reports.	N/A	N/A	Details of agreements and payments.	Ch. 307	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Planning and Programming Division
Record Series Name: 324A Review Information
Date: 1995
Physical Medium: Paper

Custodian: Planning Coordination Team

Associated Form Numbers:
N/A

Approval: *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Planning Coordination indefinitely.	Information submitted by agencies, using public funds to provide passenger transportation services, as part of their applications for certification of compliance with Iowa Code chapter 324A.	N/A	N/A	See 761--ch. 910	324A.4, 324A.5; 761--ch. 910	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Planning and Programming Division
Record Series Name: Transit Training Records
Date: 1995
Physical Medium: Paper, Computer

Custodian: Planning Coordination Team

Associated Form Numbers: N/A

Approval: *Ty Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained by Planning Coordination permanently. Federal grants supplying funds require record retention and availability for inspection.	Applications for transit training fellowships, approval letters, payment requests with expense documentation, payment vouchers and summaries. Agreements for sponsorship of in-state conferences, payment requests with expense documentation.	N/A	N/A	Individual travel records in fellowship expense documentation.	324A.6	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Planning and Programming Division
Record Series Name: Zoning
Date: 1995
Physical Medium: Paper

Custodian: Planning Coordination Team

Associated Form Numbers: N/A

Approval: *Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Planning Coordination permanently.	Copies of tall structure zoning ordinances.	N/A	N/A	Town.	307.25, ch. 329	N/A

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Planning & Programming Division
Record Series Name: Abandonment Files
Date: 1995
Physical Medium: Paper, Microfilm

Custodian: Office of Planning Services

Associated Form Numbers:
 040009

Approval: *[Signature: J. Richardson]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Office of Planning Services 2 years from effective date of the abandonment, microfilmed, film retained in Office of Planning Services indefinitely.	Files include abandon- ment checklists; rail- road filings, correspon- dence, comments and protests; staff reports and presentations; ship- per/receiver survey forms; meeting registra- tions; mailing lists; ICC/bankruptcy court services; media articles; background analyses (benefit/cost, track inspection, fuel, etc.); public meeting notices; Commission orders. After microfilming, file includes only filings, ICC decisions, and staff reports.	Railroad Ship- per/Receiver Survey - Form 040009. These forms identify a business by name, address, branch line, shipper association, serving carrier, and ask for past and future freight traffic, owned/leased equip- ment, investments in rail transportation facilities, anticipated expansions/changes in operation which will affect business and future rail ser- vice needs, percent- age of current truck shipments that would be shifted to rail if the	22.7	Railway filings, corre- spondence, comments, and protests; staff reports; shipper/rece- iver surveys; meeting registrations; mailing lists; media articles; background analyses. Shipper/receiver sur- veys are voluntary in nature.	307.26	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Planning & Programming Division
Record Series Name: Abandonment Files (continued)
Date: 1995
Physical Medium: Paper, Microfilm

Custodian: Office of Planning Services

Associated Form Numbers:
040009

Approval: *[Signature: J. Richardson]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
		rail branch line was upgraded to handle full-loaded 100-ton cars, response to loss of local rail service, and comments.				

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Planning & Programming Division
Record Series Name: Annual Reports (Railroad)
Date: 1995
Physical Medium: Paper, Microfilm

Custodian: Office of Planning Services

Associated Form Numbers:
010030, ICC R-1

Approval: *[Signature: J. Richardson]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Office of Planning Services 2 years, micro- filmed, film retained in Office of Planning Services 20 years.	Twelve-month financial data for all common rail carriers.	N/A	N/A	Name and address of rail carrier; name and address of shareholder(s); financial data.	327C.38	N/A

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Planning & Programming Division
Record Series Name: Contested Case Appeals (Railroad)
Date: 1995
Physical Medium: Paper, Microfilm

Custodian: Office of Planning Services

Associated Form Numbers: N/A

Approval: *ry Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Office of Planning Services 5 years, micro- filmed, film retained in Office of Planning Services permanently.	Files of railroad contested cases, including original decisions and orders issued by the DOT, where the proposed decision of the Department of Inspections and Appeals is appealed to or reviewed on the motion of the DOT. The DOT's decision is final.	Attorney work product.	22.7	Names of parties and supporting ship- pers, and details of cases.	307.26 327C.10 327C.25 327D.80- .85 327G.17 327G.31 327G.62 327G.64 327G.78- .79 327G.81	N/A

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Planning & Programming Division
Record Series Name: Contested Cases (Railroad)
Date: 1995
Physical Medium: Paper, Microfilm

Custodian: Office of Planning Services

Associated Form Numbers: N/A

Approval: *[Signature: R. Richardson]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Office of Planning Services 2 years, micro- filmed, film retained in Office of Planning Services permanently.	Files of railroad contested cases where the proposed decision of the Department of Inspections and Appeals (DIA) becomes the final decision without appeal or motion for review. The files include copies of requests for settle- ment and copies of DOT and/or DIA decisions.	N/A	N/A	Names and address- es of parties and supporting shippers, and details of cases.	307.26 327C.10 327C.25 327D.80- .85 327G.17 327G.31 327G.62 327G.64 327G.78- 79 327G.81	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Planning and Programming Division
Record Series Name: County Engineers' Annual Reports, Summary of
Date: 1995
Physical Medium: Paper

Custodian: Office of Planning Services

Associated Form Numbers: N/A

Approval: *[Signature]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Office of Planning Services 10 years.	Summary in booklet form prepared using information from the Official Report of the County Engineer. Lists receipts and expendi- tures of Secondary Road Fund for the state as a whole, and also for individual counties.	N/A	N/A	Includes Secondary Road Fund receipts and disbursements by county for the fiscal year. Also, amount of construction by contract and by day labor.	309.22, 309.94, 309.96	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Planning and Programming Division
Record Series Name: County Engineers' Official Annual Reports
Date: 1995
Physical Medium: Paper, Microfilm

Custodian: Office of Planning Services

Associated Form Numbers:
740492

Approval: *R. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Office of Planning Services 1 year, micro-filmed, film retained in Records Center 5 years.	Includes all expendi- tures from Secondary Road Fund, descrip- tions of costs, and progression of construction program, Official Report of the County Engineer.	N/A	N/A	Fiscal year receipts and expenditures: Includes Secondary Road Fund receipts and disbursements by counties for the fiscal year, statement of final cost of bridges and culverts, statement of progress and amount expended on each project, and ending cash balance.	309.10, 309.22, 309.82, 309.94, 309.96	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Planning and Programming Division
Record Series Name: General - Research Reports
Date: 1995
Physical Medium: Paper

Custodian: Office of Planning Services

Associated Form Numbers: N/A

Approval: *Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Office of Planning Services 5 years, then transferred to Record Center (Archives) and retained 15 years.	General transportation research files in accordance with the responsibilities stated in Volume 1 of the Policies and Procedures Manual.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Planning and Programming Division
Record Series Name: Highway Series
Date: 1995
Physical Medium: Paper

Custodian: Office of Planning
Services
Associated Form Numbers: N/A

Approval: - *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Office of Planning Services 5 years.	Studies and reports relating to the development and condition of the highway system in Iowa and the U.S.; truck size and weight; truck regulation.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Planning and Programming Division
Record Series Name: Highway Statistics
Date: 1995
Physical Medium: Paper

Custodian: Office of Planning Services

Associated Form Numbers: N/A

Approval: - *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Office of Planning Services 25 years.	Statistical information and reports relating to highway funding and the source of funds; fuel consumption; number of vehicle registrations; number of licensed drivers.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Planning and Programming Division
Record Series Name: Legislative Action Reports
Date: 1995
Physical Medium: Paper

Custodian: Office of Planning Services

Associated Form Numbers: N/A

Approval: — *MyRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Office of Planning Services 5 years.	Bill drafts; fiscal notes; responses to requests for information relating to pending legislation.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Planning and Programming Division
Record Series Name: Road Use Tax
Date: 1995
Physical Medium: Paper

Custodian: Office of Planning Services

Associated Form Numbers: N/A

Approval: - *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Office of Planning Services 25 years.	Records of Road Use Tax (RUT) receipts; RUT revenue forecasts; distribution of RUT funds; county hold- harmless calculations.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Planning and Programming Division
Record Series Name: Secondary Road Budgets and Programs
Date: 1995
Physical Medium: Paper

Custodian: Office of Planning Services

Associated Form Numbers:
 740490, 740491

Approval: *- J. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Office of Planning Services 2 years, trans- ferred to Records Center (Archives) and retained 3 years. Re- tained in the Transportation Centers 2 years.	Includes proposed Secondary Road Fund receipts and disburse- ments. Also, construc- tion accomplishment list for the next fiscal year, a project priority list for the succeeding 4 fiscal years, and a list of all Farm-to-Market and federal-aid construction for the next 2 fiscal years.	N/A	N/A	Secondary Road estimated receipts and expenditures for the current and next fiscal years along with actual receipts and expenditures for the past 2 fiscal years. Project construction list for the next 3 final years.	309.22, 309.93	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Planning and Programming Division
Record Series Name: Secondary Road Budget and Program Code Violations
Date: 1995
Physical Medium: Paper

Custodian: Office of Planning Services

Associated Form Numbers: N/A

Approval: *— J. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Office of Planning Services 5 years.	Letters sent to counties informing them of pos- sible Code violations related to secondary roads budgets and pro- grams and annual re- ports.	N/A	N/A	Same as general description.	309.22, 309.23, 309.94, 309.96	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Planning and Programming Division
Record Series Name: Transportation Studies and System Planning
Date: 1995
Physical Medium: Paper

Custodian: Office of Planning Services

Associated Form Numbers: N/A

Approval: - *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Office of Planning Services 15 years.	Studies and reports relating to transporta- tion systems; intermodal planning; deregulation; transportation research.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Planning and Programming Division
Record Series Name: County Files
Date: 1995
Physical Medium: Paper

Custodian: Office of Program
Management
Associated Form Numbers: N/A

Approval: *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Office of Program Man- agement 5 years.	Includes general cor- respondence and reports pertaining to specific counties.	N/A	N/A	See general description.	307.22	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Planning and Programming Division
Record Series Name: Five-Year Program
Date: 1995
Physical Medium: Paper, Computer (Page Maker)

Custodian: Office of Program
Management
Associated Form Numbers:
260001

Approval: — *nyRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Hard copy retained in Office of Program Man- agement permanently. Retained on the computer (Page Maker) permanently. One copy re- tained per- manently in DOT Library.	Iowa Transportation Improvement Program.	N/A	N/A	Recipients and details of state aid.	307A.2	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Planning and Programming Division
Record Series Name: General Programming Information
Date: 1995
Physical Medium: Paper

Custodian: Office of Program
Management
Associated Form Numbers: N/A

Approval: - *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Office of Program Man- agement 5 years.	Includes general inter- office memos and re- ports and also outside general correspondence and other random trans- portation-related re- ports from other state and federal agencies not project or geographi- cally specific.	N/A	N/A	Names and addresses of correspondents and details of cor- respondence.	307.22	N/A

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Planning and Programming Division
Record Series Name: Iowa Railway Finance Authority (General)
Date: 1995
Physical Medium: Paper, Computer, Microfilm

Custodian: Office of Program Management
Associated Form Numbers:
 890001, 890002, 890003

Approval: *— [Signature]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Paper and computer records retained in Office of Program Management until no longer needed. Contracts retained until close-out of contract, microfilmed, film retained in Office of Program Management until no longer needed.	General correspondence; IRFA reports; IRFA budget; IRFA project monitoring procedures; activity and background information on bonding proposals, financial consultants, legal issues, legislation, and administrative rules.	Correspondence between IRFA and legal counsel; confidential records on individual rail shipments and rates (used to determine viability of line under consideration for funding).	22.7	Contracts for services; bond counsel correspondence; board member list; legal counsel; general correspondence; financial consultants; news articles; payment vouchers.	Chapter 327I; 765--Chs 1-4	N/A

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Planning and Programming Division
Record Series Name: Iowa Railway Finance Authority Board Agenda
Date: 1995
Physical Medium: Paper, Microfilm

Custodian: Office of Program Management
Associated Form Numbers:
 102109

Approval: - *R. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
The originals of the Board minutes, orders and resolutions and all supporting documentation are retained permanently in the following locations: Office of Program Management 3 years, micro-filmed, film retained in Office of Program Management permanently. A copy is retained in the State Archives permanently.	Board minutes, orders and resolutions.	Only that information allowed by Iowa Code section 21.5.	21.5	Judicial proceedings; locations for publicly financed railway projects; contracts with any public or private body for construction, reconstruction, renovation, replacement, maintenance or repair of publicly financed railway facilities; contracts with any public or private body for the lease, operation, management or use of publicly financed railway facilities; names of agents to execute contracts;	Chapter 327I; 765--Chs 1-4	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Planning and Programming Division
Record Series Name: Iowa Railway Finance Authority Board Agenda (continued)
Date: 1995
Physical Medium: Paper, Microfilm, Word Processing

Custodian: Office of Program
Management
Associated Form Numbers:
102109

Approval: — *R. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
				rates, rents, fees and charges for the use of a railway facility or any portion of a facility; receipt and acceptance of loans, grants or contributions for railway project costs from a public agency or any source; a prospectus in connection with the offering for sale of bonds; contracts for services; outside legal counsel; inter-governmental agreements relating to publicly financed railway facilities.		

