

## DEPARTMENT OF TRANSPORTATION

Approved Records Retention and Disposition Schedules (Forms SA-1)  
Compiled by the DAGS, Archives Division, Records Management Branch\*

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\*RECORDS SERIES ID is for Records Management Branch use only.

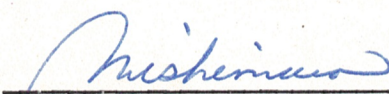


STATE OF HAWAII  
RECORDS DISPOSITION AUTHORIZATION

State Archives  
Iolani Palace Grounds, Honolulu, Hawaii 96813

Attention: State Archivist

1. In compliance with Section 94-3 Hawaii Revised Statutes, as amended, I hereby request ☒ Continuous authorization to destroy  
or otherwise dispose of the numbered record items listed below. ☐ Authorization

ITEM NO.	FORM NO.	DESCRIPTION	YEARS OR PERIOD		RETENTION
			FROM	THROUGH	
		DOT Business Management Office Records Schedule is attached.   Business Management Officer			

2. Record items Nos. A.1.4 and A.1.5

will be preserved on microfilm in accordance with Section 92-31 Hawaii Revised Statutes.

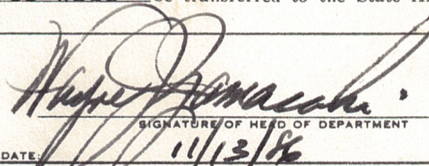
It is requested that Record items Nos. \_\_\_\_\_

Master negatives will be transferred to the State Archives.

3.

  
SIGNATURE OF RECORDS OFFICER

DEPARTMENT OF TRANSPORTATION  
AGENCY

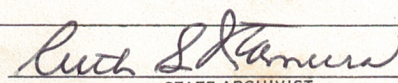
  
SIGNATURE OF HEAD OF DEPARTMENT  
DATE: 11/13/86

4. I hereby certify that the records as listed, unless exceptions are listed below, do not appear to be of sufficient value for legal, administrative, or research purposes to warrant further preservation. Exceptions: \_\_\_\_\_

Record items Nos. \_\_\_\_\_

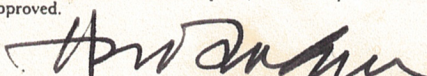
Master negatives to be transferred to ☒ State Archives

☐ \_\_\_\_\_  
AGENCY

  
STATE ARCHIVIST  
DATE: Nov. 21, 1986

5. Destruction or other disposal, with exceptions indicated, approved.

☒ Continuous authorization  
☐ Authorization

  
COMPTROLLER

Date: \_\_\_\_\_

NOV 24 1986



BUSINESS MANAGEMENT OFFICE

Description of Records

Retention

A. Central Files

1. <sup>a</sup> Departmental rules and regulations relating to its operations and management. Permanent.
- 16 <sup>a</sup> Correspondence relating to departmental rules and regulations Permanent.
- 2 <sup>a</sup> General correspondence arranged alphabetically by subject. May destroy after 5 years but retain no more than 10 years. If records in file may be of historic value, contact State Archives for disposition action.
- 26 <sup>a</sup> Reading or convenience files consisting of copies issued by DOT staff for informational purposes. May destroy after 6 months but retain no longer than 1 year.
3. Incoming/outgoing index. Retain until no longer used for reference purposes.
4. Highway (design) projects relating to federal programming documents (1.01.11), job authorizations (1.01.12), preliminary design data (1.01.13), computations (1.01.15), design change orders (1.01.16) and related correspondence (1.01.20). Permanent. May microfilm; destroy original documents after microfilming.
5. Original contracts relating to airports, harbors and highways projects. Permanent. May microfilm; destroy original documents after microfilming.
6. Studies relating to ferry systems, small boat harbors, mass transit etc, which have not developed into projects. Retain as long as needed.
7. Federal guidelines relating to federal policies, rules and regulations. Permanent.
8. Legislation: bills and resolutions relating to current and proposed legislation directly affecting the department. Retain as long as important; purge file 3-6 years old. Destroy 1 year after bill is passed into law.
9. Attorney General opinions relating to transportation matters. Permanent.

