

Document Type	Series Purpose / Description	Org/Unit - CENTRAL OFFICE (ie: RW - ODA, RW - Permits, RW - Realty Asset Mgmt)	Org/Unit - DISTRICT (ie: RWD4 - Appraisal, RWD4 - Negotiation, )	Both	MS Office Template Name	Automated System - Record	Retention Series #	Retention Series Name	Series Cut-off Event	Retention Time			Disposition Action	Required Metadata Search Criteria	Optional Metadata Search Criteria	Security Access Restrictions Needed on Confidential Records	Average File Size	Approval Process?	Approval Process Point-of-Contact
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### Policies and Procedures

Policy and Procedure	Documentation of internal instructions, rules, and guidelines for current agency procedures. Records may include but are not limited to authorizing bulletins and advisories, manuals documenting departmental procedures, handbooks, forms, lists of codes and desk manuals. Record copy maintained by the issuing office.	Yes, Central Office Right of Way	No	No		Yes, The EPG (Engineering Policy Guide)	21514	Procedure Guidelines and Manuals	EOSFY in which superceded	PR			PR	Policy and Procedure, chapter #, section #		No	Various	Yes	Yes, Right of Way Division
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### Administrative Rules

Policy and Procedure	Administrative Rules and Regulations	Yes, Central Office Right of Way	No	No		No	21515	Administrative Rules and Regulations - Agency Files	Publication of infal order of rule making in Missouri Register	3			review and determine if retained	Policy and Procedure,	Code of State Regulation #	No	508 KB	Yes	Yes, Right of Way Division
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### Publications

Business Relocation Brochure	Publication	Yes, Right of Way	No	No	No	Yes, EPG	21517	Publications	EOCY in which material is printed and distributed	PR			PR	Publication Name	Date of Publication	No	85 KB	Yes	Yes, Right of Way Division
Residential Relocation Brochure	Publication	Yes, Right of Way	No	No	No	Yes, EPG	21517	Publications	EOCY in which material is printed and distributed	PR			PR	Publication Name	Date of Publication	No	141 KB	Yes	Yes, Right of Way Division
Pathways for Progress Brochure	Publication	Yes, Right of Way	No	No	No	Yes, EPG	21517	Publications	EOCY in which material is printed and distributed	PR			PR	Publication Name	Date of Publication	No	508 KB	Yes	Yes, Right of Way Division

### Training and Conferences

Training	Conference, Seminar, and Workshop Sponsor Records	Yes, Central Office Right of Way	No	No		No	21541	Conference, Seminar, and Workshop Sponsor Records, using State Funds	EOSFY in which conference completed	3			Destroy	Conference Name	Date of Conference	No	110 KB	No	Yes, Right of Way Division
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### Timesheets

Payroll	Time and Attendance Files-Office Copy	Yes, Central Office Right of Way	No	No		No	21580	Time and Attendance Files - Office Copy	EOCY	1			Destroy	Time and Attendance Files	Name of employee	RW Timesheet_Payroll	90 KB	Yes	Yes, Right of Way Division
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### Contracts

Contract Title Services Agreement (Form RW44)	Contract	No	Yes, Right of Way	No	Yes, Contract Title Service Contract (Form RW44)	No	21590	Contracts-Financial	Completion of Contract	10			Destroy	County	Contractor's Name	No	160 KB	Yes	Yes, District Right of Way
Negotiator Services Agreement (Form 7-8.5), RW34	Contract	No	Yes, Right of Way	No	Yes, Negotiator Services Agreement (Form 7-8.5) RW34	No	21590	Contracts - Financial	Completion of Project	10			Destroy	County, Route, Project Number	Parcel #	No	90 KB	Yes	Yes, District Right of Way
Supplemental Negotiation Services Agreement (Form 7-8.6) RW35	Contract	No	Yes, Right of Way	No	Yes, Supplemental Negotiation Services Agreement (Form 7-8.6), RW35	No	21590	Contracts - Financial	Completion of Project	10			Destroy	County, Route, Project Number	Parcel #	No	160 KB	Yes	Yes, District Right of Way
Mediation Services Contract(s) (Form 11.3.1), RW31	Contract	No	Yes, Right of Way	No	Yes, Mediation Services Agreement (Form 11.3.1), RW31	No	21590	Contracts - Financial	Completion of Project	10			Destroy	County	Contractor's Name	No	160 KB	Yes	Yes, District Right of Way

### Reports

Quality Assurance Reviews	Publication	Yes, Right of Way	No	No	No	No	23147	Internal Updates	EOSFY	5			Destroy	Publication Name	Date of Publication	No	70 KB	Yes	Yes, Right of Way Division
Uniform Act Report	Report	Yes, Right of Way Division	No	No	Yes, Uniform Act Report	No	23147	Internal Updates	ESOFY	5			Destroy	Federal Fiscal Year		No	40 KB	No	No