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Planning and Programming Division
Record Series Name: Park and Institutional Roads Fund
Date: 1995
Physical Medium: Paper

Custodian: Office of Program
Management
Associated Form Numbers: N/A

Approval: *— J. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Office of Program Man- agement 5 years after completion of roadway con- struction pro- jects.	Project documents, program records, and original correspondence between Iowa DOT and participating Park and Institutional Roads Program agencies.	N/A	N/A	Names and addresses of correspondents and details of correspondence.	307A.2	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Planning and Programming Division
Record Series Name: Rail Advisory Committee
Date: 1995
Physical Medium: Paper, Word Processing

Custodian: Office of Program
Management
Associated Form Numbers: N/A

Approval: *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
The originals of the Committee minutes are maintained in Office of Program Management, which is the recording secretary. These originals and all other supporting documentation are retained for a total of 3 years.	Committee minutes.	N/A	N/A	Committee mailing lists, meeting attendance list, and railroad concerns.	307.26	N/A

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Planning and Programming Division
Record Series Name: Rail Assistance
Date: 1995
Physical Medium: Paper, Computer, Microfilm

Custodian: Office of Program Management
Associated Form Numbers:
 040008

Approval: *— J. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Paper records for executed contracts retained in Office of Program Management 5 years, microfilmed, film retained in Office of Program Management permanently.	Executed contract files; files on potential projects; working files concerning rehabilitation costs, techniques, etc.; correspondence from federal funding agencies; minority business enterprise reports from railroads; various reports on programs, billing and repayment information.	N/A	N/A	Specific information about various railroad car numbers, paybacks, policies; shipper association names, members, traffic numbers, locations, loan arrangements; engineering design consultant firms and their capabilities.	307.26 ch. 327H; 761--ch. 830	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Planning and Programming Division
Record Series Name: Traffic Safety Fund
Date: 1995
Physical Medium: Paper

Custodian: Office of Program
Management
Associated Form Numbers: N/A

Approval: *My Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Office of Program Management 5 years after completion of roadway construction projects as per project agreement.	Original correspondence between Iowa DOT and applicants. The traffic safety fund is the fund created for traffic safety improvement projects pursuant to Iowa Code section 312.2.	N/A	N/A	Names and addresses of correspondents and details of corres- pondence.	312.2; 761--ch. 164	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Planning and Programming Division
Record Series Name: Transit Funding Allocations
Date: 1995
Physical Medium: Computer files

Custodian: Office of Program
 Management
Associated Form Numbers: N/A

Approval: *[Signature: R. Richardson]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Office of Program Management 15 years for use as a historical record or until no longer needed. Historical record to be available for verification/ trend analysis, etc.	Record of statistics used in allocation formulas and resulting allocations. Record of requests for discretionary projects and resulting allocations.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Planning and Programming Division
Record Series Name: Consultant Contracts of Project Planning
Date: 1995
Physical Medium: Paper, Computer

Custodian: Office of Project Planning
Associated Form Numbers:
 000020, 102108, 102110, 181001

Approval: 

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Office of Project Plan- ning 5 years after construc- tion of project for which con- sultant was re- tained, or 5 years after final payment was made to consultant for those projects with no con- struction anti- cipated.	Records include all cor- respondence relating to consultant selection, negotiation, contracting, monitoring, paying, etc. Records also include IDOP's approval, Staff Action, Commission action if necessary, division director's approval to negotiate, invoices, progress reports, vouchers, final audit report, etc. Personal computer print-outs show amounts and dates of progress payments, amounts retained, total paid, and total funds remaining.	See Policy No. 030.05	See Policy No. 030.05	Names of consultants and details of contracts.	307.22	N/A

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Planning and Programming Division
Record Series Name: Environmental Coordination Files
Date: 1995
Physical Medium: Paper

Custodian: Office of Project Planning
Associated Form Numbers:
 720001 (Iowa Intergovernmental Reviews - IIR)

Approval: *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Within Office of Project Planning, all data related to the development of an Environmental Impact Statement, Environmental Assessment, Finding of No Significant Impact or Categorical Exclusion is retained 10 years from project completion. One copy of environmental document retained permanently; 5	Includes actual reports plus support/preliminary draft information, field study records, consultant study reports, and early coordination/public input correspondence. Studies in noise, air and water pollution, cultural resources, natural resources, agricultural lands, energy consumption, hazardous waste, and related fields are included. Also includes consultant research reports, and correspondence from other agencies and public RE: environmental issues.	N/A	N/A	Mailing list for environmental documents' distribution; state, federal and local agencies, libraries, local officials by name.	Required by FHWA, 23 CFR 771	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Planning and Programming Division
Record Series Name: Environmental Coordination Files (continued)
Date: 1995
Physical Medium: Paper

Custodian: Office of Project
Planning
Associated Form Numbers:
720001 (Iowa Intergovernmental
Reviews - IIR)

Approval: *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
copies of document kept 5 years after project completion. Environmental documents are also retained in the Hearing Files.						

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Planning and Programming Division
Record Series Name: Great River Road Project Files
Date: 1995
Physical Medium: Paper

Custodian: Office of Project Planning
Associated Form Numbers:
 181001, 830240

Approval: *Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
All files located within Office of Project Planning. Files to be retained until GRR program is terminated and no further involvement is expected by Office of Project Planning (i.e., all projects, consultant studies, negotiations for amenity sites, etc. are concluded). All files will be retained until October, 1996. At least one copy of all published reports to be retained permanently.	Records consist of GRR general program information RE: funding status, Parkway Commission activities, committee participation; project development information including Primary Road and Local Systems segments of GRR in Iowa. Correspondence/studies for planning, design and construction activities, both in-house and by consultant, and consultant contract/billing information are included. Includes acquisition/development of non-roadway amenity sites adjacent to GRR.	N/A	N/A	Consultant contract/billing information.	307.22	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Planning and Programming Division
Record Series Name: Hearing Files (Vital)
Date: 1995
Physical Medium: Paper, Microfilm

Custodian: Office of Project
Planning
Associated Form Numbers: N/A

Approval: *[Signature: J. Richardson]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Corridor, corridor design and design hearing files are retained in Office of Project Planning 25 years, microfilmed, film retained in Records Center 20 additional years.	Includes all support data, correspondence, memorandums, public hearing briefs and transcripts, planning reports, documents, Commission action, federal approvals, and the environmental documents.	N/A	N/A	Names and addresses of persons notified of hearing (property owners, public interest groups, and various local, state and federal agencies), names of individuals who spoke at hearing, and names and addresses of individuals who wrote the Department regarding a specific project.	307.22 and 307.24	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Planning and Programming Division
Record Series Name: Project Development Files
Date: 1995
Physical Medium: Paper

Custodian: Office of Project
Planning
Associated Form Numbers: N/A

Approval: *ry Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Office of Project Plan- ning through project com- pletion.	Includes support studies data, reports and other information related to the development of a highway project.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Planning and Programming Division
Record Series Name: Recreational Trails Program
Date: 1995
Physical Medium: Paper

Custodian: Office of Project
Planning
Associated Form Numbers: 240002


Approval: *[Signature]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Office of Project Planning 25 years after project completion.	Records include cor- respondence relating to applications requested and received, individual project information, Commission action, project approvals, monitoring, etc.	N/A	N/A	Details of project application.	312.2; 761--ch. 165	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Planning and Programming Division
Record Series Name: Recreational Trails Statewide Plan
Date: 1995
Physical Medium: Paper

Custodian: Office of Project
Planning
Associated Form Numbers: N/A

Approval: 

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Office of Project Planning 10 years after completion of the plan. One copy of the completed trails plan retained permanently.	Records include cor- respondence relating to consultant selection, negotiation, contracting, monitoring, paying, etc. Records also include Staff Action, Commission Action, progress reports, and the trails plan.	N/A	N/A	Details of the con- sultant selection process.	Ch. 465B	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Planning and Programming Division
Record Series Name: Road Closure Hearings
Date: 1995
Physical Medium: Paper

Custodian: Office of Project
Planning
Associated Form Numbers: N/A

Approval: *[Signature: J. Richardson]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Office of Project Plan- ning 25 years.	Includes correspondence, support data, memoran- dums, legal descriptions, hearing transcripts, certifications, claim submittals, and Com- mission actions.	N/A	N/A	Names and addresses of persons notified of hearing (property owners, utilities, local government jurisdic- tion). Claimants' names and addresses and amounts of claims.	306.10 to 306.17	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Planning and Programming Division
Record Series Name: Scenic Byways
Date: 1995
Physical Medium: Paper

Custodian: Office of Project
Planning
Associated Form Numbers: N/A

Approval: *[Signature: J. Richardson]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Office of Project Plan- ning inde- finitely.	Records include correspondence relating to scenic byways study, agreements, reports, staff action, commission action, and related data.	N/A	N/A	Scenic byways and parties to agreements.	306D	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Planning and Programming Division
Record Series Name: Transportation Enhancements Program
Date: 1995
Physical Medium: Paper

Custodian: Office of Project
Planning
Associated Form Numbers: N/A

Approval: - *Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Office of Project Plan- ning 25 years after project completion.	Records include correspondence relating to project applications, individual project information, commission actions, and project approvals.	N/A	N/A	Details of project application.	Ch. 307	N/A

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Planning and Programming Division
Record Series Name: University of Iowa Archaeological Surveys Billing Records
Date: 1995
Physical Medium: Paper, Floppy Disk

Custodian: Office of Project Planning
Associated Form Numbers:
 181001, 830240

Approval: *rylrichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Office of Project Planning, Environmental Coordination Section. All U. of Iowa contract-related billing and payment information is being retained as long as program remains active. Contract renewed annually since 1971. At such time as program is terminated, support records more than 5 years old will be discarded.	Includes monthly U. of Iowa invoices and DOT payment vouchers, renewed annual contracts, audit reports and correspondence relating directly to contract development and administration, and billing information used by DOT to obtain reimbursement from cities and counties who use U. of Iowa survey service. Floppy disks used to store city/county project cost data by year, to prepare billing list for reimbursement to DOT, and to store a summary of annual contracts expenditures by month.	N/A	N/A	Details of contracts and payments.	307.22	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Planning and Programming Division

Record Series Name: University of Iowa Archaeological Surveys Billing Records (continued)

Date: 1995

Physical Medium: Paper, Floppy disk

Custodian: Office of Project
Planning

Associated Form Numbers:
181001, 830240

Approval: *[Signature: J. Richardson]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Min. 1 copy of annual con- tracts and an- nual reports to be kept per- manently on file. Floppy disks will be kept per- manently.						

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Planning and Programming Division
Record Series Name: Air Carrier Files
Date: 1995
Physical Medium: Paper

Custodian: Office of Systems
Planning
Associated Form Numbers: N/A

Approval: *Ty Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Office of Systems Plan- ning until more current data is obtained.	Includes flight schedules and time tables for all carriers operating in Iowa.	N/A	N/A	Flight schedules and time tables.	307.22	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Planning and Programming Division
Record Series Name: Airport Sufficiency
Date: 1995
Physical Medium: Paper, Computer

Custodian: Office of Systems
Planning
Associated Form Numbers: N/A

Approval: *[Signature]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Office of Systems Plan- ning 5 years.	Includes airport inventory data (struc- tural adequacy, safety and service rating items).	N/A	N/A	See general description.	307.22	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Planning and Programming Division
Record Series Name: Aviation Plan
Date: 1995
Physical Medium: Paper, Maps, Computer

Custodian: Office of Systems
Planning
Associated Form Numbers: N/A

Approval: *R. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Office of Systems Plan- ning until the succeeding plan is completed.	Includes plans, correspondence and supporting docu- mentation and in- formation. The aviation plan includes statewide forecasts of activity and airport needs for individual airports.	N/A	N/A	See general description.	307.22	N/A

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Planning and Programming Division
Record Series Name: Commerical & Industrial Network Improvement & Programming Policy
Date: 1995
Physical Medium: Computer, Paper

Custodian: Office of Systems
 Planning
Associated Form Numbers: N/A

Approval: *[Signature: R. Richardson]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Office of Systems Planning 5 years, or until next Commercial and Industrial Network plan is produced.	Includes support in- formation used to deve- lop the Commercial and Industrial Network Improvement and Programming Policy. This document analyzes Iowa's roads and determines the improvements needed to preserve and develop our existing investment. Current data on file includes traffic, surface width, shoulder widths and projected improvements.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Planning and Programming Division
Record Series Name: Cost Allocation Study
Date: 1995
Physical Medium: Paper, Computer

Custodian: Office of Systems
Planning
Associated Form Numbers: N/A

Approval: *ry Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Office of Systems Plan- ning 20 years.	Contains data and pro- grams used for cost al- location studies. The cost allocation guidelines are designed to establish a methodology based on the economic concept of equity for allocating the costs of road systems to users and non-users.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Planning and Programming Division
Record Series Name: Federal Functional Classification
Date: 1995
Physical Medium: Paper, Maps, Computer

Custodian: Office of Systems
Planning
Associated Form Numbers: N/A

Approval: *[Signature]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Office of Systems Planning 25 years.	Includes documentation, technical memorandums, maps, correspondence and historical federal functional classification files.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORD DESCRIPTION**

DIVISION: Planning and Programming Division
Record Series Name: Highway Needs File
Date: 1995
Physical Medium: Paper, Computer Tapes