B. Audit Section

1. <sup>a</sup> Audit reports. Destroy after 10 years.
- 16 <sup>a</sup> Support data and work sheets relating to issued audit reports. Destroy after 10 years.
2. Audit file relating to detail operation of each organizational unit Retain until updated.

Description of RecordsRetention

## C. Contracts Office

## 1. Contract records relating to

- |   |  |
|---|--|
| a. Consultant procedures and standard qualifications. | Destroy after updating.                |
| b. Intent to bid ledger.                              | Destroy 6 years after last entry.      |
| c. Control log.                                       | Destroy 1 year after last entry.       |
| d. Contract processing file.                          | Destroy 1 year after final settlement. |
| e. Duplicate copy of contract and amendments.         | Destroy 1 year after final settlement. |
2. Legal opinions relating to contract administration. Permanent.

## D. Methods and Procedures Office

## 1. Minority Business Enterprise (MBE)/Disadvantage Business Enterprise (DBE) records relating to:

- |  |  |
|--|--|
| a. Applications                                      | Destroy 3 years after decertification. |
| b. Index cards of MBE/DBE firms.                     | Destroy 3 years after decertification. |
| c. Directory of MBE/DBE participants.                | Destroy after updating.                |
| d. Quarterly reports.                                | Destroy 3 years after created.         |
| e. Methodology and preparatory data on annual goals. | Destroy 5 years after created.         |
| f. Goal determination - good faith efforts.          | Destroy 5 years after created.         |

## 2. Reorganization records relating to

- |   |                                 |
|---|---------------------------------|
| a. Reorganizational proposals.                      | Destroy 3 years after approval. |
| b. Organizational charts and functional statements. | Destroy after superseded.       |

## 3. Management studies relating to internal departmental matters.

Retain as long as needed.

## 4. Departmental Staff Manual (DSM)(record copy).

Permanent.

- 6 a. Correspondence, working papers and drafts relating to DSM.

Destroy 3 years after updating.



**DEPARTMENT OF TRANSPORTATION  
RECORDS SERIES REPORT**

**DEPARTMENT: 1507020000**  
**AIRPORTS DIVISION, ENGINEERING BRANCH**

<b>Records Series ID</b>	<b>Description</b>	<b>Schedule information</b>	<b>Retention</b>	<b>Disposition</b>
150702-00001	CONSTRUCTION PROJECT RECORDS, 1982 – present.	SA-1 DATED 5/3/1995, ITEM 1A	10 years after date of final settlement.	Destroy records 10 years after final settlement; before destruction, offer records to State Archives.
150702-00002	CERTIFIED PAYROLL RECORDS, 1982 – present.	SA-1 DATED 5/3/1995, ITEM 1B	3 years after final settlement.	Keep in office for 3 years, then destroy.

\*RECORDS SERIES ID is for Records Management Branch use only.

**DEPARTMENT OF TRANSPORTATION  
RECORDS SERIES REPORT**

**DEPARTMENT: 1508010000  
HARBORS DIVISION, STAFF SERVICES OFFICE**

<b>Records Series ID</b>	<b>Description</b>	<b>Schedule information</b>	<b>Retention</b>	<b>Disposition</b>
150801-00001	LABOR COST DISTRIBUTION REPORT, FORM DOT 3-033, 1989 – present.	SA-1 DATED 11/27/1995, ITEM 1	3 years if audited, otherwise 6 years.	Destroy after cited retention.

\*RECORDS SERIES ID is for Records Management Branch use only.



