



STATE OF WASHINGTON
OFFICE OF THE SECRETARY OF STATE
DIVISION OF ARCHIVES & RECORDS MANAGEMENT
LOCAL RECORDS COMMITTEE
PER RCW 40.14

PUBLIC RECORDS RETENTION SCHEDULE & DESTRUCTION AUTHORIZATION

OSOSF-002 (Formerly SSA-24)

Page 1 of 17

1. AGENCY TITLE City of Seattle	2. DEPARTMENT/DIVISION TITLE Seattle Department of Transportation (SDOT)	3. OFFICE/SECTION TITLE Traffic Management (19.04.00)	4. DATE SUBMITTED June 24, 2002
5. ADDRESS (PO Box or Street, City, and Zip Code) 600 4 th Ave., Fl. 3 P.O. Box 94728 Seattle, Wa. 98124-4728		6a. RECORDS MANAGER NAME (TYPE OR PRINT) Jennifer Winkler	
		6b. RECORDS MANAGER TELEPHONE (206) 684-8154	6c. RECORDS MANAGER E-MAIL Jennifer.winkler@seattle.gov

7. RECORDS MANAGER SIGNATURE (Required)
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SIGNATURE Jennifer Winkler

8. LIST OF RECORDS SERIES								
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1.	Traffic Management Location History Files Files document the history of traffic management issues, problems and solutions on City of Seattle owned and maintained streets and intersections. May include citizen complaints, responses and supporting documentation, claims, traffic control requests, documentation of traffic incidents specifically for that street, correspondence, etc. Files are maintained by street name or number.	OFM			End of Calendar Year	10 Years	05-02-0293	
2.	Traffic Management Issue Files Files document traffic management related issues regarding one specific topic (pedestrians, channelization lines, etc.) or areas where issues relate to a several block radius (Pike Place Market, Westlake Center, etc). May include citizen complaints and responses, traffic control requests, newsclippings and additional reference material on traffic management related issues, etc.	OFM			End of Calendar Year	10 Years	05-02-0294	Potentially Archival

AGENCY MANAGER SIGNATURE: Robert Miller **AGENCY ARCHIVIST SIGNATURE:** Scott Cline

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LOCAL RECORDS COMMITTEE ACTION: Approved as Submitted-DATE: 09/30/2004 Approved as Amended-DATE: _____ Returned Unprocessed-DATE: _____

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For the Attorney General

For the State Auditor

For the State Archivist



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3.	Daily Maintenance Activity Records/Crew Reports Used to document actual work performed. May include number of labor hours, date, time and location of each job, materials and/or equipment used, task numbers for charge back or other project tracking purposes and management cost codes.	OFM			End of Calendar Year	6 Years	GS50-04B-29	Records located in the following divisions: Signal Shop, Signs and Markings Maintenance
4.	Traffic Management Work Instructions Documents a variety of traffic control maintenance requests including installation, inspection, testing, repair or replacement of non-electrical traffic control signs, markings, parking meters, etc. Work instructions may be generated from public complaints or from other local government agencies. Includes work location, name of person requesting service, problem statement, inspection summary and maintenance recommendations.	OFM			Project Completion	10 Years	GS50-18-24	Records located in the following divisions: Parking Meter Maintenance and Sign Records

SIGNAL OPERATIONS

5.	Functional Test Logs Files are used to document routine testing and maintenance activities of traffic signals. Includes date, time and location of signal being tested.	OFM			End of Calendar Year	3 Years	GS50-18-41	
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6.	<u>Intersection Registers</u> Documents city crew visits to signal box sites. Registers include employee name, date, time and purpose of the visit. Used to document and track signal maintenance. Registers are located in the signal box.	OFM			Life of Equipment	3 Years	GS50-18-39	
7.	<u>Signal History Cards</u> Cards contain documentation of current equipment in signal boxes and of equipment replacements. Used for maintenance and repair purposes.	OFM			Life of Equipment	3 Years	GS50-18-41	
8.	<u>Signal Inventory</u> Files document the location of all city-operated traffic signals. Indicates location, type of equipment, installation date and similar information.	OFM			Upon Revision	1 Year	GS50-18-35	