Custodian: Office of Systems
 Planning
Associated Form Numbers: N/A

Approval: *R. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Paper records retained until the succeeding study's completed. A report copy is retained in Office of Systems Planning 12 years. Computer tapes produced for each study are retained indefinitely by Office of Data Services.	<p>Includes the study and supporting information.</p> <p>The quadrennial need study, and the annual secondary need study are designed to investigate present deficiencies and future 20-year construction, maintenance and administration funding estimates for all roads and bridges in the state.</p> <p>Information on file includes traffic, current condition, future condition, and any current or future deficiencies.</p>	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Planning and Programming Division
Record Series Name: Iowa Primary Road Sufficiency
Date: 1995
Physical Medium: Paper, Computer

Custodian: Office of Systems
 Planning
Associated Form Numbers: N/A

Approval: - *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
A report copy is retained in Office of Systems Planning 10 years. The current sufficiency is maintained on computer. Prior years are stored electronically on tape cartridges in Office of Data Services.	Includes report and documentation. Each road section and structure in the primary road system is rated against a selected level of service. The sufficiency file includes information used to produce these ratings, such as current traffic, surface type and structural adequacy.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Planning and Programming Division
Record Series Name: Iowa Socio-Economic/Demographic Data
Date: 1995
Physical Medium: Paper, Computer

Custodian: Office of Systems
Planning
Associated Form Numbers: N/A

Approval: - *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Office of Systems Plan- ning 20 years.	Includes state highway expenditures by county, location and size of new industries, mileages between Iowa cities and the number and size of farms for several time periods, historical city and county populations, age groupings, employ- ment, and personal in- come.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Planning and Programming Division
Record Series Name: Project Traffic Forecasts
Date: 1995
Physical Medium: Paper, Microfilm

Custodian: Office of Systems
Planning
Associated Form Numbers: N/A

Approval: - *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Office of Systems Plan- ning 5 years, microfilmed, film retained in Office of Systems Planning 20 years.	Traffic estimates and related data concerning project traffic analysis.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Planning and Programming Division
Record Series Name: Rail Abandonment Files
Date: 1995
Physical Medium: Paper, Computer

Custodian: Office of Systems
 Planning
Associated Form Numbers:
 040009

Approval: *- J. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Office of Systems Plan- ning 5 years.	Includes correspondence, reports, detailed bene- fit-cost analyses and supporting documenta- tion. A list of Iowa abandonments is on computer.	Shipper survey Form 040009 is confi- dential. Other in- formation may be released.	22.7 Optional survey-- shippers are not required to submit this information.	Commodity ship- ments, rates, and destinations.	307.22 Optional survey-- shippers are not required to submit this information.	N/A

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Planning and Programming Division
Record Series Name: Rail Plan Files
Date: 1995
Physical Medium: Paper, Maps, Computer

Custodian: Office of Systems
 Planning
Associated Form Numbers:
 040009

Approval: - *MyRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Office of Systems Plan- ning until the succeeding plan is completed.	Includes plan, correspondence and supporting docu- mentation and in- formation. The Iowa Rail Plan has been developed to provide the public with current information regarding the condition of rail transportation in Iowa. The report reviews the accomplish- ments of the state rail assistance and rehabili- tation projects. The plan evaluates new candidates and compiles current maps, statistics and other information necessary for planning purposes.	Shipper survey form 040009 is confiden- tial. Other material and information may be released.	22.7 Optional survey-- shippers are not required to submit this information.	Commodity ship- ments, rates, and destinations.	307.22 Optional survey-- shippers are not required to submit this information.	N/A

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Planning and Programming Division
Record Series Name: Regional/Small Urban Transit Development Planning
Date: 1995
Physical Medium: Paper

Custodian: Office of Systems
 Planning
Associated Form Numbers:

Approval: - *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Office of Systems Plan- ning 5 years.	Includes general program correspon- dence, historical and current year corres- pondence for each re- gion and small urban area, program-related transit subject files, historical and present year transit development plans and special studies for each region and small urban area, FTA grant records, contract administration materials, and historical and present year cor- respondence and notes on development of pro- gram guidelines.	N/A	N/A	See general description.	307.22	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Planning and Programming Division
Record Series Name: RISE Program Files
Date: 1995
Physical Medium: Paper, Computer

Custodian: Office of Systems
Planning
Associated Form Numbers:
260002, 260003, 260004

Approval: - *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Office of Systems Planning 20 years.	Includes RISE project applications, staff evaluations, corres- pondence, Commission meeting minutes, and copies of project agreements. Also program summary statistics for all projects, administrative rule-making documents, application forms, written procedure instructions, and project monitoring information from RISE recipients regarding results of individual approved projects.	N/A	N/A	Information in the RISE project appli- cation; see rules 761-- ch. 163.	Ch. 315	

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Planning and Programming Division
Record Series Name: River Planning Files
Date: 1995
Physical Medium: Paper

Custodian: Office of Systems
Planning
Associated Form Numbers: N/A

Approval: - *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Office of Systems Plan- ning until more current data is obtained.	Includes lock statistics, commodities, tonnages, special reports on re- lated river issues, cor- respondence and general information on the Missouri and Mississippi rivers.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Planning and Programming Division
Record Series Name: Transit Plan Files
Date: 1995
Physical Medium: Paper

Custodian: Office of Systems
Planning
Associated Form Numbers: N/A

Approval: - *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Office of Systems Plan- ning 5 years.	Includes plans, correspondence and supporting docu- mentation and information. The transit plan is designed to guide policy formulation at the legislative level, to provide direction to local transit decision makers, and to provide information to the general public.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Planning and Programming Division
Record Series Name: Airport Registrations and Safety Inspections
Date: 1995
Physical Medium: Paper, Computer

Custodian: Office of Transportation Data

Associated Form Numbers:
 300020, 300021,
 Federal form 5010

Approval: *Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Paper copies retained in Office of Transportation Data 3 years. Computer information retained permanently in mainframe data base.	Safety inspections includes all pertinent information for the Federal form 5010.	N/A	N/A	Name of airport, nearest city, longitude and latitude, inspection and registration information.	328.12, 328.19, 328.26; 761--ch. 720	N/A
Paper copy retained in Office of Transportation Data 3 years.	Airport registrations include copies of certificates of registration issued to airport sponsors.					

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Planning and Programming Division
Record Series Name: ALAS (Accident Location and Analysis System)
Date: 1995
Physical Medium: Computer

Custodian: Office of Transportation Data
Associated Form Numbers: N/A

Approval: *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
The current working file is accessible on-line. Computer tapes produced for history file are retained by Office of Data Services 25 years.	Shows numbering system for locations of accidents on county and city maps.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Planning and Programming Division
Record Series Name: Base Records History Files
Date: 1995
Physical Medium: Computer

Custodian: Office of Transportation Data
Associated Form Numbers: N/A

Approval: *— J. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained on computer tape by the Office of Data Services permanently.	History tapes for every year for the following categories: 1) Primary Road; 2) Secondary Road; 3) Municipal Road; 4) Institutional Road; 5) Primary Structures; 6) Secondary Structures; 7) Municipal Structures; 8) Institu- tional Structures; 9) Primary Descriptions; 10) Municipal Des- criptions; 11) Public Railroad Crossings; 12) Private Railroad Crossings; 13) HPMS (Beginning 1983) (1-1- 84) (Beginning 1-1-91 History is one file).	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Planning and Programming Division
Record Series Name: City Base Maps and ALAS Overlays
Date: 1995
Physical Medium: Computer

Custodian: Office of Transportation Data
Associated Form Numbers: N/A

Approval: *— [Signature]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
The current working file is accessible on- line. Computer tapes produced for history file are retained by Office of Data Services permanently.	Highway and street city maps and ALAS node overlays are the base maps which are used in a number of other maps. These maps are updated on a yearly time frame and plots are made as needed.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Planning and Programming Division
Record Series Name: Control Sections
Date: 1995
Physical Medium: Drafting Film

Custodian: Office of Transportation Data
Associated Form Numbers: N/A

Approval: *[Signature]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Current base maps retained in Office of Transportation Data until replaced.	Control section maps show the primary road system on a county format. These maps are used as a base for other maps.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Planning and Programming Division
Record Series Name: County Township Maps
Date: 1995
Physical Medium: Computer

Custodian: Office of Transportation Data
Associated Form Numbers: N/A

Approval: *[Signature: J. Richardson]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
The current working file is accessible on- line. Computer tapes produced for history file are retained by Office of Data Services permanently.	Shows government townships, roads, drainage, cities, from county files.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Planning and Programming Division
Record Series Name: Federal-Aid System Maps
Date: 1995
Physical Medium: Computer

Custodian: Office of Transportation Data
Associated Form Numbers: N/A

Approval: *— [Signature: J. Richardson]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
1991 was the last time maps were updated. Computer tapes produced for history file are retained by Office of Data Services permanently.	Shows which system roads are on: Interstate, primary, secondary, urban, farm-to-market, local.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Planning and Programming Division
Record Series Name: Guidelines for Summer Employees (Manual)
Date: 1995
Physical Medium: Paper

Custodian: Office of Transportation Data
Associated Form Numbers:
140006, 181113, 181309

Approval: 

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
One (1) office copy retained in Office of Transportation Data 5 years.	Manual of General Work Rules used by summer employees of Office of Transportation Data.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Planning and Programming Division
Record Series Name: Highway and Transportation Maps (General)
Date: 1995
Physical Medium: Computer

Custodian: Office of Transportation Data
Associated Form Numbers: N/A

Approval: *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
The current working file is accessible on- line. Computer tapes produced for history file are retained by Office of Data Services permanently.	Shows general culture features. These base maps are used in a number of other maps. Maps are updated on a yearly time frame and plots are made as needed.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Planning and Programming Division
Record Series Name: Instruction Manual for Airport Operations Survey
Date: 1995
Physical Medium: Paper

Custodian: Office of Transportation Data
Associated Form Numbers: N/A

Approval: 

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
One office copy retained in Office of Transportation Data 30 years.	Instructions for conducting Airport Operations Surveys.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Planning and Programming Division
Record Series Name: Instruction Manual for Long Term Pavement Monitoring
Date: 1995
Physical Medium: Paper

Custodian: Office of Transportation Data
Associated Form Numbers: N/A

Approval: *— [Signature]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
One (1) office copy retained in Office of Transportation Data 30 years.	Instructions for conducting Long Term Pavement Monitoring counts.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Planning and Programming Division

Record Series Name: Instruction Manual for Portable Automatic Traffic Recorder Operators

Date: 1995

Physical Medium: Paper

Custodian: Office of Transportation Data

Associated Form Numbers: N/A

Approval: 

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
One office copy retained in Office of Transportation Data 5 years.	Instructions for operating portable automatic traffic recorders, and documentation procedures.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Planning and Programming Division
Record Series Name: Instruction Manual for Supplemental Surveys
Date: 1995
Physical Medium: Paper

Custodian: Office of Transportation Data
Associated Form Numbers: N/A

Approval: *R. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
One office copy retained in Office of Transportation Data 5 years.	Instructions for completion of surveys taken in conjunction with manual traffic counts.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Planning and Programming Division
Record Series Name: Instruction Manual for Traffic Counters
Date: 1995
Physical Medium: Paper

Custodian: Office of Transportation Data
Associated Form Numbers: N/A

Approval: — *R. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
One office copy retained in Office of Transportation Data 5 years.	Instructions on how to conduct a manual traffic count.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Planning and Programming Division
Record Series Name: Instructions for Urban Transportation Area Survey
Date: 1995
Physical Medium: Paper

Custodian: Office of Transportation Data
Associated Form Numbers: N/A

Approval: 

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
One office copy retained in Office of Transportation Data 5 years.	Instructions for documentation and locations for Urban Area Surveys. Maps indicate the count location for Cordon and screen lines, and related data verifying traffic volume for each location.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Planning and Programming Division
Record Series Name: Interview & Code Sheets; Origin-Destination
Date: 1995
Physical Medium: Paper

Custodian: Office of Transportation Data
Associated Form Numbers: N/A

Approval: *[Signature: J. Richardson]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Office of Transportation Data until one year after publication of associated report.	Field work sheet on which data was collected.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Planning and Programming Division
Record Series Name: Interview and Code Sheets; Truck Weight Surveys
Date: 1995
Physical Medium: Paper, Microfilm

Custodian: Office of Transportation Data
Associated Form Numbers: N/A

Approval: *My Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Paper copies retained in Office of Transportation Data (Truck Weight section) until microfilmed, which is one year after publication of associated report. Film retained in Office of Transportation Data 20 years.	Includes information on vehicles weighed.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Planning and Programming Division
Record Series Name: Origin-Destination Surveys, Trip Data and Reports
Date: 1995
Physical Medium: Paper, Computer, Microfilm

Custodian: Office of Transportation Data
Associated Form Numbers: N/A

Approval: *[Signature]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
One (1) office copy retained in Office of Transportation Data 50 years.	Trip data and reports.	N/A	N/A	N/A	N/A	N/A
Reports and detailed trip data micro- filmed, film retained in Office of Transportation Data 50 years.						
Computer tapes retained in Office of Data Services 50 years.						