### Performance Evaluations for Fee Services

Fee Appraiser Performance Evaluation (Form 6.5.13)	Informational	Yes, Right of Way Division	No	No	Yes, Fee Appraiser Performance Evaluation (Form 6.5.13)	No	CM4	Contractors Performance Evaluations	Completion of Project	20			Destroy	Contractor Name		No	90 KB	No	No
Contract Negotiator Performance Evaluation (Form 7-8.7)	Informational	Yes, Right of Way Division	No	No	Yes, Contract Negotiator Performance Evaluation (Form 7-8.7)	No	CM4	Contractors Performance Evaluations	Completion of Project	20			Destroy	Contractor Name		No	90 KB	No	No
Mediator Performance Appraisal (Form 11.2.10)	Informational	Yes, Right of Way Division	No	No	Yes, Mediator Performance Appraisal (Form 11.2.10)	No	CM4	Contractor's Performance Evaluation	Completion of Project	20			Destroy	Contractor Name		No	90 KB	No	No

### Request for Proposals

Request for Proposals - Title Company Services (Form RW43)	Proposal	No	Yes, Right of Way	No	Yes, Request for Proposals - Title Company Services (Form RW43)	No	GS1	Request for Quotations and Responses	EOSFY	2			Destroy	County	Proposer's Name	No	160 KB	No	No
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Proposal for Right of Way Appraisal Work (Form 6.5.8)	Proposal	No	Yes, Right of Way	No	Yes, Proposal for Right of Way Appraisal Work (Form 6.5.8)	Yes, RWPA	GS1	Request for Quatations and Responses	EOSFY	2			Destroy	County, Route, Project Number	Parcel #, Proposer's Name	No	90 KB	No	No
Proposal for Contract Negotiation (Form 7-8.4), RW33	Proposal	No	Yes, Right of Way	No	Yes, Proposal for Contract Negotiation (Form 7-8.4), RW33	Yes, RWPA	GS1	Request for Quatations and Responses	EOSFY	2			Destroy	County, Route, Project Number	Parcel #, Proposer's Name	No	90 KB	No	No
Proposal for Mediation Services (Form 11.2.7)	Proposal	No	Yes, Right of Way	No	Yes, Proposal for Mediation Services (Form 11.2.7)	Yes, RWPA	GS1	Request for Quatations and Responses	EOSFY	2			Destroy	County	Proposer's Name	No	90 KB	No	No
<b>Right of Way Plans</b>																			
Letter of Certification for Right of Way Plans Approval	Informational	No	Yes, Right of Way	No	Yes, EPG	Yes, RWPA in TMS	PG1	Infrastructure Plans	Completion of Project	PR			PR	County, Route, Project Number		No	90 KB	Yes	Yes, Design Division
Right of Way Plans as Acquired	Informational	No	Yes, Right of Way	No	No	No	PG1	Infrastructure Plans	Completion of Project	PR			PR	County, Route, Project Number		No	3000 KB	Yes	Yes, District Design
<b>Right of Way Acquisition and Mediation Records</b>																			
Mediation Referral	Informational	No	Yes, Right of Way	No	Mediation Referral	Yes, RWPA	PJ1	Infrastructure File-RW Infrastructure Project File - Right of Way, Construction Materials, External Civil Rights, Maintenance, Traffic	Completion of Project	11			Destroy	County, Route, Project Number,	Parcel #,	No	90 KB	No	No
Acquisition Complete Cost Estimate Worksheet (Form 3.3.3B)	Informational	No	Yes, Right of Way	No	Yes, Acquisition Complete Cost Estimate Worksheet	Yes, RWPA	PJ1	Infrastructure Project File - Right of Way, Construction Materials, External Civil Rights, Maintenance, Traffic	Completion of Project	11			Destroy	County, Route, Project Number,		No	90 KB	No	No
Acquisition Payment (A-419)	Payroll Documentation	Yes, Central Office Controller's Division	Yes, Right of Way	Yes	Yes, Acquisition Payment (A-419)	Yes, RWPA	PJ1	Infrastructure Project File - Right of Way, Construction Materials, External Civil Rights, Maintenance, Traffic	Completion of Project	11			Destroy	County, Route, Project Number,	Parcel #,	No	90 KB	Yes	Yes, Controller's Division