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9.	<u>Signal Studies (Unwarranted Installations)</u> Files contain documentation of signal projects that do not meet warrant requirements. May include citizen requests, petitions, drawings and diagrams, traffic studies, volume counts, sketches and warrant determinations.	OFM			Completion of Study	10 Years	GS50-18-10	
10.	<u>Signal Studies (Warranted Installations)</u> Records used to determine if installation of a traffic signal at a particular location is warranted. May include citizen requests, drawings and diagrams, petitions, traffic studies, volume counts, sketches and warrant determinations.	OPR			<u>Signal installed:</u> life of signal <u>Not installed:</u> completion of study	10 Years	GS50-18-10	
11.	<u>Signalized Intersection History Files</u> Files document the installation, maintenance history and removal of all signalized traffic control devices including crosswalk signals and traffic lights. May include intersection diagrams, work instructions, copies of timing plans, dial cards, traffic signal investigation requests and citizen complaints. Records are used to support claims and schedule preventative maintenance.	OFM			Removal of Signal	10 Years	GS50-18-39	

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12.	Traffic Signal Timing Plans Records consist of timing plans for traffic signals. May include plans for timing changes due to special events, optimization projects and new installations. Information includes signal location, date, time and name of person making timing adjustments. Used to document compliance with safety guidelines and to develop maintenance schedules.	OFM			Upon Revision	10 Years	GS50-18-41	
TRAFFIC CONTROL - BICYCLE & PEDESTRIAN PROGRAM								
13.	Bicycle & Pedestrian Safety Project Files (Approved) Files are used to document the approval, construction and removal of pedestrian, bicyclist and school zone safety projects including curb ramps, crossing signs, crosswalks, curb bulbs, bike racks, etc. May include citizen requests, traffic control request forms, traffic and pedestrian count reports and copies of accident reports, community meeting agendas and minutes, construction requests and reports, plans and designs, field notes and photographs.	OPR			Removal of Device	10 Years	GS50-18-27	

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14.	<u>Bicycle & Pedestrian Safety Project Files (Unapproved)</u> Files contain documentation of projects not selected for construction or implementation. May include citizen requests, traffic control requests, traffic count and accident reports and decision letters and memoranda.	OFM			Project Determination Made	10 Years	GS50-18-27	
15.	<u>Crosswalk Inventory</u> Files document location of all crosswalks maintained by the City. Includes crosswalk location, date of installation and similar data. Used to develop maintenance schedules and write work instructions.	OFM			Upon Revision	1 Year	05-02-0295	
16.	<u>School Walking Route Maps</u> Files contain annual updates and revisions to school-walking route maps created for the City's public elementary schools. Updated information is provided to Seattle Public Utilities (SPU) for maintenance of the GIS data set that is used to provide mapping services to the public.	OFM			Upon Revision	1 Year	GS50-01-32	

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TRAFFIC CONTROL - CARPOOL PROGRAM								
17.	<u>Carpool Certification Lists</u> Listing of qualified carpool applicants participating in programs established through legal agreements with private building owners and property managers. Commuter Services administers the application process and provides lists of certified carpools to private building contacts who collect fees and issue permits. Certification listings are updated quarterly and organized by building name. (Revision of 12/2007 reduces retention from 3 years)	OFM			End of Quarter	1 Years	GS50-01-02	
18.	<u>Carpool Program Permit Files</u> Files document the selection and administration process of the carpool parking permit program. Files consist of permit applications and related correspondence. Records filed by carpool area then permit number. Permits are renewed quarterly.	OFM			End of Quarter	3 Years	GS59-01-02	

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19.	Permit Tracking Database Access database used to log in requests for carpool permits and track permit issuance process. Data is obtained from Carpool Program Permit Files and includes name of permit applicants, date of application, location of carpool area and date permit was issued. (Revision of 12/2007 changes cut-off from System Replacement and reduces retention from 3 years).	OFM			Termination of Permit	1 Year	GS50-01-02	
TRAFFIC CONTROL - CONSTRUCTION, DETOURS, SPECIAL EVENTS								
20.	Special Event Traffic Control Plans Files contain traffic control plans developed for Special Event Permits (i.e., film crews, races, parades). Includes diagram of location or route, detour plan, event date, time and description.	OFM	Parks & Recreation: parades & races OED: films		Plan Completion	3 Years	GS50-01-02	

