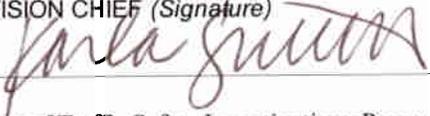


POLICY DIRECTIVE

TR-0011 (REV 7/1/2003)

TRAFFIC OPERATIONS POLICY DIRECTIVE	NUMBER 04-01	PAGE 1 OF 2
KARLA SUTLIFF, DIVISION CHIEF (Signature) 	DATE ISSUED 03/29/04	EFFECTIVE DATE 01/02/04
SUBJECT Policy on the Retention of Traffic Safety Investigations Records and Collision Reports. Concur:  RICHARD A. WEHE Assistant Chief Counsel Governmental Tort Liability and Risk Management	DISTRIBUTION <input type="checkbox"/> All District Directors <input checked="" type="checkbox"/> All Deputy District Directors - Traffic Operations <input type="checkbox"/> All Deputy District Directors - Maintenance <input type="checkbox"/> All Deputy District Directors - Construction <input type="checkbox"/> All Deputy District Directors - Project Development <input type="checkbox"/> All Deputy District Directors - Transportation Planning <input type="checkbox"/> Chief, Division of Engineering Services <input checked="" type="checkbox"/> Chief Counsel, Legal Division <input type="checkbox"/> Publications (for Distribution to all holders of Traffic Manual) <input type="checkbox"/> Headquarters Division Chiefs for:	
DOES THIS DIRECTIVE AFFECT OR SUPERSEDE ANOTHER DOCUMENT? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, DESCRIBE Supersedes 11-1-88 Memo "Maintaining Accident Records"	
WILL THIS DIRECTIVE BE INCORPORATED IN THE TRAFFIC MANUAL? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	IF YES, DESCRIBE	

DIRECTIVE

This directive establishes a policy on the Retention of Traffic Safety Investigations Records and Collision Reports.

The retention policy shall be as follows:

- Traffic Safety Investigation Records and Collision Reports shall be retained for ten full years, plus the current year.
- Traffic Safety Investigation Records and Collision Reports beyond the ten full years shall be destroyed in accordance with the confidentiality procedures.
- Pending Traffic Safety Investigation Records shall not be destroyed.
- Supersedes attached memo "Maintaining Accidents Records" dated 11-1-88.

POLICY DIRECTIVE

TR-0011 (REV 7/1/2003) Page 2

IMPLEMENTATION

The purpose of a retention schedule is to establish consistency among districts and a process for the destruction of records on a continual basis. **The obsolete, confidential records shall be destroyed.** Destruction of the traffic safety investigation records and collision reports should be completed by the end of the first quarter of the new calendar year applicable to records beyond the ten full years plus the current year. Contract vendors authorized by the State Destruction Center, California Department of General Services, Procurement Division should be used. The current address is: 3240 Industrial Boulevard, West Sacramento, California 95691. For destruction which has not been authorized by the State Document Destruction Center, California Department of General Services, Procurement Division, the districts should provide a witness if using a contract vendor .


 If checked, see continuation page(s).
BACKGROUND

In reviewing the policies and procedures for traffic safety investigation records, the need for consistency in retaining such files has become evident. The purpose is to establish a uniform procedure for the destruction of traffic safety investigation records.

Traffic safety investigation records refer to the files associated with traffic safety investigations and include traffic safety investigation reports. This policy pertains to closed traffic safety investigations. An investigation is closed when recommended improvements have been completed satisfactorily, or when an investigation recommending "No Action" has been approved. Any investigation not yet closed is considered a "pending traffic safety investigation." **Pending traffic safety investigations shall not be destroyed.** This does not refer to correspondence files, project files, or maintenance work order files.


 If checked, see continuation page(s).
ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 653-3657 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

Memorandum

To: All District Traffic Engineers

Date: November 1, 1988

File No.:

Superseded

From: DEPARTMENT OF TRANSPORTATION
Division of Traffic Engineering

Subject: Maintaining Accident Records

There is apparently some confusion as to the collision report copy retention period. The purpose of this memorandum is to clarify the issue. The retention period is for ten full years plus the current year. The same as the computerized accident file.

Collision report copy files beyond the ten full years should be destroyed at the beginning of a new current year.

Original Signed
C. D. BARTELL

C. D. BARTELL, Chief
Division of Traffic Engineering

Witnessed Signature of:

RONALD I. HARRISON
Asst. Chief Counsel
Tort Liability

DHawkes:vd

bcc: DHawkes
CPivett
BHoversten
EGilbert
NWingerd
RHarrison - Legal
VGraf
LSeamons ✓
MPeterson
CDBartell
LPrintz
FKeeler - District 1
LThompson - District 2
JSanger - District 3
WGoldberg - District 4
JNye - District 5
TWinter - District 6
JAmster - District 7
JMoore - District 8
JLinzner - District 9
BIkeda - District 10
JPatchell - District 11