**DEPARTMENT OF TRANSPORTATION  
RECORDS SERIES REPORT**

**DEPARTMENT: 1509000000  
HIGHWAYS DIVISION**

<b>Records Series ID</b>	<b>Description</b>	<b>Schedule information</b>	<b>Retention</b>	<b>Disposition</b>
150900-00001	MOTOR VEHICLE ACCIDENT REPORT.	SA-1 DATED 1/29/1973 ITEM TRN693-1	10 years.	Destroy after cited retention.
150900-00002	DAILY MAINTENANCE REPORT, 1994 – present.	SA-1 DATED 10/25/2001	5 years from completion of reporting period.	Destroy after cited retention.
150900-00003	MOTOR POOL REPAIR SHOP – EQUIPMENT CONDITION REPORT, FORM DOT 4-098, 1977 – present.	SA-1 DATED 9/3/1996, ITEM 1	3 years after close of file.	Destroy after cited retention.

\*RECORDS SERIES ID is for Records Management Branch use only.

APR 23 1986



## Maintenance Section

### 1. Permit Construction Unit

#### A. Application for Right-of-Way Construction Permits

- |  |   |
|--|---|
| 1. Construction Plans<br>Notes for Construction Within State<br>Right-of-Way. (review copy)              | 1. May destroy 2 yrs.<br>old.                                       |
| 2. Approval of Application (review copy)<br>EIS Checklist<br>FHWA Correspondence<br>Approval of Permit   | 2. May destroy 2 yrs.<br>old.                                       |
| 3. Log of Permit Applications and Plans<br>received for review.  | 3. Destroy 2 yrs. after last<br>entry.                              |
| 4. Vehicle Size and Weight Summaries.<br>Monthly reports from District.<br>Worksheets, Data Compilation. | 4. 1 year after<br>submission to<br>Motor Vehicle<br>Safety Office. |

### 2. Equipment and Safety Unit

#### Safety and Equipment Program

#### A. Specifications Writing for Equipment Purchase

- |  |  |
|--|--|
| 1. Reference Materials<br>and Standards                              | 1. Destroy after super-<br>seded, obsolete, or<br>of no further use. |
| 2. Work record for<br>specifications writing.<br>Worksheets<br>Corr. | 2. Retain until equip-<br>ment warranty runs<br>out (2 years).       |
| 3. Printed Contract (copy)   | 3. Retain until equip-<br>ment warranty runs<br>out (2 years).       |

B Equipment Use Monitoring

- |  |                                    |
|--|------------------------------------|
| 1. Equipment Use Report<br>(fiche copy)  | 1. Destroy when<br>no longer used. |
| 2. Motor Vehicle and Equipment<br>Inspections, Follow-ups.<br>Report to Chief-Highways | 2. Destroy 2 yrs.<br>old.          |

C. Safety Program

- |  |  |
|--|--|
| 1. Annual Accident Report to Chief<br>and supporting data: copies of<br>OSHA form 200 (Log), WC-1,<br>Supervisor's Accident Report | 1. Destroy 1 yr.<br>after submission<br>of annual report<br>to Chief-Highways. |
|--|--|

D. Materials Furnishing and Maintenance,  
and Landscaping Contracts.

- |  |   |
|--|---|
| 1. Reference Materials and Standards.  | 1. Destroy after<br>superseded,<br>obsolete, or of no<br>further use.                   |
| 2. Materials and Landscaping Contracts<br>Ledger.<br><br>Project name, project number, con-<br>tractor, amount, contract no., time<br>span, bid opening date, award date,<br>notice to proceed, completion date,<br>acceptance date, memo to fiscal of<br>closing. | 2. Destroy 6 yrs.<br>after last<br>entry.   |
| 3. Prequalification for prospective<br>bidders, paint. biannual.<br><br>Chemical test reports from Material<br>Testing Lab.<br><br>Correspondence with prospective<br>bidders, re/results.   | 3. Destroy 4 years after<br>submission of<br>test results to<br>prospective<br>bidders. |



Landscaping and Materials Contracts

4. Project Folders

Proposal

Estimate

Prequalification Test Results.

