



Agency Records Disposition Schedule

Department: Department of Transportation

Section:

Division: General Services

Sub-Section:

TITLE: Bids and Proposals - Awarded

CUTOFF: Completion of contract

DESCRIPTION: Records related to bids and proposals for state-funded projects or purchases as defined in 7 CSR 10-11.010.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23724

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Bids and Proposals – Not Awarded

CUTOFF: End of state fiscal year in which contract is awarded

DESCRIPTION: Records related to bids and contractors' proposals that were not awarded for state-funded projects or purchases as defined in 7 CSR 10-11.010.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23723

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Buildings - Construction or Restoration

CUTOFF: Disposal of asset

DESCRIPTION: Building facilities – construction, capital improvement or capital asset preservation plans of buildings owned or leased by MoDOT. Including, but not limited to design plans, appraisals, and records for significant repairs. May include copies of contracts.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 23725

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011



Agency Records Disposition Schedule

Department: Department of Transportation

Section:

Division: General Services

Sub-Section:

TITLE: Lease and Rental Agreements

CUTOFF: End of state fiscal year in which lease expires or becomes inactive

DESCRIPTION: Signed lease agreements for buildings or land, including amendments, extensions, and related correspondence.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23722

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Realty Environmental Inspections and Land Use Records

CUTOFF: End of state fiscal year

DESCRIPTION: Environmental inspections of maintenance facilities, stock pile sites, welcome centers, rest areas, and Right of Way. Includes internal inspection and regulatory agency inspections reports, Notice of Violation (NOV) and Letter of Warning (LOW) of non-compliance, storage tank spill containment plans, underground storage tank information and land use records. Does not include permits or agreements.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES: See 23461, Environmental Permits.

DISPOSITION ACTION: Permanent

SERIES: 23721

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011