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Request for Federal Funding - Limited Acquisition Authority (Form 3.4.1A)	Funding Request	Yes, Resource Management	Yes, Right of Way	Yes	Yes, Request for Federal Funding - Limited Acquisition Authority (Form 3.4.1A)	Yes, RWPA	PJ1	Infrastructure File-RW Infrastructure Project File - Right of Way, Construction Materials, External Civil Rights, Maintenance, Traffic	Completion of Project	11			Destroy	County, Route, Project Number,		No	90 KB	Yes	Yes, Resource Management Division
Request for Limited Acquisition Authority (Form 3.4.1B)	Funding Request	Yes, Controller's Division	Yes, Right of Way	Yes	Yes, Request for Limited Acquisition Authority (Form 3.4.1B)	Yes, RWPA	PJ1	Infrastructure File-RW Infrastructure Project File - Right of Way, Construction Materials, External Civil Rights, Maintenance, Traffic	Completion of Project	11			Destroy	County, Route, Project Number,		No	90 KB	Yes	Yes, Controller's Division
Request for Federal Funding - Acquisition Authority (Form 3.4.2A)	Funding Request	Yes, Resource Management	Yes, Right of Way	Yes	Yes, Request for Federal Funding - Acquisition Authority (Form 3.4.2A)	Yes, RWPA	PJ1	Infrastructure File-RW Infrastructure Project File - Right of Way, Construction Materials, External Civil Rights, Maintenance, Traffic	Completion of Project	11			Destroy	County, Route, Project Number,		No	90 KB	Yes	Yes, Resource Management Division
Right of Way Cost Estimate Worksheet (Form 236.3.3.3A)	Informational	No	Yes, Right of Way	No	Yes, Right of Way Cost Estimate Worksheet (Form 236.3.3.3A)	Yes, RWPA	PJ1	Infrastructure File-RW Infrastructure Project File - Right of Way, Construction Materials, External Civil Rights, Maintenance, Traffic	Completion of Project	11			Destroy	County, Route, Project Number,		No	90 KB	No	No
Safe & Sound Acquisition Authority (Form 3.4.1C)	Informational	Yes, Safe & Sound	Yes, Right of Way	Yes	Yes, Safe & Sound Acquisition Authority (Form 3.4.1C)	Yes, RWPA	PJ1	Infrastructure File-RW Infrastructure Project File - Right of Way, Construction Materials, External Civil Rights, Maintenance, Traffic	Completion of Project	11			Destroy	County, Route, Project Number,	Old Bridge #	No	90 KB	Yes	Yes, Right of Way Division
Supplemental Page (Form 3.3.3A)	Informational	No	Yes, Right of Way	No	Yes, Supplemental Page (Form 3.3.3A)	Yes, RWPA	PJ1	Infrastructure File-RW Infrastructure Project File - Right of Way, Construction Materials, External Civil Rights, Maintenance, Traffic	Completion of Project	11			Destroy	County, Route, Project Number,		No	90 KB	No	No

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Right of Way Cost Estimate (Form 3.3.3C)	Informational	No	Yes, Design	No	Yes, Right of Way Cost Estimate (Form 3.3.3C)	Yes, RWPA	PJ1	Infrastructure File-RW Infrastructure Project File - Right of Way, Construction Materials, External Civil Rights, Maintenance, Traffic	Completion of Project	11			Destroy	County, Route, Project Number,		No	90 KB	No	No
Review of Appraisals and Approval of Just Compensation (Form 6-4.3)	Informational	No	Yes, Right of Way	No	Yes, Review of Appraisals and Approval of Just Compensation (Form 6.4.3)	Yes, RWPA	PJ1	Infrastructure File-RW Infrastructure Project File - Right of Way, Construction Materials, External Civil Rights, Maintenance, Traffic	Completion of Project	11			Destroy	County, Route, Project Number,	Parcel #,	No	90 KB	No	No
Adjustment of Value or Just Compensation (Form 6.4.4)	Informational	No	Yes, Right of Way	No	Yes, Adjustment of Value or Just Compensation (Form 6.4.4)	Yes, RWPA	PJ1	Infrastructure File-RW Infrastructure Project File - Right of Way, Construction Materials, External Civil Rights, Maintenance, Traffic	Completion of Project	11			Destroy	County, Route, Project Number,	Parcel #,	No	90 KB	No	No
Certificate of Disbursement of Funds (Form 4-4.7A)	Informational	No	Yes, Right of Way	No	Yes, Certificate of Disbursement of Funds (4-4.7A)	Yes, RWPA	PJ1	Infrastructure File-RW Infrastructure Project File - Right of Way, Construction Materials, External Civil Rights, Maintenance, Traffic	Completion of Project	11			Destroy	County, Route, Project Number,	Parcel #,	No	90 KB	No	No
Escrow Agreement	Contract	No	Yes, Right of Way	No	Yes, Escrow Agreement	Yes, RWPA	PJ1	Infrastructure File-RW Infrastructure Project File - Right of Way, Construction Materials, External Civil Rights, Maintenance, Traffic	Completion of Project	11			Destroy	County, Route, Project Number,	Parcel #,	No	160 KB	Yes	Yes, District Right of Way
Extension of Possession Agreement (RW12)	Contract	No	Yes, Right of Way	No	Yes, Extension of Possession Agreement (RW12)	Yes, RWPA	PJ1	Infrastructure File-RW Infrastructure Project File - Right of Way, Construction Materials, External Civil Rights, Maintenance, Traffic	Completion of Project	11			Destroy	County, Route, Project Number,	Parcel #,	No	160 KB	Yes	Yes, District Right of Way