4. Destroy 3 years after  
project acceptance.

Ratings calculations.

Bid tabulations.

County-co-contracts for materials  
corr.

Recommendation.

Award.

Contract, specs, special provisions,  
bond, transmittal, amendments.

Notice to proceed.

Contractor's invoice to supplier.

Change Orders.

Delivery Receipts.

Sample Card and Field Test Reports  
(paint, pavement markers and epoxy only.)

### 3. Equal Opportunities Section

#### A. Project records cross reference.

##### 2.10 Equal Employment Opportunities Submittals

2.11 Required Contract Provisions for  
Federal-aid Construction Contracts  
(PR-1273)

See Contract.  
(1.03 above)

2.12 Federal-aid Highway Construction  
Summary of Employment Data  
(PR-1392)

Destroy 3 yrs. after close  
of fiscal year.

2.13 Federal-aid Highway Construction  
Contractor's Annual EEO Report  
(PR-1391)

Destroy 3 yrs. after close  
of fiscal year.

2.14 Compliance Review Report Form

Destroy 3 yrs. after close  
of fiscal year.

2.15 Non-compliance; Correction of Deficiencies

Destroy 3 yrs. after close  
of fiscal year.

#### B. Group II. employee claims possible

1. Disadvantaged Business  
Enterprise Quarterly Report  
(FHWA 1405)

1. Destroy 3 years after  
close of fiscal  
year.

2. Supportive Services in Support  
of minority training programs.

Consultant Contract Records.  
(annual award)

(a) Specs, bid, contract award.

2.  
a. & b.: Destroy  
3 years after  
close of fiscal  
year.

(b) Trainee tracking. Contractor's  
Monthly and Annual Reports  
(2.17).

(c) Progress Payments.

c. Destroy 1 year after  
close of fiscal  
year.



4. Construction Section

A. Contract Administration Unit

Project Records Cross Reference

After approval,  
forward to  
District Engineer.

1.01 Plans, designs, specifications.

Computations and quantity take  
off sheets.

Grade sheets.

[1.02]

1.03 Contract Records.

1.03 Destroy  
3 years after  
final payment.

1. Contract Correspondence.  
(Right-of-Entry, Awards,  
Notice to Proceed, Approved  
Subcontractors, Notice to  
Bidders)

- 2a. Detail Estimate and Bid  
Tabulation. Job Authorization.  
Construction Engineer Costs;  
Expense Summary; Expenditure  
Plan Worksheet.

3. Contract copy of Special Provisions,  
Plan Changes (addendums, field  
revisions, preliminary binded work  
plans)

4. Federal correspondence, approvals.

5. Contract Progress Corr. Intra  
and to/from contractor.

1.04 Request for Approval of  
Subcontractor  
(DOT 1-055)

1.04

Destroy 3 years after  
final payment.

1.05 Pre-construction Conference (DOT 4-332)  
Pre-construction inspection.

Destroy 3 years after  
final payment.

1.10 Utilities Projects



- 1.11 Utility Agreements and Supplements Destroy 3 years after final payment.
- 1.12 Pre-construction meeting with utilities representative and contractor. Destroy 3 years after final payment.
- Starting and estimated completion dates.
- 1.13
- Utility Meetings Records Destroy 3 years after final payment.
- Critical Utility Work
- Construction work affecting or delaying progress of utility work or vice versa.
- Clarification of Plans, Specs
- Estimated start up and completion dates of various phases of utility work.
- Estimated days of advance notice needed by utility to send in crews to perform work.
- 2.00 Labor Compliance Inspection Records
- 2.01 Labor Compliance Employee Interview (DOT 4-101) Destroy 1 yr. old.
- Contractors Payrolls and Statement of Certified Payrolls (WH 348)  
Payroll Checklist.  
Overtime request.
- 2.02 Non-compliance warnings, penalties. Destroy 1 yr. old.
- 2.03 Labor Compliance Report/Audit (DOT 4-348) Destroy 3 years after final payment.
- 3.00 Records Supporting Payments
- 3.01 Contract Change Order Destroy 3 years after final payment.  
Post to project card.