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Planning and Programming Division
Record Series Name: Permanent Automatic Traffic Recorder Monthly and Annual Reports
Date: 1995
Physical Medium: Paper

Custodian: Office of Transportation Data
Associated Form Numbers: N/A

Approval: *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
One (1) file copy retained in Office of Transportation Data 30 years.	Published reports, monthly and annual.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Planning and Programming Division
Record Series Name: Permanent Automatic Traffic Recorder Monthly Files
Date: 1995
Physical Medium: Paper, Computer

Custodian: Office of Transportation Data
Associated Form Numbers: N/A

Approval: *[Signature: J. Richardson]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Paper copy retained in Office of Transportation Data 2 years. Retained on computer tapes by the Office of Data Services 20 years.	Permanent automatic traffic recorder volumes.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Planning and Programming Division
Record Series Name: Permanent Automatic Traffic Recorder Office Files
Date: 1995
Physical Medium: Computer

Custodian: Office of Transportation Data
Associated Form Numbers: N/A

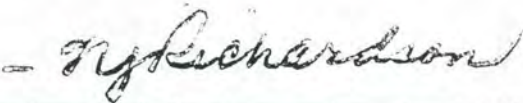
Approval: *R. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Office of Transportation Data ATR section, micro- computer hard disc held for 1 month, trans- ferred on line for 1 month. Retained on computer tapes by Office of Data Services 20 years.	Permanent automatic traffic recorder volumes.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Planning and Programming Division
Record Series Name: Photolog File
Date: 1995
Physical Medium: 16mm Film and Laser Disk

Custodian: Office of Transportation Data
Associated Form Numbers: N/A

Approval: 

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
The 16mm film is retained in microfilm archival storage.	Includes 16mm film of primary system on a 3 year cycle showing the roadway in both direc- tions with a film frame taken every 1/100 (52.8 ft.) of a mile. Starting 1991, data is retained on laser disk showing the roadway in both directions with a frame every 25 feet. (See video logging file).	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Planning and Programming Division
Record Series Name: Reports; Truck Weight Surveys
Date: 1995
Physical Medium: Paper, Microfilm, Computer

Custodian: Office of Transportation Data
Associated Form Numbers: N/A

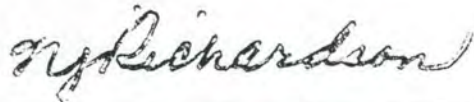
Approval: *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
File copy retained in Office of Transportation Data 20 years, micro-filmed, film retained in Office of Transportation Data 20 years. Information retained on computer tapes by Office of Data Services 20 years.	The study provides information with regard to trends in gross weights, axle loadings, axle spacings, dimensions, and commodities carried by commercial vehicles using highways in Iowa.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Planning and Programming Division
Record Series Name: Road and Structure Field Sheets
Date: 1995
Physical Medium: Paper

Custodian: Office of Transportation Data
Associated Form Numbers: N/A

Approval: 

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Office of Transportation Data 10 years.	Includes primary, secondary, municipal and park & institutional field sheets. The forms are used to record inventory data by field crews.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Planning and Programming Division
Record Series Name: Road Use Tax (RUT)
Date: 1995
Physical Medium: Paper

Custodian: Office of Transportation Data
Associated Form Numbers:
220003, 220004, 220005, 220010

Approval: *ry Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Office of Transportation Data 5 years.	Reports compiled by each municipality con- cerning finance receipts from all sources ex- pended for street purposes.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Planning and Programming Division
Record Series Name: Secondary Route Numbering System
Date: 1995
Physical Medium: Paper

Custodian: Office of Transportation Data

Associated Form Numbers: N/A

Approval: _____

R. Richardson

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Office of Transportation Data permanently.	Records and approvals of route numbering systems for county roads.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Planning and Programming Division
Record Series Name: State Maps
Date: 1995
Physical Medium: Computer

Custodian: Office of Transportation Data
Associated Form Numbers: N/A

Approval: *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
The current working file is accessible on- line. Computer tapes produced for history file are retained by Office of Data Services 5 years.	Shows information related to state road systems.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Planning and Programming Division
Record Series Name: Street Construction Program & Progress Status Report
Date: 1995
Physical Medium: Paper

Custodian: Office of Transportation Data
Associated Form Numbers:
220001, 220002, 220014, 220015

Approval: 

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Office of Transportation Data for 5 years.	Maps showing location of construction projects; forms showing type of construction cost, project limits, street name and percentage complete for all street improvement projects.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Planning and Programming Division
Record Series Name: Structure Inventory & Appraisal Forms (SI&A)
Date: 1995
Physical Medium: Paper, Microfilm

Custodian: Office of Transportation Data
Associated Form Numbers:
810016

Approval: *Ty Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Current copy retained in Office of Transportation Data. All outdated forms are micro-filmed, film retained in Office of Transportation Data 50 years.	Includes the Inventory and Appraisal of all structures on Iowa roads.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Planning and Programming Division
Record Series Name: Systems
Date: 1995
Physical Medium: Paper

Custodian: Office of Transportation Data
Associated Form Numbers: N/A

Approval: *ry Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Office of Transportation Data permanently.	Includes correspondence, resolutions and route descriptions for the FAP, FAS & FAUS Systems and road maps.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Planning and Programming Division
Record Series Name: Toll Bridge Reports
Date: 1995
Physical Medium: Paper

Custodian: Office of Transportation Data
Associated Form Numbers: N/A

Approval: *[Signature]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Office of Transportation Data 50 years.	Includes toll bridge locations and related information.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Planning and Programming Division
Record Series Name: Traffic Count Location Maps
Date: 1995
Physical Medium: Paper

Custodian: Office of Transportation Data
Associated Form Numbers: N/A

Approval: 

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Paper copies are retained in Office of Transportation Data 4 years.	County and city maps showing count station locations.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Planning and Programming Division
Record Series Name: Traffic Counts, Factors and Work Maps
Date: 1995
Physical Medium: Paper, Microfilm, Computer

Custodian: Office of Transportation Data
Associated Form Numbers:
 220007

Approval: *nyrichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Paper copies (work maps) are retained in Office of Transportation Data 12 years, microfilmed, film retained in Office of Transportation Data 20 years.	Includes county and city work maps showing count volumes.	N/A	N/A	N/A	N/A	N/A
Counts retained on computer in Office of Transportation Data 12 years. Retained on computer tapes by the Office of Data Services 7 years.						

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Planning and Programming Division
Record Series Name: Traffic Counts, Factors and Work Maps (continued)
Date: 1995
Physical Medium: Paper, Microfilm, Computer

Custodian: Office of Transportation Data
Associated Form Numbers:
220007

Approval: *Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Factors retained in Office of Transportation Data 6 years on computer file, 1 year paper copy, micro- filmed, film retained in Office of Transportation Data 20 years.						

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Planning and Programming Division
Record Series Name: Traffic Flow Maps, State, County and City
Date: 1995
Physical Medium: Paper, Microfilm

Custodian: Office of Transportation Data
Associated Form Numbers: N/A

Approval: *My Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Paper copy retained in Office of Transportation Data 4 years, microfilmed, film retained in Office of Transportation Data 20 years.	State primary, inter- state, county flow maps and city traffic maps.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Planning and Programming Division
Record Series Name: Transit Statistics
Date: 1995
Physical Medium: Computer (Spreadsheets)

Custodian: Office of Transportation Data
Associated Form Numbers: N/A

Approval: 

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Office of Transportation Data permanently. Historical record to be available for trend analysis, public information, etc.	Year-end statistical reports from Iowa public transit systems. Contain information on rides, revenue miles, revenue hours, operating expenses, passenger revenues, contract revenues, local tax support, state funding, federal funding and other funding by contract or service type/area plus system totals and totals by system type and industry totals.	N/A	N/A	N/A	N/A	N/A





IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Project Development Division
Record Series Name: Project Improvement Review
Date: 1995
Physical Medium: Paper

Custodian: Division Director

Associated Form Numbers:
103052

Approval: - *Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Project Development Division Director's Office for 3 years.	Includes the review team's report of project review and corres- pondence to Division Director.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Project Development Division
Record Series Name: Administrative Records
Date: 1995
Physical Medium: Paper

Custodian: Office of Bridges and
Structures
Associated Form Numbers: N/A

Approval: *- J. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Bridges and Structures 5 years.	Includes monthly reports, office forms, and general office cor- respondence.	N/A	N/A	N/A	N/A	N/A

RECORDS DESCRIPTION

DIVISION: Project Development Division

Record Series Name: Bridge File Envelopes (Interstate, Primary and Secondary) (Vital)

Date: 1995

Physical Medium: Paper, Photos, Microfilm

Custodian: Office of Bridges and Structures

Associated Form Numbers:
621003, 621005

Approval: *- J. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Bridges and Structures until no longer required or storage capa- city is full, transferred to Records Cen- ter, micro- filmed when given approval by Bridges and Structures, and film retained in Records Center permanently.	Includes all corres- pondence, calculations, shop drawings, drawing information, field notes, design approvals, bridge soundings reports, and drainage plats.	N/A	N/A	Names and addresses of correspondents and details of correspondence.	307.24	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Project Development Division
Record Series Name: Bridge Plans (Interstate & Primary)
Date: 1995
Physical Medium: Mylar, Vellum, Sepia, Paper, Microfilm

Custodian: Office of Bridges and Structures
Associated Form Numbers: N/A

Approval: *- R. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Interstate and Primary bridge plans retained in Bridges and Structures through project letting and for 5 years from design number date. Transferred to Records Center and retained 1 year, microfilmed, and film re- tained in Records Center permanently. Note: All original tracings of structures over main tributaries retained per- manently in Bridges and Structures.	Original tracings.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Project Development Division
Record Series Name: Bridge Plans (Interstate & Primary) (continued)
Date: 1995
Physical Medium: Mylar, Vellum, Sepia, Paper, Microfilm

Custodian: Office of Bridges and Structures
Associated Form Numbers: N/A

Approval: *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Contact Bridges and Structures before destroying plans for interstate bridges in major cities.						

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Project Development Division
Record Series Name: Construction Manual
Date: 1995
Physical Medium: Paper

Custodian: Office of Construction

Associated Form Numbers: N/A

Approval: - *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Transportation Center and resident construction offices until obsolete. Retained in Construction permanently.	Includes master copies of all revisions.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Project Development Division
Record Series Name: Correspondence Files
Date: 1995
Physical Medium: Paper

Custodian: Office of Construction

Associated Form Numbers: N/A

Approval: *- [Signature]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Construction 3 years.	Includes all cor- respondence not speci- fically related to a project.	N/A	N/A	Names and addresses of correspondents and details of corres- pondence.	307.24	N/A

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Project Development Division
Record Series Name: Log of Piling
Date: 1995
Physical Medium: Paper

Custodian: Office of Construction

Associated Form Numbers:
830210

Approval: *- J. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Transportation Centers and resident construction offices until either: 1) 3 years after notice of receipt of final federal reimbursement from Office of Finance, or 2) on non-participating projects, a maximum of 12 months from date of final payment or completion of audit. Construction copy sent to Soils Design, and then to Bridges and Structures for retention with Bridges and Structures project records.	Description of the structure, the sub-structure element, type of pile driving equipment, size, length and kind of piling and the load carrying capacity of the pile (bearing).	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Project Development Division
Record Series Name: Project Files
Date: 1995
Physical Medium: Paper, Microfilm

Custodian: Office of Construction

Associated Form Numbers:
 830230, 830231, 830238, 830240

Approval: *[Signature: R. Richardson]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
<u>TRANSPORT- ATION CENTERS/ CONSTRUC- TION RESI- DENCY</u> Retained in Transportation Centers and resident con- struction of- fices until either: 1) 3 years after notice of re- ceipt of final federal reim- bursement from Office of Finance, or 2) on non- participating projects, a maximum of 12 months from date of final payment.	Includes correspondence, change or extra work orders, reports and records relative to the construction of a specific project. Resident engineer's files also include profilometer traces, contractor certified payrolls, DNR notification of com- pletion of construction and temporary stream crossing permits.	N/A	N/A	Name of contractors, details of projects, and amount of payment for change or extra work orders.	307.24	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Project Development Division
Record Series Name: Project Files (continued)
Date: 1995
Physical Medium: Paper, Microfilm

Custodian: Office of Construction

Associated Form Numbers:
830230, 830231, 830238, 830240

Approval: - *tyRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Specified after retention period, ALL environmental documentation must be forwarded to the Records Center with a project number shown on each document. <u>CONSTRUC- TION OFFICE</u> Retained in Construction 2 years from project com- pletion, trans- ferred to Re- cords Center and retained 5 years. The contract related correspondence and pertinent	Includes stormwater notice of intent, discharge authorization number, notice of discontinuation, pollution prevention plan, project diaries and records regarding stormwater inspections and erosion control features, site closure report assessments and remedial, tank registrations, waste manifests plus support documents, EPA hazardous waste permits, waste stream permitting, asbestos disposal reports, and waste shipment records.					

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Project Development Division
Record Series Name: Project Files (continued)
Date: 1995
Physical Medium: Paper, Microfilm

Custodian: Office of Construction

Associated Form Numbers:
830230,830231,830238,830240

Approval: 

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
materials reports are microfilmed, film retained in Records Center permanently.						