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Negotiator's Report (Form 7-2.13)	Informational	No	Yes, Right of Way	No	Yes, Negotiator's Report (Form 7-2.13)	Yes, RWPA	PJ1	Infrastructure File-RW Infrastructure Project File - Right of Way, Construction Materials, External Civil Rights, Maintenance, Traffic	Completion of Project	11			Destroy	County, Route, Project Number,	Parcel #,	No	90 KB	No	No
Specifications for Filling Basements and/or Foundations (Form 5-26.9)	Informational	No	Yes, Right of Way	No	Yes, Specifications for Filling Basements and/or Foundations (Form 5-26.9)	Yes, RWPA	PJ1	Infrastructure File-RW Infrastructure Project File - Right of Way, Construction Materials, External Civil Rights, Maintenance, Traffic	Completion of Project	11			Destroy	County, Route, Project Number,	Parcel #,	No	90 KB	No	No
Extension of Closing Date Addendum (Form 5-20.2)	Contract	No	Yes, Right of Way	No	Yes, Extension Closing Date Addendum (Form 5-20.2)	Yes, RWPA	PJ1	Infrastructure File-RW Infrastructure Project File - Right of Way, Construction Materials, External Civil Rights, Maintenance, Traffic	Completion of Project	11			Destroy	County, Route, Project Number,	Parcel #,	No	90 KB	Yes	Yes, District Right of Way
Scope of Assignment (Form 6.2.2)	Informations	No	Yes, Right of Way	No	Yes, Scope of Assignment (Form 6.2.2)	Yes, RWPA	PJ1	Infrastructure File-RW Infrastructure Project File - Right of Way, Construction Materials, External Civil Rights, Maintenance, Traffic	Completion of Project	11			Destroy	County, Route, Project Number,	Parcel #,	No	90 KB	No	No
Standard Appraisal Format (Form 6.3.1)	Informational	No	Yes, Right of Way	No	Standard Appraisal Format (Form 6.3.1)	Yes, RWPA	PJ1	Infrastructure File-RW Infrastructure Project File - Right of Way, Construction Materials, External Civil Rights, Maintenance, Traffic	Completion of Project	11			Destroy	County, Route, Project Number,	Parcel #,	No	90 KB	No	Yes, District Right of Way
Summary Value of Tenant Interests (Form 6.3.1C)	Informational	No	Yes, Right of Way	No	Yes, Summary Value of Tenant Interests (Form 6.3.1C)	Yes, RWPA	PJ1	Infrastructure File-RW Infrastructure Project File - Right of Way, Construction Materials, External Civil Rights, Maintenance, Traffic	Completion of Project	11			Destroy	County, Route, Project Number,	Parcel #,	No	90 KB	No	No