3.04 Statement of Funds Shortage

Destroy 3 years after  
final payment.

3.06 Progress Payment

Post to project  
card, then  
forward to  
fiscal office.

1. Summary (Face Sheet)
2. Recapitulation Sheet
3. Payment Authorization
4. Materials on Hand -  
if applicable

Monthly Estimate and Worksheet.

Final Payment: See 5.05.

3.11 Weekly Statement of Working Days  
(DOT 4-002) Weekly Statement of  
Plant Establishment Days.  
Days worked, days not worked  
explanation of why not worked  
(weather, holiday) if change order  
issued.

Destroy after  
posting to  
project card.

5.00 Project Acceptance upon Completion  
of Contract

5.01 Partial Acceptance Inspection  
reports; deficiencies noted,  
corrective action taken

Destroy 3 years after  
final payment.

Letter to Construction and Maintenance  
Engineer recommending relief of  
maintenance approval.

5.02

Pre-final Inspection

Destroy 3 years after  
final payment.

Resident Engineer's Inspection

Pre-final Inspection

Team List

Notice of date

Pre-final Inspection Report

Deficiencies to be corrected

Corrective measures taken

Recommendation concerning design  
of final project.



### 5.03 Final Inspection

Destroy 3 years after  
final payment.

Inspection Team List; notice of date of  
inspection.

Report

Memo of Confirmation of Final Inspection  
(to Construction and Maintenance Engineer)

Date of inspection

Date of completion

Statement of substantial completion

Statement of whether subject to  
liquidated damages

Statement of deficiencies and additional  
work remaining

Statement of requests for time extensions

### 5.04

Contract Acceptance

Destroy 3 years after  
final payment.

Memo from Resident Engineer to District  
Engineer that all work has been completed.

Memo from District Engineer to Construction  
and Maintenance Branch recommending  
acceptance of project as of certain date

Construction and Maintenance letter of  
final acceptance to Contractor

Tax Clearances



5.05 Required submittals to FHWA

Destroy 3 years after  
final payment.

1. Statement of Materials and Labor used  
by Contractors on all Federal-aid  
Primary and Interstate Projects (PR -47)
2. Certificate of Wages and Classifications,  
Federal-Aid Projects
3. Certificate of Materials and Final  
Record Samples
4. Final progress payment
5. Copy of Contracts Acceptance
6. Construction Project Final  
Report (transmittal)
7. Letter certifying payrolls  
have been submitted.

5.06 Claims for Extra Compensation:  
Investigation and Report

Destroy 3 years after  
final payment.

5.07 Court orders for payment of  
claims to contractor's creditors  
(Bonding Firm, Tax Office)

Destroy 3 years after  
final payment.

Project Tracking

1. Project Summary Cards by Island/  
type/project no., then chron. by  
completion date (reverse chron.)

1. Permanent.  
May microfilm  
inactives, or  
convert to  
magnetic media.

Contents:

1. Basic Information: Project no.,  
title, contractor, amount, extras  
allowed, contract no., contract  
amendments, time span, project  
engineer, charge code, bid opening,  
award, notice to proceed, completion  
date, date work started, date work  
completed, final inspection date,  
revised completion date, unworkable  
days.
2. Progress Payments Log.
3. Change Order Log.
4. Comments.