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21.	<u>Temporary Traffic Control Files</u> Files document the use of temporary traffic and parking controls (i.e. detours, traffic cones, street markings) to manage the flow of traffic during construction projects and City maintenance projects. Files may include channelization sketches, work instructions, diagrams and comments.	OPR			Project Completion	6 Years	GS50-01-39	
22.	<u>Traffic Management Plans</u> Files document development and implementation of traffic management plans required under the land use code. May include Memorandum of Agreements (MOAs) between the City and private buildings and/or sporting venues, correspondence, traffic count and pedestrian studies, traffic re-routing plans, carpool compliance reports, surveys and copies of Master Use Permits.	OPR			Expiration of Agreement or Permit	6 Years	GS50-11-05(s)	Potentially Archival
23.	<u>Traffic Specification Standards</u> Files document the development of specifications for street and/or lane closures related to construction projects and street maintenance. May include channelization diagrams, traffic count reports and guidelines documenting the approved times for lane closures, required channelization markings, correspondence and supporting documentation.	OPR			Upon Revision	6 Years	GS50-01-32	

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TRAFFIC CONTROL - CURB SPACE MANAGEMENT								
24.	<u>Bus Stop Change Files</u> Files document issues related to temporary changes to Metro Transit bus stops due to construction issues or permanent location changes prompted from a citizen's request. May include safety inspection report, field notes, correspondence, citizen complaints, work instructions and recommendations for relocations.	OFM			Project Completion	6 Years	GS50-01-39	
25.	<u>Parking Device Inventory</u> Files document location of all current parking meters, signs and other parking control devices. Includes information on location, type of equipment, date of installation and similar device data. Used to develop maintenance schedules and write work instructions.	OFM			Upon Revision	1 Year	GS50-18-35	

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1. AGENCY TITLE City of Seattle	2. DEPARTMENT/DIVISION TITLE Seattle Department of Transportation (SDOT)	3. OFFICE/SECTION TITLE Traffic Management (19.04.00)	4. DATE SUBMITTED June 24, 2002
5. ADDRESS (PO Box or Street, City, and Zip Code) 600 4 th Ave., Fl. 3 P.O. Box 94728 Seattle, Wa. 98124-4728		6a. RECORDS MANAGER NAME (TYPE OR PRINT) Jennifer Winkler	
		6b. RECORDS MANAGER TELEPHONE (206) 684-8154	6c. RECORDS MANAGER E-MAIL Jennifer.winkler@seattle.gov

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26.	<u>Residential Parking Zone Establishment Files (Approved)</u> Files document the process of selecting and establishing neighborhood residential parking zones. May include citizen petitions, correspondence, field check notes, parking usage reports, community meeting materials, review notes from design committee and work requests.	OPR			Zone Establishment	10 Years	04-10-0288	Potentially Archival
27.	<u>Residential Parking Zone Establishment Files (Unapproved)</u> Files contain documentation of unapproved applications for establishment of neighborhood residential parking zones. May include citizen petitions, correspondence, field check notes, parking usage reports, community meeting materials, review notes from design committee and work requests.	OFM			Project Determination Made	3 Years	04-10-0289	

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For the State Auditor

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TRAFFIC CONTROL - PARKING METER MAINTENANCE								
28.	<u>Parking Meter Hood Sheets</u> Files document requests for installation, replacement or removal of Parking Meter Hoods. They include meter location, name of person requesting service, date and time of installation and removal.	OPR			End of Calendar Year	6 Years	GS55-05H-05	
29.	<u>Parking Meter Maintenance Cards</u> Cards show the type and frequency of repairs for each parking meter. The cards are used for preventive maintenance and to verify parking ticket complaints and claim investigations. They include meter location, date and time of installation and type of repair.	OFM			End of Calendar Year	6 Years	GS55-05H-05	