Document Type	Series Purpose / Description	Org/Unit - CENTRAL OFFICE (ie: RW - ODA, RW - Permits, RW - Realty Asset Mgmt)	Org/Unit - DISTRICT (ie: RWD4 - Appraisal, RWD4 - Negotiation, )	Both	MS Office Template Name	Automated System - Record	Retention Series #	Retention Series Name	Series Cut-off Event	Retention Time			Disposition Action	Required Metadata Search Criteria	Optional Metadata Search Criteria	Security Access Restrictions Needed on Confidential Records	Average File Size	Approval Process?	Approval Process Point-of-Contact
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Uniform Residential Appraisal Report and Addendum (URAR) (Form 6.3.4)	Informational	No	Yes, Right of Way	No	Yes, Uniform Residential Appraisal Report and Addendum (URAR) (Form 6.3.4)	Yes, RWPA	PJ1	Infrastructure File-RW Infrastructure Project File - Right of Way, Construction Materials, External Civil Rights, Maintenance, Traffic	Completion of Project	11			Destroy	County, Route, Project Number,	Parcel #,	No	90 KB	Yes	Yes, District Right of Way
Value Finding Appraisal Format (Form 6.3.2)	Informational	No	Yes, Right of Way	No	Yes, Value Finding Appraisal Format (Form 6.3.2)	Yes, RWPA	PJ1	Infrastructure File-RW Infrastructure Project File - Right of Way, Construction Materials, External Civil Rights, Maintenance, Traffic	Completion of Project	11			Destroy	County, Route, Project Number,	Parcel #,	No	90 KB	Yes	Yes, District Right of Way
Waiver Valuation - Payment Estimate (Form 6.3.3)	Informational	No	Yes, Right of Way	No	Yes, Waiver Valuation - Payment Estimate (Form 6.3.3)	Yes, RWPA	PJ1	Infrastructure File-RW Infrastructure Project File - Right of Way, Construction Materials, External Civil Rights, Maintenance, Traffic	Completion of Project	11			Destroy	County, Route, Project Number,	Parcel #,	No	90 KB	Yes	Yes, District Right of Way
Donation Letter & Waiver of Appraisal (Form 7-2.12)	Informational	No	Yes, Right of Way	No	Yes, Donation Letter & Waiver of Appraisal (Form 7-2.12)	Yes, RWPA	PJ1	Infrastructure File-RW Infrastructure Project File - Right of Way, Construction Materials, External Civil Rights, Maintenance, Traffic	Completion of Project	11			D	County, Route, Project Number,	Parcel #,	No	90 KB	No	No
IRS Form W-9	Payroll Documentation	No	Yes, Right of Way	No	No	Yes, RWPA	PJ1	Infrastructure File-RW Infrastructure Project File - Right of Way, Construction Materials, External Civil Rights, Maintenance, Traffic	Completion of Project	11			Destroy	County, Route, Project Number,	Parcel #,	Yes, ROW Global	90 KB	No	No
Offer Letter	Payroll Documentation	No	Yes, Right of Way	No	Yes, Offer Letter	Yes, RWPA	PJ1	Infrastructure File-RW Infrastructure Project File - Right of Way, Construction Materials, External Civil Rights, Maintenance, Traffic	Completion of Project	11			Destroy	County, Route, Project Number,	Parcel #,	No	90 KB	No	No

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Pro Rata Real Estate Tax Claim (Form 7-22.2C)	Payroll Documentation	No	Yes, Right of Way	No	Yes, Pro Rata Real Estate Tax Claim (Form 7-22.2C)	Yes, RWPA	PJ1	Infrastructure File-RW Infrastructure Project File - Right of Way, Construction Materials, External Civil Rights, Maintenance, Traffic	Completion of Project	11			Destroy	County, Route, Project Number,	Parcel #,	No	90 KB	Yes	Yes, District Right of Way
Real Estate Purchase Agreement (Form 7-4.4), RW20	Contract	No	Yes, Right of Way	No	Yes, Real Estate Purchase Agreement (Form 7-4.4), RW20	Yes, RWPA	PJ1	Infrastructure File-RW Infrastructure Project File - Right of Way, Construction Materials, External Civil Rights, Maintenance, Traffic	Completion of Project	11			Destroy	County, Route, Project Number,	Parcel #,	No	160 KB	Yes	Yes, District Right of Way
Release of Structures and Leasehold (Form 7-2.7D), RW15	Record	No	Yes, Right of Way	No	Yes, Release of Structures and Leasehold (Form 7-2.7D), RW15	Yes, RWPA	RW1A	Realty Acquisition and Disposal Deeds	Date of Disposal	PR			PR	County, Route, Project Number	Parcel #	No	110 KB	No	No
Partial Waiver and Reset Agreement (Form RW46)	Contract	Yes, Right of Way Division	Yes, Right of Way Division	Yes	Yes, Partial Waiver and Reset Agreement (Form RW46)	Yes, RWAP	RW1	Infrastructure File-RW Infrastructure Project File - Right of Way, Construction Materials, External Civil Rights, Maintenance, Traffic	Completion of Project	11			Destroy	County, Route, Project Number	Parcel #	No	160 KB	Yes	Yes, Right of Way Division
Request for Taxpayer Identification Number (Form 7-7.3)	Payroll Documentation	No	Yes, Right of Way	No	Yes, Request for Taxpayer Identification Number (Form 7-7.3)	No	PJ1	Infrastructure File-RW Infrastructure Project File - Right of Way, Construction Materials, External Civil Rights, Maintenance, Traffic	Completion of Project	11			Destroy	County, Route, Project Number,	Parcel #,	Yes, ROW Global	90 KB	No	No
Request for Taxpayer Identification Number and Request for Allocation of Gross Proceeds (Form 7-7.3A)	Letter	No	Yes, Right of Way	No	Request for Taxpayer Identification Number and Request for Allocation of Gross Proceeds (Form 7-7.3A)	No	PJ1	Infrastructure File-RW Infrastructure Project File - Right of Way, Construction Materials, External Civil Rights, Maintenance, Traffic	Completion of Project	11			Destroy	County, Route, Project Number,	Parcel #,	Yes, ROW Global	90 KB	No	No