**DEPARTMENT OF TRANSPORTATION  
RECORDS SERIES REPORT**

**DEPARTMENT: 1509020000  
HIGHWAYS DIVISION, PLANNING BRANCH**

<b>Records Series ID</b>	<b>Description</b>	<b>Schedule information</b>	<b>Retention</b>	<b>Disposition</b>
150902-00001	HIGHWAYS DESCRIPTIVE INVENTORY, 35MM FILMS, 1972- present.	SA-1 DATED 4/7/1992 ITEM 1	Permanent	May transfer both negatives and positive copies to the State Archives 10 years after surveys are completed. The DOT shall provide the Archives with extant designated travel routes/guides to the films. If the Archives decides to deaccession any films, it shall offer them to DOT.

\*RECORDS SERIES ID is for Records Management Branch use only.







1, Abstracting Section

A. Ab-1 Title Evidence and Descriptions by  
Right-of-Way project number  
Cross ref. to T.M.K.

Ab-1  
Permanent.  
May microfilm.

Contents:-

1. Preliminary Title Search

Title Search for land descriptions,  
requested by Cadastral for Surveying  
and mapping.

- (1) Descriptions of original land  
title. (Alternately, may be in  
Master File and included here by  
reference.)
- (2) Current descriptions of all  
pertinent tax key parcels.
- (3) All metes and bounds descriptions  
available.
- (4) Land Court Certificate of Title  
Boundaries and Easements  
(Registered Lands) requested by  
Cadastral for preparation of  
Land Court Maps.

2. Final Title Examination

Title Search of complete history and  
present condition of title to land,  
requested by Land Acquisition,  
Cadastral and other government  
agencies.

- (1) Worksheet (DOT-33)  
Complete history of title, liens  
and encumbrances.
- (2) Title Sheet (DOT 4-179)  
Conclusion as to present  
ownership and condition of title.

3. Continuation of Final Title  
Examination

Prior to; acquisition; petition  
to Land Court for Subdivision;  
notice of pendency of and final  
order of condemnation;  
and recordation of State's title.

## Abstracting Section

4. Title and/or geneology charts,  
signed affidavits, court testimony  
(as requested by A.G.)

### 5. Title Evidence

(1) Abstract of Title. Condensed  
history of title to land:  
synopsis of material portion  
of all conveyances which affected  
the land and a statement of  
all liens, charges, and  
liabilities. Certified by  
licensed Abstract Maker.

#### (2) Certificate of Search

Shows land title, description  
of property, record ownership,  
status and condition of present  
title in owner, liens and/or  
encumbrances. Certified by  
licensed Abstract Maker.

#### (3) Memorandum of Title

Condensed history of title to  
land. Made when title search  
reveals a defective title.  
Explains defect and is  
incorporated into certificate.  
Signed by Abstract Maker.

#### (4) Continuation of Title.

Updating of a search to ensure  
current ownership and status.

#### (5) Delineation of Title

All sales transactions affecting  
the title within the past 5 years:  
parties, date of purchase,  
verified purchase price.

B. Ab-2 Index to Title

Indexes to titles, charge code and  
right-of-way project number with  
cross-references to each other.

Ab-2

Permanent.

Abstracting Section

- C. Ab-3 Land Title Recordation  
Suspense file.
- Ab-3  
Return records to  
Land Acquisition  
after recordation.
- D. Ab-4 Master Land Title File by LCA#,  
R.P.#, or L.P. Grant #, Public  
Works Grant #, School Grant #,  
Minister of Interior Deeds,  
Kamehameha Deeds, Government Lands.
- Ab-4  
Permanent. May  
microfilm where  
volume warranted.
- E. Ab-5 Index to Title Holders names or  
Certificate of Title.
- Ab-5  
Permanent.
- F. Ab-6 Reference Materials
- Ab-6
- (a) Index to Vital Statistics  
births, marriages, deaths.
- Retain as long as  
used actively.  
Destroy after no  
longer of use.
- (b) Survey Maps,  
Right-of-Way Maps
- (c) Court Cases: Probates, Civils,  
Equities, Laws, Divorces,  
Guardianships
- (d) File copies of Deeds, Land Court  
Documents, Articles of  
Association
- G. Ab-7 Old Public Works Dept. Abstracts
- Ab-7  
Incorporate into Title  
Evidence. Destroy  
remainder.
- H. Ab-8 Work Assignments Log  
Noted here:
- Ab-8  
Destroy when purpose  
has been served.
- Requests for description from  
Cadastral/dates.  
Assignment made/date.  
Confirmation/date.  
Work sent to Cadastral/date.
- I. Ab-9 Papers posted to Work Log.  
Requests for description.  
Confirmation.  
Assignment.  
Transmittals of work sent to  
requestor.
- Ab-9  
Destroy after purpose  
has been served.



