

POLICY DIRECTIVE

TR-0011 (REV 9/2006)

TRAFFIC OPERATIONS POLICY DIRECTIVE	NUMBER: 11-03	PAGE: 1 of 5
ROBERT COPP, Chief Division of Traffic Operations 	DATE ISSUED: September 23, 2011	EFFECTIVE DATE: September 23, 2011
SUBJECT: Record Retention Policy for Traffic Safety and TASAS CONCUR:  COCO BRISENO, Chief Division of Transportation System Information	DISTRIBUTION <input type="checkbox"/> All District Directors <input checked="" type="checkbox"/> All Deputy District Directors - Traffic Operations <input checked="" type="checkbox"/> All Deputy District Directors - Maintenance <input checked="" type="checkbox"/> All Deputy District Directors - Construction <input checked="" type="checkbox"/> All Deputy District Directors - Design <input checked="" type="checkbox"/> All Deputy District Directors - Transportation Planning <input type="checkbox"/> All Deputy District Directors - Administration <input type="checkbox"/> Chief, Division of Engineering Services <input checked="" type="checkbox"/> Chief Counsel, Legal Division <input type="checkbox"/> Publications (California MUTCD Website) www.dot.ca.gov/hq/traffops/signtech/mutcdsupp/ca_mutcd.htm <input checked="" type="checkbox"/> Headquarters Division Chiefs for: Transportation Systems Information, Research and Innovation, Traffic Operations, Maintenance, Construction, Project Management, Design and Transportation Planning	
DOES THIS DIRECTIVE AFFECT OR SUPERSEDE ANOTHER DOCUMENT? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, DESCRIBE: Supersedes TOPD 04-01, Policy on the Retention of Traffic Safety Investigations Records and Collision Reports, dated March 29, 2004	
WILL THIS DIRECTIVE BE INCORPORATED IN THE TRAFFIC MANUAL <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	IF YES, DESCRIBE	

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DIRECTIVE

This Policy Directive (Directive) establishes the policy for the retention of documents used by the Traffic Safety Program for State Highway System safety monitoring and evaluation. This includes collision data from the Transportation System Network (TSN).

The retention policy shall be ten years plus current year for the following items:

- All TSN collision data
 - All TSN collision analysis reports (e.g. Table B and TASAS Selective Accident Retrieval (TSAR)) except for the “Collision Data on California State Highways” annual report that has no retention timeline
 - All Approved Category 1, Traffic Investigation Reports (TIR), and all supporting documentation
 - All Approved Category 3 - Type O, TIR, and all supporting documentation
 - Traffic Collision Reports
 - Network Screening reports (e.g. Table C and Wet Table C)
 - Highway Safety Improvement Program (HSIP) Monitoring Reports
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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, MS89, Sacramento, CA 95814.

POLICY DIRECTIVE**IMPLEMENTATION**

The purpose of this record retention policy is to provide consistency in the destruction of electronic collision data, reports generated from TSN, and documents related to traffic safety investigations and monitoring reports. An investigation is closed when the 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. The ten years plus current time-period refers to the initiation date for the TIR and the initiation date for all monitoring reports included under this policy.

Destruction of the traffic safety investigation records, traffic collision reports, HSIP monitoring reports and supporting documentation, should be completed by the end of the first quarter. This destruction only applies to records beyond the ten years plus the current year. The California Department of General Services' (DGS) Document Destruction Center or DGS authorized Contract vendors should be used. For the destruction of documents not provided by or authorized through DGS, the Department should provide a witness.

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DELEGATION

No new delegations of authority are created by this policy.

BACKGROUND

This Directive revises the March 29, 2004, policy on the retention of Traffic Safety Investigation Records and Traffic Collision Reports (TCR) by adding the HSIP monitoring reports and clarifying the data and documents associated with the TCR's.

This Directive is a joint policy with the Division of Traffic Operations and the Division of Transportation System Information (TSI). TSI is responsible for maintaining the TSN collision database, which includes data generated from the TCR's and is the data source for the HSIP monitoring reports.

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DEFINITIONS

When used in this Traffic Operations Policy Directive, the text shall be defined as follows:

- 1) **Standard** – a statement of required, mandatory or specifically prohibited practice. All standards text appears in **bold** type. The verb, “**shall**” is typically used. Standards are sometimes modified by Options.
 - 2) Guidance – a statement of recommended, but not mandatory, practice in typical situations, with deviations allowed if engineering judgment or engineering study indicates the deviation to be appropriate. All Guidance statements text appears in underlined type. The verb, “**should**” is typically used. Guidance statements are sometimes modified by Options.
 - 3) Option – a statement of practice that is a permissive condition and carries no requirement or recommendation. Options may contain allowable modifications to a Standard or Guidance. All Option statements text appears in normal type. The verb, “**may**” is typically used.
 - 4) Support – an informational statement that does not convey any degree of mandate, recommendation, authorization, prohibition, or enforceable condition. Support statements text appears in normal type. The verbs “**shall**,” “**should**,” and “**may**” are not used in Support statements.
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ATTACHMENTS

None