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Requirements for the Retention of Improvements (Form 7-4.2C)	Informational	No	Yes, Right of Way	No	Yes, Requirements for the Retention of Improvements (Form 7-4.2C)	Yes, RWPA	PJ1	Infrastructure File-RW Infrastructure Project File - Right of Way, Construction Materials, External Civil Rights, Maintenance, Traffic	Completion of Project	11			Destroy	County, Route, Project Number,	Parcel #,	No	90 KB	No	No
Tenant Escrow Agreement (Form 7-4.2B), RW10	Contract	No	Yes, Right of Way	No	Yes, Tenant Escrow Agreement (Form 7-4.2B), RW10	Yes, RWPA	PJ1	Infrastructure File-RW Infrastructure Project File - Right of Way, Construction Materials, External Civil Rights, Maintenance, Traffic	Completion of Project	11			Destroy	County, Route, Project Number,	Parcel #,	No	90 KB	Yes	Yes, District Right of Way
Notice of Intent to Acquire (Form 236.8.1.27) Relocation Eligibility	Informational	No	Yes, Right of Way	No	Yes, Notice of Intent to Acquire (Form 236.8.1.27)	Yes, RWPA	PJ1	Infrastructure File-RW Infrastructure Project File - Right of Way, Construction Materials, External Civil Rights, Maintenance, Traffic	Completion of Project	11			Destroy	County, Route, Project Number,	Parcel #,	No	90 KB	No	No
Agreement to Mediate	Contract	No	Yes, Right of Way	No	Yes, Agreement to Mediate	Yes, RWPA	PJ1	Infrastructure File-RW Infrastructure Project File - Right of Way, Construction Materials, External Civil Rights, Maintenance, Traffic	Completion of Project	11			Destroy	County, Route, Project Number,	Parcel #,	No	90 KB	Yes	Yes, District Right of Way
Agreement of Settlement	Contract	No	Yes, Right of Way	No	Agreement of Settlement	Yes, RWPA	PJ1	Infrastructure File-RW Infrastructure Project File - Right of Way, Construction Materials, External Civil Rights, Maintenance, Traffic	Completion of Project	11			Destroy	County, Route, Project Number,	Parcel #,	No	90 KB	Yes	Yes, District Right of Way
Confirmation of Mediation	Informational	No	Yes, Right of Way	No	Confirmation of Mediation	Yes, RWPA	PJ1	Infrastructure File-RW Infrastructure Project File - Right of Way, Construction Materials, External Civil Rights, Maintenance, Traffic	Completion of Project	11			Destroy	County, Route, Project Number,	Parcel #,	No	90 KB	No	No

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Mediation Checklist and Worksheet	Informational	No	Yes, Right of Way	No	Mediation Checklist and Worksheet	Yes, RWPA	PJ1	Infrastructure File-RW Infrastructure Project File - Right of Way, Construction Materials, External Civil Rights, Maintenance, Traffic	Completion of Project	11			Destroy	County, Route, Project Number,	Parcel #,	No	90 KB	No	No
Mediator's Letter to Property Owner	Informational	No	Yes, Right of Way	No	Mediator's Letter to Property Owner	Yes, RWPA	PJ1	Infrastructure File-RW Infrastructure Project File - Right of Way, Construction Materials, External Civil Rights, Maintenance, Traffic	Completion of Project	11			Destroy	County, Route, Project Number,	Parcel #,	No	90 KB	No	No
Appraisal Monitor Checklist (Form 1B) LPA	Informational	No	Yes, Right of Way	No	Yes, Appraisal Monitor Checklist (Form 1B)	No	PJ1	Infrastructure File-RW Infrastructure Project File - Right of Way, Construction Materials, External Civil Rights, Maintenance, Traffic	Completion of Project	11			Destroy	County, Route, Project Number,	Parcel #	No	90 KB	No	No
Project Acquisition Monitor Checklist (Form 1A) LPA	Informational	No	Yes, Right of Way	No	Yes, Project Acquisition Monitor Checklist (Form 1A)	No	PJ1	Infrastructure File-RW Infrastructure Project File - Right of Way, Construction Materials, External Civil Rights, Maintenance, Traffic	Completion of Project	11			Destroy	County, Route, Project Number,	Parcel #	No	90 KB	No	No
LPA - Right of Way Clearance Certification	Informational	Yes, Right of Way Division	Yes, Right of Way	Yes	No	No	PJ1	Infrastructure File-RW Infrastructure Project File - Right of Way, Construction Materials, External Civil Rights, Maintenance, Traffic	Completion of Project	11			Destroy	County, Route, Project Number,		No	150 KB	Yes	Yes, Right of Way Division
Clearance Certification	Informational	Yes, Right of Way Division	Yes, Right of Way	Yes	no	Yes, RWPA	PJ1	Infrastructure File-RW Infrastructure Project File - Right of Way, Construction Materials, External Civil Rights, Maintenance, Traffic	Completion of Project	11			Destroy	County, Route, Project Number,		No	75 KB	Yes	Yes, Right of Way Division