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Project Development Division
Record Series Name: Affidavit of Publication
Date: 1995
Physical Medium: Paper

Custodian: Office of Contracts

Associated Form Numbers: N/A

Approval: 

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Affidavit of publication is received by the Office of Contracts, transferred to Records Center and retained 5 years.	Newspaper official notice, payment voucher and notice to bidders. The notice to bidders tells where the letting documents are to be submitted and restrictions applying to those documents.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Project Development Division
Record Series Name: Bid Analysis Management System (BAMS)
Date: 1995
Physical Medium: Mainframe Data Base (SAS, ISPF Tables)

Custodian: Office of Contracts

Associated Form Numbers: N/A

Approval: 

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Accumulated from source documents generated in Contracts; retained on data base indefinitely.	Contains the entire data base involving bids by each contractor: all the unit costs in each bid, the principals in the firm, the firm's financial qualification rating and date of qualification approval.	The firm's financial condition and principal owners. Methology for determining unfair bidding practices or bid rigging.	See Policy No. 030.05	Contractor's principal owners, financial condition, and bid information.	Ch. 314, 553	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Project Development Division
Record Series Name: Construction Contract Cards
Date: 1995
Physical Medium: Paper

Custodian: Office of Contracts

Associated Form Numbers: 650019

Approval: 

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Contracts 5 years.	This is a copy of contract awarded to the low bidder for construction or maintenance work.	N/A	N/A	Details of contract.	307.24	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Project Development Division
Record Series Name: Contract File - Successful Bidder
Date: 1995
Physical Medium: Paper

Custodian: Office of Contracts

Associated Form Numbers:
650001, 650019, 650027,
650028, 830431, 830432

Approval: *MyRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Contracts until after letting, then transferred to Records Cen- ter and retained 4 years.	The bid proposal of the low bidder. Copies of the awarded contract, contractor's bond, sup- plemental contracts, certification of comple- tion and consent of bondsman are added to the file from Office of Finance.	N/A	N/A	Bid proposal of low bidder and details of contract documents.	307.24	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Project Development Division
Record Series Name: Contract File - Unsuccessful Bidder
Date: 1995
Physical Medium: Paper

Custodian: Office of Contracts

Associated Form Numbers:
650027, 650028

Approval: — *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Contracts 1 year, then transferred to Records Center and retained 4 years.	The bid proposals of all the other bidders, order of opening bids, corres- pondence with contrac- tors, working papers, telegrams and receipts.	N/A	N/A	Bid proposals and names and addresses of correspondents.	307.24	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Project Development Division
Record Series Name: Contractor's Financial, Experience, Equipment Statement
Date: 1995
Physical Medium: Paper

Custodian: Office of Contracts

Associated Form Numbers:
650004, 830430

Approval: *— [Signature]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Contracts 2 years.	This is a detailed ac- counting of the contrac- tor's financial condition.	A complete listing of all the company's assets and liabilities plus a listing of all property and equip- ment owned by the company. Tax in- formation, stocks and bonds and lend- ing institution commitments are included.	22.7, 422.20	(See confidential information)	314.1	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Project Development Division
Record Series Name: Disadvantaged Business Enterprise - Eligibility
Date: 1995
Physical Medium: Paper

Custodian: Office of Contracts

Associated Form Numbers:
650180

Approval: - *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Contracts 3 years.	An application by a minority or female per- son to establish eligi- bility for participating as a disadvantaged firm on federally-aided highway construction projects.	Financial infor- mation and tax information plus makeup of the cor- porate structure is included to help determine the eligibility of a business enterprise for participation in highway construc- tion as per federal regulations.	22.7, 422.20	(See confidential information)	307.24, 314.1, 314.14	N/A

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Project Development Division
Record Series Name: Engineer's Estimate
Date: 1995
Physical Medium: Mainframe Data Base (BAMS)

Custodian: Office of Contracts

Associated Form Numbers:
 650027, 650028, 650029, 823, 824

Approval: - *Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in mainframe (BAMS) permanently.	An estimate of the unit costs for each construction project. It is prepared by our estimating engineering staff and is used as the criteria for accepting or rejecting the low bidder's total bid for a project. It is our determination of what the DOT believes to be a fair price to pay a contractor for performing the work that is contracted.	Our unit cost determinations.	See Policy No. 030.05	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Project Development Division
Record Series Name: External EEO Files
Date: 1995
Physical Medium: Paper

Custodian: Office of Contracts

Associated Form Numbers:
650161, 650167 thru 650170

Approval: - *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Contracts 3 years.	Information on a firm's performance and com- pliance with equal employment opportunity on construction projects. A copy of the EEO training program is usually included.	Detailed infor- mation involving a review of a com- pany's EEO policy and hiring prac- tices. The field on- site reviews plus an audit of the com- pany's EEO program are documented in order to justify sanctions for non-compliance with the statutes and federal regulations.	22.7; 5 USC 552 and 552a	(See general description and confidential in- formation)	307.24	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Project Development Division
Record Series Name: Production Schedule
Date: 1995
Physical Medium: Paper, Computer

Custodian: Office of Contracts

Associated Form Numbers:
701007

Approval: - *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Paper copies retained in Project Scheduling Section 5 years, and on magnetic tape permanently.	The Production Schedule is a document which projects the completion dates of events which must occur to complete a project. The base records are also used to produce several other reports such as target letting dates, cash flow data, manpower forecasts for development and operations, federal aid expenditures, etc.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Project Development Division

Record Series Name: Request for Approval of Plans, Specifications & Estimates (P.S.&E.)

Date: 1995

Physical Medium: Paper, Mainframe Data Base (BAMS)

Custodian: Office of Contracts

Associated Form Numbers:

Approval: - *MyRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Computer printouts retained in Contracts 6 months, retained on mainframe computer (BAMS) permanently.	Listing of estimated project costs including contingencies and showing funding breakdown plus a listing of applicable supplemental and special provisions for each federally-aided highway project.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Project Development Division
Record Series Name: Request for Proposals
Date: 1995
Physical Medium: Paper

Custodian: Office of Contracts

Associated Form Numbers:
650022

Approval: *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Contracts 6 months.	Contractor's request for bidding proposals; in- cludes their current contract obligations.	N/A	N/A	Current contract obligations.	307.24	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Project Development Division
Record Series Name: Summary of Awarded Contract Prices
Date: 1995
Physical Medium: Paper, Mainframe Data Base (BAMS)

Custodian: Office of Contracts

Associated Form Numbers: N/A

Approval: - *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Paper copy retained in Contracts 5 years, retained in Mainframe (BAMS) permanently.	Lists all the bid items used each year on construction projects and indicates the high, the low, and the average unit prices of the low bids for each item.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Project Development Division
Record Series Name: Supplemental and Special Provision Files
Date: 1995
Physical Medium: Paper, Microfilm

Custodian: Office of Contracts
Associated Form Numbers: N/A

Approval: - *R. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Original copy retained in Contracts 5 years, micro-filmed, and film retained permanently in Records Center.	These documents are the work product of the Specifications Engineer and provide the necessary modification of the general specifications or addition to the general specifications on each highway construction and maintenance project.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Project Development Division
Record Series Name: Tabulation of Bids
Date: 1995
Physical Medium: Mainframe Data Base (BAMS)

Custodian: Office of Contracts

Associated Form Numbers:
650016

Approval: *[Signature: J. Richardson]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Mainframe (BAMS) permanently.	Complete tabulation of every contractor's bid on all construction and maintenance lettings.	N/A	N/A	Contractor's bids.	307.24	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Project Development Division
Record Series Name: Wage Rates
Date: 1995
Physical Medium: Paper

Custodian: Office of Contracts

Associated Form Numbers: N/A

Approval: *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Contracts 5 years.	All federal-aid projects require wage determi- nations under the Davis-Bacon Act for various crafts. These are made by the U.S. Dept. of Labor.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Project Development Division
Record Series Name: Weekly Letting Report
Date: 1995
Physical Medium: Paper

Custodian: Office of Contracts

Associated Form Numbers: N/A

Approval: - *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
1 copy retained in Library (Employee Services) permanently.	Lists proposed lettings for the state, counties, cities and other public agencies. Also lists target dates, contracts accepted and low bidder lists for each letting.	N/A	N/A	(See general description)	307.24	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Project Development Division
Record Series Name: Aerial Photographs
Date: 1995
Physical Medium: Photographs and Negatives

Custodian: Office of Design

Associated Form Numbers: N/A

Approval: - *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Design indefinitely.	Contract aerial photo- graphy of highway cor- ridors throughout the state.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Project Development Division
Record Series Name: ASCS Aerial Photography
Date: 1995
Physical Medium: Photographs

Custodian: Office of Design

Associated Form Numbers: N/A

Approval: *[Signature: J. Richardson]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Design indefinitely.	Photography with road alignment and some drainage areas outlined.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Project Development Division
Record Series Name: Bridge Soundings
Date: 1995
Physical Medium: Paper, Microfilm

Custodian: Office of Design

Associated Form Numbers:
610010, 610014

Approval: - *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Design 5 years, microfilmed, and film retained in Records Center permanently.	A representation of material below earth surface; types of soil and depths at bridge sites.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Project Development Division
Record Series Name: Cross Sections
Date: 1995
Physical Medium: Paper

Custodian: Office of Design

Associated Form Numbers: N/A

Approval: - *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Produced by Design, transferred to the Printing section of Document Services as part of the letting plans. After the letting, the originals are retained in Records Center 5 years.	Original ground plots and proposed earthwork templates plotted on either rolls or individual sheets of cross section paper.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Project Development Division

Record Series Name: Design Project Information (Interstate & Primary Project Files)

Date: 1995

Physical Medium: Paper, Photographs

Custodian: Office of Design

Associated Form Numbers: N/A

Approval: - *Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Design through project completion, then transferred to Records Center, retained 10 years.	Materials dealing with development of a pro- ject design; concept statements, project related correspondence, approvals of design features and worksheets.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Project Development Division
Record Series Name: Engineering Drawings (Road Project Plans)
Date: 1995
Physical Medium: Paper, Microfilm, Sepia, Mylar, Computer (CADD)

Custodian: Office of Design

Associated Form Numbers: N/A

Approval: 

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Developed in Design, transferred to Contracts for project letting. After the letting, the originals are retained in Records Center 5 years, microfilmed (if AsBuilts are not available), and film retained in Records Center permanently. Retained electronically within the CADD system through design completion, and then stored on magnetic tape indefinitely.	Original drawings and tracings of primary and interstate roadway letting plans.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Project Development Division
Record Series Name: General Office Records and Files
Date: 1995
Physical Medium: Paper

Custodian: Office of Design

Associated Form Numbers: N/A

Approval: *— [Signature]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Design 5 years.	Non-project related correspondence, intra- departmental memo- randums, and intraoffice directives.	N/A	N/A	Names and addresses of correspondents and details of corres- pondence.	307.24	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Project Development Division
Record Series Name: Pavement Determination
Date: 1995
Physical Medium: Paper

Custodian: Office of Design

Associated Form Numbers: N/A

Approval: - *MyRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Design permanently.	Economic analysis of pavement types to establish the preferred pavement design.	The cost information collected is applied to comparable asphalt and portland cement concrete pavement designs. The use of this information by the competitors would lead to great political pressure and a diminuation of objective decisions by a transportation agency to provide the best product for the least money.	See Policy No. 030.05.	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Project Development Division
Record Series Name: Preliminary Survey Information
Date: 1995
Physical Medium: Paper, Plastic, Books, Computer

Custodian: Office of Design

Associated Form Numbers: N/A

Approval: - *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Design until project plan development is completed; transferred to Records Center where the 10 and 20 scale plats and survey books are retained permanently. Portions of survey data is stored electronically in Design permanently.	<p>The 10 and 20 scale plats and survey books show existing features of the proposed project area before construction. The preliminary field survey books contain elevations, benchmarks, cross-sections, topographic and alignment information.</p> <p>The electronic files (after 1/1/90) contain information such as project control coordinates, bench datum, field x-sections, topographic and alignment information in SDMS format.</p> <p>All information will show existing features of the project* area before construction.</p>	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Project Development Division
Record Series Name: Preliminary Survey Information (continued)
Date: 1995
Physical Medium: Paper, Plastic, Books, Computer

Custodian: Office of Design

Associated Form Numbers: N/A

Approval: - *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
	*Electronic files need further processing in CAiCE Design Software to create topographic views. The preliminary survey books contain notes submitted, alignment, datum, and stream profile information.					

