



Agency Records Disposition Schedule

Department: Department of Transportation

Section:

Division: External Civil Rights

Sub-Section:

TITLE: Disadvantaged Business Enterprise (DBE) Certification Files

CUTOFF: Termination from the program or date application denied

DESCRIPTION: Supporting documentation of vendor's DBE Certification and denied applications. Includes application, taxes, equipment and various other company documents required to review vendor for potential certification into the DBE program.

RETENTION: Years: 7 Months: 0 Days: 0

NOTES: Long-term participation in the program may require some documents to be sent to MoDOT Archives for storage. These documents should be set up for review every 5 years to determine if the vendor is still in the program.

DISPOSITION ACTION: Destroy

SERIES: 23551

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Disadvantaged Business Enterprise (DBE), Federal Highway Administration (FHWA) Program and Affirmative Action Review

CUTOFF: Completion of project

DESCRIPTION: Contractor's DBE, FHWA Program and Affirmative Action review per 23 CFR 200, 230, 635.117(d)(e); 49 CFR 21 and 26; 41 CFR 60. Includes supporting documents for DBE and Affirmative Action goals per federally funded project and compliance reviews.

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23581

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: On-The-Job (OJT) Trainee Program

CUTOFF: Trainee's separation from the program

DESCRIPTION: Training records for workforce development of minorities, females and disadvantaged individuals. Includes, but is not limited to training records each individual trainee has received and each federal-aid project the trainee has worked on.

RETENTION: Years: 7 Months: 0 Days: 0

NOTES: See 23738 for employee training records.

DISPOSITION ACTION: Destroy

SERIES: 23753

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011