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Correspondence	Informational	No	Yes, Right of Way	No	No	Yes, RWPA	PJ1	Infrastructure File-RW Infrastructure Project File - Right of Way, Construction Materials, External Civil Rights, Maintenance, Traffic	Completion of Project	11			Destroy	County, Route, Project Number,	Parcel #,	No	Various	No	No
Mediation Offer	Informational	No	Yes, Right of Way	No	No	Yes, RWPA	PJ1	Infrastructure File-RW Infrastructure Project File - Right of Way, Construction Materials, External Civil Rights, Maintenance, Traffic	Completion of Project	11			Destroy	County, Route, Project Number,	Parcel #,	No	90 KB	No	No
Written Notice of the Intended Acquisition	Informational	No	Yes, Right of Way	No	Yes, Written Notice of the Intended Acquisition	Yes, RWPA	PJ1	Infrastructure File-RW Infrastructure Project File - Right of Way, Construction Materials, External Civil Rights, Maintenance, Traffic	Completion of Project	11			Destroy	County, Route, Project Number,	Parcel #,	No	90 KB	No	No
LPA A-Dates	Informational	No	Yes, Right of Way	No	Yes, A-Dates	No	PJ1	Infrastructure File-RW Infrastructure Project File - Right of Way, Construction Materials, External Civil Rights, Maintenance, Traffic	Completion of Project	11			Destroy	County, Route, Project Number,		No	90 KB	Yes	Yes, Resource Management Division
LPA Notice to Proceed	Informational	No	Yes, Right of Way	No	Yes, Notice to Proceed	No	PJ1	Infrastructure File-RW Infrastructure Project File - Right of Way, Construction Materials, External Civil Rights, Maintenance, Traffic	Completion of Project	11			Destroy	County, Route, Project Number,		No	90 KB	No	No
LPA Correspondence	Informational	No	Yes, Right of Way	No	No	No	PJ1	Infrastructure File-RW Infrastructure Project File - Right of Way, Construction Materials, External Civil Rights, Maintenance, Traffic	Completion of Project	11			Destroy	County, Route, Project Number,	Parcel #	No	Various	No	No

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Title Commitments & Title Insurance	Informational	No	Yes, Right of Way	No	No	Yes, RWPA	PJ1	Infrastructure File-RW Infrastructure Project File - Right of Way, Construction Materials, External Civil Rights, Maintenance, Traffic	Completion of Project	11			Destroy	County, Route, Project Number,	Parcel #	No	160 KB	No	No
Improvement Inventory (Form 5-26.1)	Informational	No	Yes, Right of Way	No	Yes, Improvement Inventory (Form 5-26.1)	Yes, RWPA in TMS	PJ1	Infrastructure File-RW Infrastructure Project File - Right of Way, Construction Materials, External Civil Rights, Maintenance, Traffic	Completion of Project	11			Destroy	County, Route, Project Number		No	90 KB	No	No
Preliminary Contract Negotiation Fee Estimate (Form 7-8.3)	Informational	No	Yes, Right of Way	No	Yes, Preliminary Contract Negotiation Fee Estimate (Form 7-8.3)	No	PJ1	Infrastructure File-RW Infrastructure Project File - Right of Way, Construction Materials, External Civil Rights, Maintenance, Traffic	Completion of Project	11			Destroy	County, Route, Project Number		No	90 KB	No	No