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Project Development Division
Record Series Name: Road Aids
Date: 1995
Physical Medium: Paper, Plastic, Computer (CADD)

Custodian: Office of Design

Associated Form Numbers: N/A

Approval: *- M. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Paper, plastic copies retained in Design. Information in the electronic CADD system is stored indefinitely.	Forms, tabulation blanks, and frequently used design details for inclusion in project plans.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Project Development Division
Record Series Name: Road Design Consultant Files
Date: 1995
Physical Medium: Paper, Microfilm

Custodian: Office of Design

Associated Form Numbers: N/A

Approval: - *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Design until final payment, transferred to Records Center, retained 10 years, then microfilmed and film retained permanently.	Correspondence, reports, contracts, payment vouchers, project development materials and contract payments.	See Policy No. 030.05	See Policy No. 030.05	Information about consultants and details of contracts.	307.24	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Project Development Division
Record Series Name: Road Design Manual
Date: 1995
Physical Medium: Paper

Custodian: Office of Design

Associated Form Numbers: N/A

Approval: - *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Design indefinitely.	Memorandums, design guides, and information for designers on roadway design methods, procedures and practices.	N/A	N/A	Mailing list of manual holders	307.24	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Project Development Division
Record Series Name: Soil Boring Books
Date: 1995
Physical Medium: Paper, Books

Custodian: Office of Design

Associated Form Numbers: N/A

Approval: - *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Design permanently.	Field descriptions and sample locations for soil borings taken for highway projects.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Project Development Division
Record Series Name: Standard Road Plans
Date: 1995
Physical Medium: Paper, Plastic, Microfilm

Custodian: Office of Design

Associated Form Numbers: N/A

Approval: - *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Design while current. Current and obsolete versions retained in Records Center, microfilmed, and film retained in Records Center permanently.	Standard design features.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Project Development Division
Record Series Name: Pre-Design and Pre-Construction Project Agreement Files
Date: 1995
Physical Medium: Paper, Sepia, Microfilm

Custodian: Office of Development Support
Associated Form Numbers:
 102108

Approval: *— J. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Development Support 20 years, microfilmed, film retained in Development Support permanently. Basic format used in the agreement is retained indefinitely.	Includes original copies of city (Pre-Design and Pre-Construction), county, institutional road, and state park agreements including project-related correspondence, support data, transfer of jurisdiction, Revitalize Iowa's Sound Economy (RISE), traffic safety improvement, right of way, and Recreational Trails Agreements.	N/A	N/A	Name of signing authority, agreement No., terms of agreement, and amount of agreement reimbursement if applicable.	Chapters 306, 306A, 307A, and 313. Rules 761--chs. 100-199.	N/A

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Project Development Division
Record Series Name: Specifications
Date: 1995
Physical Medium: Paper, Computer

Custodian: Office of Development
 Support (Specifications Engineer)

Associated Form Numbers: N/A

Approval: - *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Specifications Engineer's file indefinitely one or more copies of Standard Specifications for Highway and Bridge Con- struction, and one or more copies of each numbered sup- plemental spe- cification and numbered spe- cial provision.	The Standard Speci- fications for Highway and Bridge Construction is a 6" x 9" book, currently with approximately 800 numbered pages. It is revised and reissued as a new series about every 7 years. It contains basic require- ments for standard types of highway construction and materials. Supple- mental specifications and special provisions are for modifications to this book, special re- quirements, or new types of work. All on 8 1/2" x 11" paper. Sections 1101 through 1105 of the book, and revisions thereto, contain material that is referenced in the Iowa Administrative Code.	N/A	N/A	N/A	N/A	N/A
Retained on the computer from 1992 to current.						

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Project Development Division
Record Series Name: Specifications Committee
Date: 1995
Physical Medium: Paper, Computer

Custodian: Office of Development
Support (Specifications Engineer)

Associated Form Numbers: N/A

Approval: *- J. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Specifications Engineer's file indefinitely. Retained on the computer from 1992 to current.	Minutes of Specifi- cations Committee meetings, agenda letters, and some supportive information for agenda items. Specifications Com- mittee functions according to Policy 600.02 of the DOT Policies and Procedures Manual.	N/A	N/A	Members of Specifications Committee.	307.24	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Project Development Division
Record Series Name: Transfer of Jurisdiction Agreements
Date: 1995
Physical Medium: Paper, Microfilm

Custodian: Office of Development
Support (Specifications Engineer)
Associated Form Numbers: N/A

Approval: - *My Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Development Support 20 years, microfilmed, film retained in Development Support indefinitely.	Agreements between state and county/city to transfer the jurisdiction of road sections.	N/A	N/A	Parties to and terms of agreements.	306.8	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Project Development Division
Record Series Name: Transfer of Jurisdiction (TJ) Master Computer Record
Date: 1995
Physical Medium: Personal Computer File

Custodian: Office of Development
Support (Specifications Engineer)
Associated Form Numbers: N/A

Approval: — *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained indefinitely in Development Support on computer, TJ Master (Historical record of transfers of jurisdiction).	List of TJ project agreement numbers and dates of transfer by county number.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Project Development Division
Record Series Name: Value Engineering Studies
Date: 1995
Physical Medium: Paper

Custodian: Office of Development
Support (Value Engin. Coordinator)
Associated Form Numbers:
102004, 102005

Approval: *- J. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Development Support Office for 5 years.	Includes the Value Engineering team's report of the subject studied with all supporting data and final staff action.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Project Development Division
Record Series Name: Airport Engineering Drawings
Date: 1995
Physical Medium: Microfilm, Paper

Custodian: Office of Local Systems

Associated Form Numbers: N/A

Approval: - *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Local Systems until project completion; microfilmed, and film retained in Local Systems permanently.	As built construction design plans for improving airports.	N/A	N/A	Name of airport.	328.12	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Project Development Division
Record Series Name: Airport Project Files
Date: 1995
Physical Medium: Microfilm, Paper

Custodian: Office of Local Systems

Associated Form Numbers:
300028, 300031

Approval: - *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Local Systems until project completion, microfilmed, and film retained in Local Systems permanently.	Includes corre- spondence, applications for state aid, grant agreements, engineering agreements, and progress reports.	N/A	N/A	Name of airport, city, and amount of grant.	328.12, 328.14; 761--chs. 710 and 715	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Project Development Division
Record Series Name: City Bridge Candidate List
Date: 1995
Physical Medium: Paper

Custodian: Office of Local
Systems
Associated Form Numbers: N/A

Approval: - *R. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Local Systems 3 years.	Letters from cities requesting they be added to the candidate list.	N/A	N/A	Same as general description.	307.24	N/A

RECORDS DESCRIPTION

DIVISION: Project Development Division
Record Series Name: City Project Files
Date: 1995
Physical Medium: Paper, Microfilm

Custodian: Office of Local
Systems
Associated Form Numbers:
650019, 730002, 730006; FHWA
Forms PR1240, PR2 and PR20A

Approval: - *Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Local Systems 3 years following date of final payment. Re- cords Center copy retained 5 years.	Project related correspondence, environmental docu- ments, and other related reports and documents.	N/A	N/A	Same as general description.	307.24	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Project Development Division
Record Series Name: Correspondence
Date: 1995
Physical Medium: Paper

Custodian: Office of Local
Systems
Associated Form Numbers: N/A

Approval: *- J. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Local Systems 3 years.	Copies of letters and memoranda to the counties, cities, and consultants.	N/A	N/A	Names and addresses of correspondents and details of correspondence.	307.24	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Project Development Division
Record Series Name: County and City Agreements
Date: 1995
Physical Medium: Paper

Custodian: Office of Local
Systems
Associated Form Numbers: N/A

Approval: - *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Local Systems indefinitely.	Agreements between the city or county and state.	N/A	N/A	Parties to and terms of agreements.	307.24 28E.4	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Project Development Division
Record Series Name: County Project Files
Date: 1995
Physical Medium: Paper

Custodian: Office of Local
Systems
Associated Form Numbers: N/A

Approval: - *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Local Systems 3 years fol- lowing the date of final payment. Records Center copy retained 5 years.	Project correspondence, environmental documents, and other related reports and documents.	N/A	N/A	Engineer in charge and members of inspecting party.	307.24	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Project Development Division
Record Series Name: County Project Number Assignment
Date: 1995
Physical Medium: Paper

Custodian: Office of Local
Systems
Associated Form Numbers: N/A

Approval: — *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Local Systems indefinitely.	Record location, and official project number for projects in Iowa counties.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Project Development Division
Record Series Name: Federal Transit Grants
Date: 1995
Physical Medium: Paper, Computer, Microfilm

Custodian: Office of Local
Systems
Associated Form Numbers: N/A

Approval: - *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Local Systems approximately 1 year past close out of last local agreement, then microfilmed, and film retained permanently in Local Systems. Grants require record retention and availability for inspection.	Copies of agreements with FTA for Sec. 3, 4i, 16, 18 funding, plus budget revisions, progress reports, etc.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Project Development Division
Record Series Name: Instructional Memorandums to County Engineers
Date: 1995
Physical Medium: Paper

Custodian: Office of Local
Systems
Associated Form Numbers: N/A

Approval: - *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Local Systems until updated or revised.	A manual of instructions to county engineers regarding Secondary and Farm-to- Market roads. The manual communicates instructions, requirements and guidance information to the counties.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Project Development Division
Record Series Name: Project Files (U-STEP and C-STEP Programs)
Date: 1995
Physical Medium: Paper, Microfilm

Custodian: Office of Local
Systems
Associated Form Numbers: N/A

Approval: *- R. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Local Systems 3 years fol- lowing date of final payment. Records Center copy retained 5 years, mic- rofilmed, film retained per- manently in Records Cen- ter.	Project correspondence, environmental documents, and other related reports.	N/A	N/A	Same as general description.	307.24	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Project Development Division
Record Series Name: Project Improvement Review Reports
Date: 1995
Physical Medium: Paper

Custodian: Office of Local
Systems
Associated Form Numbers: N/A

Approval: *— J. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Local Systems 3 years after date of final payment.	Describes type of work, work in progress during the review, deficiencies found (if any) and cor- rective action needed (if any).	N/A	N/A	Engineer in charge, members of inspect- ing party, and details of the review.	307A.2, 309.16	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Project Development Division
Record Series Name: Project Schedule of County Projects
Date: 1995
Physical Medium: Computer

Custodian: Office of Local
Systems
Associated Form Numbers: N/A

Approval: - *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained on mainframe computer and maintained by Local Systems. Retained until updated or revised.	List of each county's Farm-to-Market and federal-aid projects for succeeding 2 fiscal years. Includes project number, type of project, location/design approval, archaeology status, plan submittal, letting date, and estimated cost.	N/A	N/A	Same as general description.	307.24	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Project Development Division
Record Series Name: Secondary Bridge Plans
Date: 1995
Physical Medium: Paper, Microfilm

Custodian: Office of Local
Systems
Associated Form Numbers:

Approval: *— R. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Secondary bridge plans are received from the County's in Local Systems; transferred to Bridges and Structures for review of design. After letting the bridge plans are returned to the County's. Secondary bridges are microfilmed, film retained in Records Center permanently.	Original tracings.	N/A	N/A	Secondary bridge plans	307.24	N/A

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Project Development Division
Record Series Name: Transit Agreements
Date: 1995
Physical Medium: Paper/Microfilm, Computer

Custodian: Office of Local
 Systems
Associated Form Numbers: N/A

Approval: — *MyRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Local Systems until approximately 1 year past agreement expiration, then microfilmed and film retained permanently in Local Systems. Computer record of allocations maintained permanently. Federal grants supplying funds administered require records be retained and available for inspection.	Copies of agreements with local transit systems covering administration of FTA Sec. 3, 4i, 16 and 18 funding plus State Transit Assistance, Petroleum Overcharge and Million Dollar Loan funds. Also amendments to agreements, and agreement correspondence relating to specification approval authorizations for bid award, etc., payment requests with progress reports, payment vouchers, and project close outs.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Project Development Division
Record Series Name: Transit Contracts
Date: 1995
Physical Medium: Paper, Microfilm

Custodian: Office of Local Systems

Associated Form Numbers:
020011, 020018, 181001, 650166

Approval: - *Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Local Systems until project completion, microfilmed, and film retained in Local Systems permanently.	Contracts between IA DOT and the transit systems in the state of Iowa.	N/A	N/A	Names, business addresses and phone numbers of state and local project managers. Names, addresses, and possibly phone numbers of vendors (sometimes individuals) submitting bids or invoices under contract.	307.25, ch. 324A; 761--chs. 900-999	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Project Development Division
Record Series Name: Transit Vendor Files
Date: 1995
Physical Medium: Paper

Custodian: Office of Local Systems

Associated Form Numbers: N/A

Approval: — *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Local Systems permanently.	Information about vendors supplying transit related products and their products.	N/A	N/A	Names, business addresses and phone numbers of vendors (including indivi- duals). Tax ID numbers and DBE certifications may be included.	307.25	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Project Development Division
Record Series Name: Central Office - General Correspondence Files
Date: 1995
Physical Medium: Paper

Custodian: Office of Materials

Associated Form Numbers:
000020, 000032

Approval: — *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Materials 3 years.	All correspondence from Materials (including inter-office and general public).	N/A	N/A	Names and addresses of correspondents and details of correspondence.	307.24	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Project Development Division
Record Series Name: Materials Project File
Date: 1995
Physical Medium: Paper, Microfilm

Custodian: Office of Materials

Associated Form Numbers:
820007, 820258, 820300, 820975,
821263, 821283, 830211, 830224

Approval: - *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Materials through project completion; transferred to Records Center and retained 5 years, micro- filmed and film retained in Records Center permanently. Retained in the Transportation Centers and resident construction offices until either:	File includes all Materials forms.	The file of competitors is considered confidential.	See Policy No. 030.05	File of competitors.	307.24	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Project Development Division
Record Series Name: Materials Project File (continued)
Date: 1995
Physical Medium: Paper, Microfilm

Custodian: Office of Materials

Associated Form Numbers:
820007, 820258, 820300, 820975,
821263, 821283, 830211, 830224

Approval: - *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
1) 3 years after notice of receipt of final federal reimbursement from Office of Finance, or 2) on non-partici- pating projects, 12 months from the date of final payment or completion of audit.						