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TRAFFIC CONTROL - PERMITS & ENFORCEMENT								
30.	Parking Citations Documents the issuance of a citation and a fine for violating parking regulations in commercial load zones. Files contain photos, citations that include citation number, auto license number and state, type of parking violation, date, time and location of violation and supporting documentation. Contested citations are pulled from these files and transferred to the Municipal Court.	OFM			End of Calendar Year	3 Years	L07-01-06	
31.	Traffic Permits Files document the issuance of annual, short-term and temporary permits for special parking, parking meter hoods, over-legal vehicles, building moves, etc. May include permit applications, copies of permits, vehicle registration information and proof of residency.	OFM			Permit Expiration	3 Years	GS50-12D-10	

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TRAFFIC MANAGEMENT - COLLISION RECORDS								
32.	Traffic Collision Database Database system (Hansen) tracks information contained on collision reports such as participant name, collision date, location and diagram codes. Database is used to determine improvements to traffic conditions, evaluate collision trends and plan safety projects. Also serves as a finding aid to Traffic Collision Files.	OFM			End of Calendar Year	6 Years	05-02-0296	
33.	Traffic Collision Files Files consist of copies of collision reports provided by the Seattle Police Department, Washington State Patrol, University of Washington and private citizens. Files are used to evaluate fatalities, identify potential damage to City property, plan and evaluate traffic safety projects and support claim investigations.	OFM	WA State Patrol		End of Calendar Year	6 Years	GS50-18-32	
34.	Traffic Collision Summary Reports Various reports, including mandated annual report (SMC 11.16.220), containing information on traffic conditions, traffic collisions, number of persons killed and injured and other traffic collision data and traffic trends throughout the City. Files are used to identify and evaluate traffic hazards, monitor and evaluate safety improvements and programs, apply for safety grants, respond to citizen concerns and support investigations.	OPR			End of Calendar Year	10 Years	04-10-0291	Potentially Archival

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TRAFFIC OPERATIONS - CHANNELIZATION								
35.	<u>Channelization Device Inventory</u> Inventory listing of channelization devices throughout the City includes location and maintenance history information for crosswalks, neighborhood traffic circles, roadway markings, etc. Used to prepare maintenance schedules and write work instructions.	OFM			Upon Revision	1 Year	05-02-0297	
36.	<u>Channelization Layout Drawings</u> Files document the design and location of channelization devices on arterial streets including roadway markings, pavement buttons and signs related to traffic control. Filed by intersection and/or road name. Used to replace markings and develop street maintenance schedule.	OFM			Upon Revision	6 Years	04-10-0292	

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37.	Channelization History Files Chronological history of the installation, removal or maintenance of channelization devices. Records consist of device drawings with location information, notes indicating type of work to be performed, date of work instruction request and date work completed by maintenance crew.	OFM			End of Calendar Year	10 Years	GS50-18-24	
TRAFFIC OPERATIONS - SIGN SHOP								
38.	Sign Production Files Files contain documentation of orders and billings for signs. May include work orders, sign type, material and labor expense sheets and work instructions.	OFM	Resource Management		End of Calendar Year	3 Years	GS50-03A-02	
39.	Sign Design System Traffic Cad system used to create and track sign designs. May include information on sign specifications such as size, color, shape and materials used.	OFM			End of Use	1 Year	GS50-01-02	

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TRAFFIC OPERATIONS - TRAFFIC COUNTS								
40.	Arterial Street Films Films (35 millimeter) taken of arterial streets to document changes to the street system over time. Files are used to support investigations and for post construction restoration projects.	OFM			Project Completion	10 Years	05-02-0298	
41.	Traffic Management Database Database system used to track data collected during traffic count, vehicle classification and speed studies. Data is used to generate traffic study reports.	OFM			End of Calendar Year	10 Years	052-02-0299	
42.	Traffic Study Reports Documentation of various types of traffic studies including; traffic counts, turning movement counts, pedestrian studies, parking usage, vehicle classification, speed studies, travel time delays, origin and destination studies, ball bank and occupancy studies. Files may include work requests, data field sheets, schematics, maps and data compilations. Used to support investigations, traffic control projects and seasonal count reporting.	OFM			End of Year or Upon Revision Whichever is Later	10 Years	GS50-18-34	Potentially Archival

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