2. Land Acquisition Section

A. L-1 Acquisition Record

by Right-of-Way project numbers

L-1  
Permanent. May  
microfilm.

Broken into 2 Units:

- (a) General Correspondence
  - Correspondence. DLNR
  - Review of appraisal
  - Financing
  - FHWA Correspondence
- (b) Land Owners
  - Correspondence
  - Location Maps
  - Deeds and other records concern-  
ing sale.

Condemnations,  
Court Orders

Besides records of acquisition of  
Right-of-Way, the above records will,  
as necessary, contain:

Utility Agreements  
Records of 60-day rental of Highways  
property to former owner-occupant.

Records of demolition or sale of  
improvements.

Inspections  
Affidavits of Publication of  
Notice of Sale  
Bill of Sale  
Records of requests to BLNR for  
sale of remnants.

B. L-2 Index to Acquisition Records

Cross reference to name.

L-2  
Permanent.

C. L-3 Attorney General's Record of  
Condemnation Cases.

L-3 Permanent.  
May microfilm.

and Index

D. L-4 Desk files of agents

L-4 Destroy after  
no longer of use.

### 3. Appraisal Section

A. A-1 Appraisal Reports numbered

A-1 Permanent.  
May microfilm.

B. A-2 Qualified Federal Aid Project  
Appraiser's Selection  
List of qualified appraisers  
Evaluations  
Questionnaires  
Sample Report  
Letters of Recommendation to DOT  
Director; FHWA  
Letter to qualified applicant.

A-2  
Retain list and all  
supporting records  
until list is  
obsolete.

C. A-3 Contracts for Federal Aid Appraisal  
Request for selection of appraiser  
Fee negotiation  
Contract  
Authorization to Proceed  
Materials Furnished.

A-3  
Destroy 3 years  
after close of project.

D. A-4 Special Studies  
Construction to Mitigate Damages  
  
Study to determine if construction  
features should be included to mitigate  
damage caused by construction to  
remainder property.

Permanent.  
When no longer  
actively used, may  
offer to State  
Archives.

Impact of Construction to Community

Economic effects of construction,  
such as by-passed communities, access  
to business areas.

Case Studies Collection on an area or  
parcel.

Benefit and damages.

Used as an aid to valuation of  
similar sites.

Valuation of Remnants.

Collection of values on actual sale  
of remnants and land locked tracts.

Used to support claims of severance  
damages on similar sites.

Appraisal Section

Land Values in Transition.

Used to support up-zoning.

Economic Rent

Comparison of present rent with rent on relocation of a tenant. Used for computation of supplemental rent payments under Federal Aid program for persons relocated due to construction.



4. Property Management Section

A. P-1 Revocable Permits Files  
Permit  
New Tenant Data  
Copies of Insurance Policies  
Cancellations  
Inspection

P-1  
Destroy 3 years  
after close of fiscal  
year.

B. P-2 Relocation Records  
Program Plans  
Relocations of Displacees  
Reports to FHWA

P-2  
Destroy 3 years  
after close of  
project, unless  
appeal pending.

C. P-3 Airspace Leases  
Lease Agreement

P-3  
Retain until 3  
years after  
expiration of  
lease. Maximum  
term is 55 years.

D. P-4 Remnant Inventory

P-4  
Retain until  
properties disposed.