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Project Development Division
Record Series Name: Materials Resource File
Date: 1995
Physical Medium: Paper, Microfilm, Mainframe Data Base

Custodian: Office of Materials

Associated Form Numbers:
820257, 820259, 820729, 820932,
820957, 820987, 821238

Approval: *MyRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Geology Sec- tion of Mate- rials. Ag- gregate test reports ac- cumulated for current calen- dar year, microfilmed, film retained in Materials indefinitely. Durability test worksheets retained in Materials indefinitely.	Permanent record of all sources, use and test history for construction aggregates used or investigated for use in projects governed by Iowa DOT specifications.	Test reports of competitors are considered confidential.	See Policy No. 030.05	Test reports of competitors.	307.24	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Project Development Division
Record Series Name: Materials Resource File (continued)
Date: 1995
Physical Medium: Paper, Microfilm, Mainframe Data Base

Custodian: Office of Materials

Associated Form Numbers:
820257, 820259, 820729, 820932,
820957, 820987, 821238

Approval: - *R. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
IM T-203, Volume IV, is revised biannually for distribution, and old copies destroyed. 1 copy is retained in Materials Office as a historical record.						

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Project Development Division
Record Series Name: Pavement Evaluation Records
Date: 1995
Physical Medium: Paper, Microfilm, Mainframe Data Base

Custodian: Office of Materials

Associated Form Numbers:
 820030, 820031, 820040,
 820050, 821301

Approval: - *RyRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Paper copies of the Central Materials Pavement Test Reports are retained in Materials 5 years. Detour pre-use and post-use is retained in Materials 3 years. Road Rater and Friction Reports are microfilmed and the film retained 10 years. 25-foot Profilograph Test Reports are retained in Materials 1 year, then microfilmed, film retained in Materials permanently. Pavement	Includes crack and patch survey reports, detour PSI survey reports, detour pre-use and post-use films, friction test reports, 25-foot profilograph test reports, profiler test reports, and road rater test reports.	The reports of competitors are considered confidential.	See Policy No. 030.05	Reports of competitors.	307.24	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Project Development Division
Record Series Name: Pavement Evaluation Records (continued)
Date: 1995
Physical Medium: Paper, Microfilm, Mainframe Data Base

Custodian: Office of Materials

Associated Form Numbers:
820030, 820031, 820040,
820050, 821301

Approval: *— R. Richardson*

**File Location(s)
and Retention
Period(s)**

**General Description
of
Record Series**

**Confidential
Information in
Record Series**

**Confidential
Authority**

**Personally
Identifiable
Information in
Record Series**

**Personally
Identifiable
Information
Authority**

**Computer
Matching
of Personally
Identifiable
Information**

Evaluation
information in
the PMIS data
base is retained
permanently.

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Project Development Division
Record Series Name: Research Project Files
Date: 1995
Physical Medium: Paper

Custodian: Office of Materials

Associated Form Numbers: 102108

Approval: — *R. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Research Section of Materials indefinitely.	The research project files include the problem statement, proposal, Staff Action, contract, data reports and general correspondence. The research project files include a 100 series, 500 series, 1000 series, 2000 series and an MLR file.	N/A	N/A	Details of contracts.	307.24	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Project Development Division
Record Series Name: Research Projects Final Reports
Date: 1995
Physical Medium: Paper

Custodian: Office of Materials

Associated Form Numbers: N/A

Approval: - *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Research Section of Materials indefinitely.	Includes final reports of research projects.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Project Development Division
Record Series Name: Test Sample Identification
Date: 1995
Physical Medium: Paper

Custodian: Office of Materials

Associated Form Numbers:
820002, 820193

Approval: 

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Materials 1 year.	Documents prepared by field personnel identi- fying samples to be tested for conformance to applicable speci- fications.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Project Development Division
Record Series Name: Test Sample Work Sheet
Date: 1995
Physical Medium: Paper

Custodian: Office of Materials

Associated Form Numbers:
820443, 820641, 820642, 820646,
820682, 820956, 820988

Approval: - *Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Materials 3 years.	Worksheets used by technicians in the testing area of the laboratory to compile test results.	Test records of competitors are confidential.	See Policy No. 030.05	Test records of competitors.	307.24	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Project Development Division
Record Series Name: Testing Equipment (Receipt)
Date: 1995
Physical Medium: Paper

Custodian: Office of Materials

Associated Form Numbers:
820960

Approval: - *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Materials 3 years.	Documents the movement of field testing equipment between various field locations and the Materials Laboratory.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Project Development Division
Record Series Name: TRB Research Library
Date: 1995
Physical Medium: Paper

Custodian: Office of Materials

Associated Form Numbers: N/A

Approval: - *Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Research Section of Materials indefinitely.	One copy of most Transportation Research Board Publication series is retained. The pub- lications include: 1) Bibliography; 2) NCHRP reports; 3) NCHRP Synthesis; 4) NCHRP Research Results Digest; 5) National Cooperative Transit Research and Development Program (NCTRDP) Report; 6) NCTRDP Research Results Digest; 7) NCTRDP Synthesis; 8) Record; 9) Special Report; and 10) Transportation Research Circular.	N/A	N/A	N/A	N/A	N/A

RECORDS DESCRIPTION

DIVISION: Project Development Division
Record Series Name: Commission Orders/Staff Actions (Right of Way)
Date: 1995
Physical Medium: Paper, Mainframe Data Base (FOCUS)

Custodian: Office of Right of Way
Associated Form Numbers:
102108, 102110

Approval: *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Approved orders/actions retained in Right of Way permanently. The actual DOT order/action is present for a maximum of 30 days and then automatically deleted.	Includes fee appraisal and acquisition contracts, condemnations, condemnation appeals and relocation assistance claims. See Policies and Procedures Manual, Policies 300.01 and 300.02.	N/A	N/A	Name, size of acquisition, type of acquisition, amount paid. In the case of condemnation or condemnation appeal, the amount offered and the amount awarded.	Chapters 6A, 6B, 306, 306A, 316	N/A

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Project Development Division
Record Series Name: Original Right of Way Acquisition or Disposal Records (Vital)
Date: 1995
Physical Medium: Paper, Microfilm, Computer,

Custodian: Office of Right of Way
Associated Form Numbers: 634-011,012,013,014,015,017,020,021,022,023,024,025,031,032,068,071,077,087,097,098,099,401,403,404,405,406,408,409,410;635-052,053,054,056,057; and 636069

Approval: - *Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Original contract documents retained permanently in Right of Way. Copies retained in Transportation Centers while current or in effect. Basic format of deeds and contracts is retained indefinitely. All documents except strip maps are microfilmed as a backup to	Includes original contracts, deeds, condemnation notices, stipulated settlements, court orders, state patents, abandonments, transfers of jurisdiction, revisions of access, land surveyors plats, and strip maps.	N/A	N/A	Name of grantor or grantee, description of the property acquired or disposed of, and amount paid.	Chapters 6A, 6B, 306, 306A, 307, 316	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Project Development Division

Record Series Name: Original Right of Way Acquisition or Disposal Records (continued)

Date: 1995

Physical Medium: Paper, Microfilm, Computer

Custodian: Office of Right of Way

Associated Form Numbers: 634-011,012,013,014,015,017,020,021,022,023,024,025,031,032,068,071,077,087,097,098,099,401,403,404,405,406,408,409,410;635-052,053,054,056,057; and 636069

Approval: - *R. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
original documents, film retained in Right of Way indefinitely. Documents have been indexed and cross-refer- enced on the mainframe computer.						

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Project Development Division
Record Series Name: Parcel Files - Right of Way
Date: 1995
Physical Medium: Paper, Sepia, Photographs

Custodian: Office of Right of Way
Associated Form Numbers: 632-004,005,011,012,013,015,016,021; 633-101,102,103,204,205,206,207,208,209,210,211,212,213,214,215,216,301,501,502,503;634-052,055,058,060,061,063,066,074,075,076,090,092,093,094,541,542,543,544; 635-005,026,027,028,037,039,041,042,043,044,045,046,047,048,049,050,051

Approval: *Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Right of Way 3 years after conveyance of land, transferred to Records Center (Archives) and retained 7 years. Federal funded project files retained 3 years after notice of final payment. Transportation Centers files retained 5 years after project completion.	Includes all ROW design, appraisal, negotiation, condemnation and Fiscal and Title records except those classified as vital records.	Except as required by Iowa Code section 6B.45, the entire parcel file is confidential until title has passed to the state and all contract and relocation claims have been paid.	22.7. See Policy No. 030.05.	Name of property owner, description of property to be acquired, title information, amount offered and amount paid.	Chapters 6A, 6B, 306, 306A	N/A

IOWA DEPARTMENT OF TRANSPORTATION RECORDS DESCRIPTION

DIVISION: Project Development Division
Record Series Name: Property Management Files
Date: 1995
Physical Medium: Paper, Photographs, Mainframe Data Base (FOCUS), Microfilm

Custodian: Office of Right of Way
Associated Form Numbers:
 636-016,019,020,023,025,026,032
 037,058,072,080,116

Approval: *[Signature: J. Richardson]*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Right of Way (Property Management) 3 years, microfilmed and film retained in ROW permanently. Mainframe computer is used to maintain a current inven- tory of excess land. A com- puter List of Prospective Purchasers is updated bi- monthly.	Includes all records relating to the sale, rental or disposal of land, buildings, im- provements and personal property except those classified as vital records.	Communications with prospective buyers where we are attempting to nego- tiate a sale are considered confiden- tial until such time as a sale is consum- mated. Sealed bids are confidential prior to the time set for public opening of bids. Communica- tions not required by law, rule or pro- cedure that are made to the department are confidential to the extent allowed by Iowa Code subsection 22.7(18).	See Policy No. 030.05.	Name, address, description of property, and terms and conditions of lease or sale. Also, list of prospective purchasers of land.	Chapters 6A, 6B, 9G, 306, 306A, 307, 562A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Project Development Division
Record Series Name: Relocation Assistance Files
Date: 1995
Physical Medium: Paper, Photographs

Custodian: Office of Right of Way
Associated Form Numbers: 637-001,008,009,010,011,012,013,014,015,016,019,022,027,028,029,030,031,032,033,034,035,150,151,152,154

Approval: - *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Right of Way 1 year after re- location assist- ance completed, then transferred to Records Cen- ter (Archives) and retained 4 years.	Includes all documents relating to the prepara- tion of relocation plans, the relocation of owners and tenants and the payment of claims.	Copies of income tax forms or rental, income, and expense statements furnished by relocatees as documentation for relocation assistance payments are confidential indefinitely. The remainder of the file is confidential until title has passed to the state and all contract and re- location claims have been paid.	22.7; 422.20; 5 USC 552 and 552a. See Policy No. 030.05.	Names of claimant and household members, address, description of property, age, income, title information and amount of payment.	Chapters 6A, 6B, 306, 306A, 306B, 306C, 316	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Project Development Division
Record Series Name: Utilities File
Date: 1995
Physical Medium: Paper, Sepia, Microfilm

Custodian: Office of Right of
Way
Associated Form Numbers:
181001, 190011, 190016, 640003

Approval: — *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Right of Way 5 years after project com- pletion, then microfilmed. Older files retained in Records Center on microfiche indefinitely, current microfilmed files retained in Right of Way indefinitely. Basic format used in the agreement is retained indefinitely.	The acquisition of utility interests within the right of way. Includes the utility agreement, general correspondence, payment billings, vouchers, disclaimers of interest, instruments of subordination, and warranty deeds.	N/A	N/A	Name and address of company, terms and conditions of agree- ment, amount of agreement, payments, and real estate interests acquired from the utility.	Chapter 306A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Project Development Division
Record Series Name: Church, Service Club & Municipal Recognition Signs
Date: 1995
Physical Medium: Paper, Computer

Custodian: Office of Right of
Way (Advertising Control)
Associated Form Numbers:
860009

Approval: *— R. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Right of Way, Advertising Control Section, indefinitely.	Includes applications and correspondence.	N/A	N/A	Name of applicant, address, and location of signs.	Chapter 306C; Rules 761-- Ch. 117	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Project Development Division
Record Series Name: Directional Sign Permits
Date: 1995
Physical Medium: Paper, Computer

Custodian: Office of Right of
Way (Advertising Control)
Associated Form Numbers:
860025

Approval: — *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Right of Way, Advertising Control Section, indefinitely. An inventory of permits is maintained on computer.	Includes applications, correspondence, billing records and lease information.	Lease information.	22.7. See Policy No. 030.05.	Name of applicant, address, type of area or site, hours and days of operation, location and description of signs, billing records, and lease information.	Chapter 306C; Rules 761--ch. 120.	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Project Development Division
Record Series Name: Logo Signing
Date: 1995
Physical Medium: Paper, Photographs, Computer

Custodian: Office of Right of
Way (Advertising Control)
Associated Form Numbers:
860014, 860015, 860016
860017, 860018

Approval: — *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Right of Way, Advertising Control Section, indefinitely. An inventory of permits is maintained on computer.	Includes applications, photographs, installation instructions, correspondence and billing records.	N/A	N/A	Name of applicant, address, type and location of business, hours and days of operation, location of signs and billing records.	Chapter 306C; Rules 761-- Ch. 118.	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Project Development Division
Record Series Name: Outdoor Advertising Permits
Date: 1995
Physical Medium: Paper, Mainframe Data Base (FOCUS)

Custodian: Office of Right of
Way (Advertising Control)
Associated Form Numbers:
860001, 860004, 860011,
860012, 860018

Approval: — *ryRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Right of Way, Advertising Control Section indefinitely. An inventory of permits is maintained on computer.	Includes applications, correspondence, billing records and lease in- formation.	Lease information.	22.7. See Policy No. 030.05.	Name of applicant, address, location of signs, billing records, and lease information.	Chapter 306C; Rules 761-- Ch. 117.	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Project Development Division
Record Series Name: Sign Acquisition Contract
Date: 1995
Physical Medium: Paper, Photographs, Mainframe Data Base (FOCUS)

Custodian: Office of Right of
Way (Advertising Control)
Associated Form Numbers:
860002, 860005, 860006,
860007, 860008

Approval: - *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Right of Way, Advertising Control Section, indefinitely. An inventory is maintained on computer.	Includes contract, sign evaluation, lease in- formation, corres- pondence and vouchers.	N/A	N/A	Includes signowner's name and address, location of signs, lease information, and contract information.	Chapter 306C	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Project Development Division
Record Series Name: Sign and Junkyard Control Police Power Action (Vital)
Date: 1995
Physical Medium: Paper, Photographs

Custodian: Office of Right of Way
(Advertising Control)
Associated Form Numbers:
860001, 860004, 860006, 860009
860010, 860011

Approval: - *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Right of Way, Advertising Control Section, indefinitely.	Includes signowner's or junkyard owner's name and address, location of sign or junkyard, cor- respondence and all claims or legal actions.	Legal action being used to eliminate violation. Includes notices of viola- tions. Also, com- munications not re- quired by law, rule or procedure that are made to the department are confidential to the extent allowed by Iowa Code sub- section 22.7(18).	22.7; 5 USC 552. See Policy No. 030.05.	Owner's name and address, location of sign or junkyard, and claims and legal action.	Chapters 306B, 306C, 319; Rules 761--Chapters 116 & 117.	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Project Development Division
Record Series Name: Site Acquisition Contract
Date: 1995
Physical Medium: Paper, Photographs, Mainframe Data Base (FOCUS)

Custodian: Office of Right of
Way (Advertising Control)
Associated Form Numbers:
860003

Approval: *Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Right of Way, Advertising Control Section, indefinitely. An inventory is maintained on computer.	Includes contract, lease information and corres- pondence.	N/A	N/A	Includes siteowner's name and address, location, lease information, and contract information.	Chapter 306C	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Project Development Division
Record Series Name: Tourist Oriented Signing Permits
Date: 1995
Physical Medium: Paper, Photographs, Computer

Custodian: Office of Right of
Way (Advertising Control)
Associated Form Numbers:
860030

Approval: - *MyRichardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Right of Way, Advertising Control Section, indefinitely. An inventory of permits is maintained on computer.	Includes applications, correspondence, photographs of business, sign design, installation instructions, and billing information.	N/A	N/A	Name of applicant, address, type and location of activity or business, hours and days of operation, location of signs, and billing records.	Rules 761--Ch. 119	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Project Development Division
Record Series Name: Zoning Ordinance Files
Date: 1995
Physical Medium: Paper

Custodian: Office of Right of
Way (Advertising Control)
Associated Form Numbers: N/A

Approval: - *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Right of Way, Advertising Control Section, indefinitely.	Includes all zoning ordinances and/or plats available from cities and counties.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Project Development Division
Record Series Name: As Built Plans
Date: 1995
Physical Medium: Paper, Sepia, Microfilm

Custodian: Transportation Centers

Associated Form Numbers: N/A

Approval: - *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in the Transportation Centers and resident construction and resident main- tenance offices permanently; Transportation Center's copy sent to Records Center and microfilmed, film copy retained permanently; Transportation Center's copy returned and retained permanently.	Copies of project design plans which have been updated to indicate how the project was actually built.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Project Development Division
Record Series Name: Cornerstone Plats
Date: 1995
Physical Medium: Paper, Mylar

Custodian: Transportation Centers

Associated Form Numbers: N/A

Approval: *- N. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Transportation Centers until completed or no longer needed, transferred to Records Center and retained permanently.	Inked plats showing locations and des- criptions of government land corners, city lot and block corners, and other property corners which may be used to describe right of way in the development of a project.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

DIVISION: Project Development Division
Record Series Name: Field Books
Date: 1995
Physical Medium: Paper

Custodian: Transportation Centers

Associated Form Numbers: N/A

Approval: - *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in Transportation Centers and resident construction and resident main- tenance offices. Land Survey field books retained permanently in Transportation Centers. Construction field books, including books regarding tile locations, re- tained by resident main- tenance and/or resident con- struction of- fices for a minimum of 10 years.	Hard cover books used to record surveying data, construction data, and/or data pertaining to drainage structures, tile locations, bridges, etc.	N/A	N/A	N/A	N/A	N/A

IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION

DIVISION: Project Development Division
Record Series Name: Inspection Record
Date: 1995
Physical Medium: Paper

Custodian: Transportation Centers

Associated Form Numbers:
820917

Approval: - *Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained in the Transportation Centers and resident construction offices until either: 1) notice of receipt of final federal reim- bursement from Office of Finance, or 2) on non- participating projects, 12 months from the date of final payment or completion of audit.	Information of a plant calibration on P.C. Paving Plant or Concrete Ready Mix Plant.	N/A	N/A	N/A	N/A	N/A

**IOWA DEPARTMENT OF TRANSPORTATION
RECORDS DESCRIPTION**

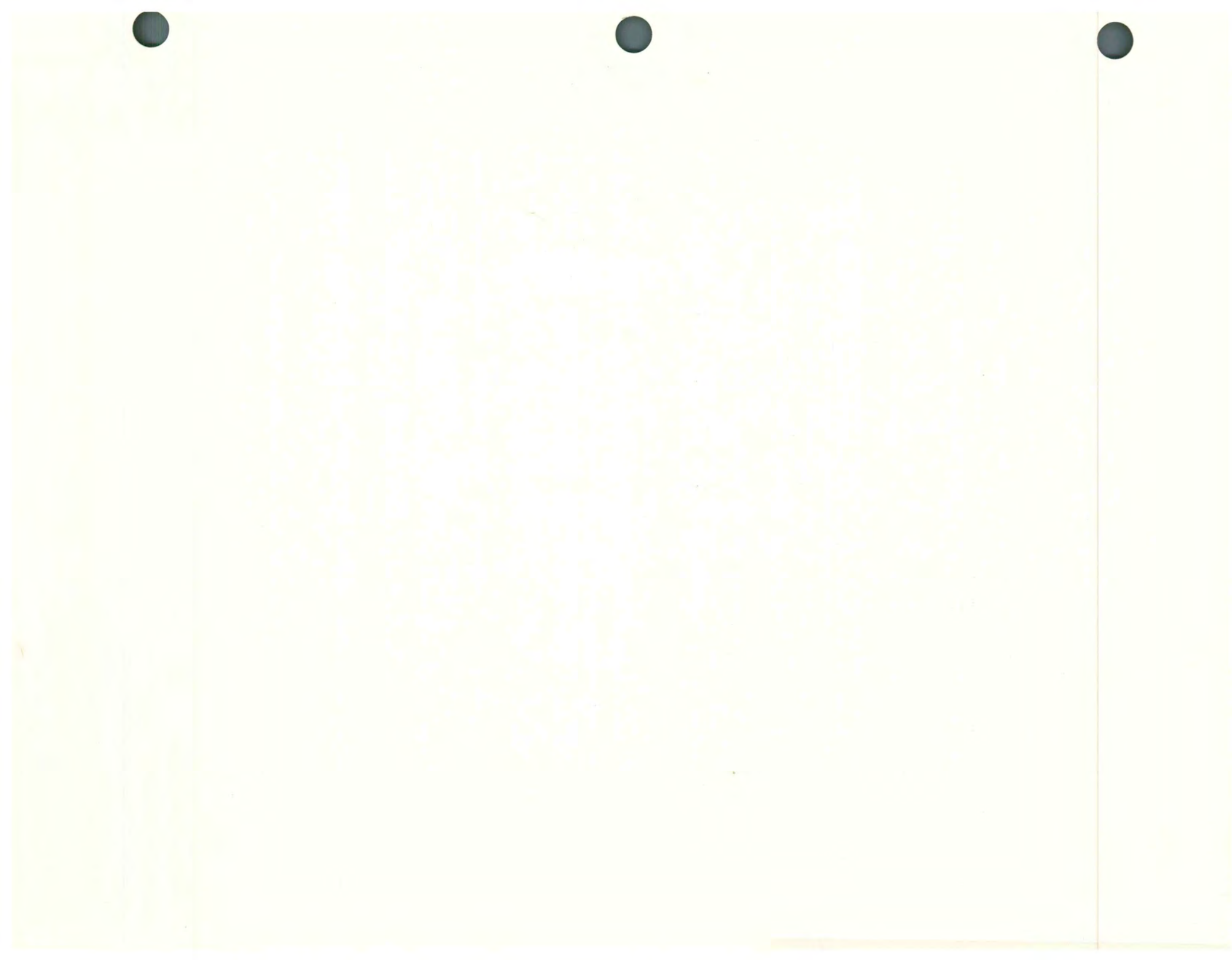
DIVISION: Project Development Division
Record Series Name: TIX - Computer Program
Date: 1995
Physical Medium: Computer

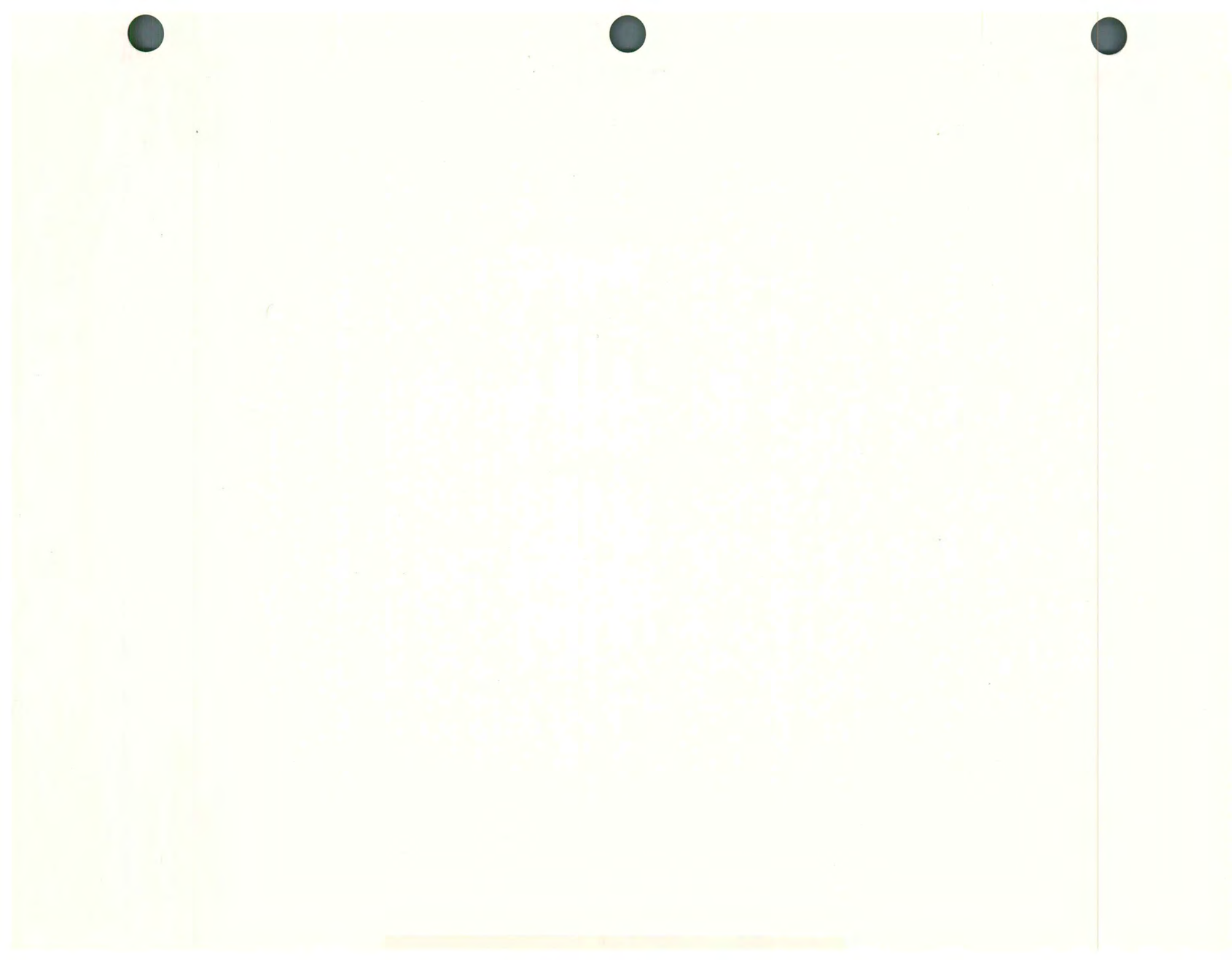
Custodian: Transportation Centers

Associated Form Numbers: N/A

Approval: - *W. Richardson*

File Location(s) and Retention Period(s)	General Description of Record Series	Confidential Information in Record Series	Confidential Authority	Personally Identifiable Information in Record Series	Personally Identifiable Information Authority	Computer Matching of Personally Identifiable Information
Retained on computer permanently for Transportation Centers.	Coordinate record of all points in a highway project, including highway geometrics, land corners, and property corner data, and all right of way points.	N/A	N/A	N/A	N/A	N/A





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