## Realty Asset Management

Categorical Exclusion Review (Form 3-1.2)	Informational	No	Yes, Right of Way	No	Yes, Categorical Exclusion Review (Form 3-1.2)	Yes, RAI	RW1	Realty Assets Disposed	EOSFY of disposition of realty asset	10			Destroy	County, Route, Parcel ID, Transaction ID	Original Parcel #, E-Number, Grantee Name	No	40 KB	No	No
Airspace Agreement (Form RW28)	Contract	No	Yes, Right of Way	No	Yes, Airspace Agreement (Form RW28)	Yes, RAI	RW1	Realty Assets Disposed	EOSFY of disposition of realty asset	PR			Permanent	County, Route, Parcel ID, Transaction ID	Original Parcel #, E-Number, Grantee Name	No	160 KB	Yes	Yes, Right of Way Division
City Monument Form (Form RW45)	Contract	No	Yes, Right of Way	No	Yes, City Monument Form (Form RW45)	Yes, RAI	RW1	Realty Assets Disposed	EOSFY of disposition of realty asset	PR			Permanent	County, Route, Parcel ID, Transaction ID	Original Parcel #, E-Number, Grantee Name	No	160 KB	Yes	Yes, Right of Way Division
Bridge Column Protection Truck Traffic	Informational	Yes, Right of Way Division	No	No	No	Yes, EPG	RW1	Realty Assets Disposed	EOSFY of disposition of realty asset	10			Destroy	County, Route, Parcel ID, Transaction ID	Original Parcel #, E-Number, Grantee Name	No	90 KB	No	No
Bridge Column Protection Vehicular Traffic	Informational	Yes, Right of Way Division	No	No	No	Yes, EPG	RW1	Realty Assets Disposed	EOSFY of disposition of realty asset	10			Destroy	County, Route, Parcel ID, Transaction ID	Original Parcel #, E-Number, Grantee Name	No	90 KB	No	No
Contract Agreement (Form 5-26.9a)	Contract	No	Yes, Right of Way	No	Yes, Contract Agreement (Form 5-26.9a)	Yes, RAI	RW1	Realty Assets Disposed	EOSFY of disposition of realty asset	10			Destroy	County, Route, Parcel ID, Transaction ID	Original Parcel #, E-Number, Grantee Name	No	90 KB	Yes	Yes, District Right of Way

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Internet Posting Request	Informational	No	Yes, Right of Way	No	Yes, Internet Posting Request	No	RW1	Realty Assets Disposed	EOSFY of disposition of realty asset	10			Destroy	County, Route, Parcel ID, Transaction ID	Original Parcel #, E-Number, Grantee Name	No	90 KB	No	No
Lease of Premises (RW14)	Contract	No	Yes, Right of Way	No	Yes, Lease of Premises (RW14)	Yes, RAI	RW1	Realty Assets Disposed	EOSFY of disposition of realty asset	10			Destroy	County, Route, Parcel ID, Transaction ID	Original Parcel #, E-Number, Grantee Name	No	160 KB	Yes	Yes, Right of Way Division
Realty Asset Inventory Record	Informational	No	Yes, Right of Way	No	Yes, Realty Asset Inventory Record	Yes, RWPA in TMS	RW1	Realty Assets Disposed	EOSFY of disposition of realty asset	10			Destroy	County, Route, Parcel ID, Transaction ID	Original Parcel #, E-Number, Grantee Name	No	40 KB	No	No
Real Estate Risk Assessment Form	Informational	No	Yes, Right of Way	No	Yes, Real Estate Risk Assessment Form	Yes, RAI	RW1	Realty Assets Disposed	EOSFY of disposition of realty asset	10			Destroy	County, Route, Parcel ID, Transaction ID	Original Parcel #, E-Number, Grantee Name	No	90 KB	Yes	Yes, District Right of Way
Realty Asset Sale Legal Opinion Memo	Informational	No	Yes, Right of Way	No	Yes, Realty Asset Sale Legal Opinion Memo	Yes, RAI	RW1	Realty Assets Disposed	EOSFY of disposition of realty asset	10			Destroy	County, Route, Parcel ID, Transaction ID	Original Parcel #, E-Number, Grantee Name	No	90 KB	No	No
Receipt - Transmittal of Money Form	Informational	Yes, Controller's Division	Yes, Right of Way	Yes	Yes, Receipt - Transmittal of Money Form	Yes, RAI	RW1	Realty Assets Disposed	EOSFY of disposition of realty asset	10			Destroy	County, Route, Parcel ID, Transaction ID	Original Parcel #, E-Number, Grantee Name	No	90 KB	No	No
Request for Excess Parcel Survey (Form 236.5.19a)	Informational	No	Yes, Right of Way	No	Yes, Request for Excess Parcel Survey (Form 236.5.19a)	No	RW1	Realty Assets Disposed	EOSFY of disposition of realty asset	10			Destroy	County, Route, Parcel ID, Transaction ID	Original Parcel #, E-Number, Grantee Name	No	90 KB	No	No
Road Relinquishment Agreement (RW27)	Contract	No	Yes, Right of Way	No	Yes, Road Relinquishment Agreement (RW27)	Yes, RAI	RW1	Realty Assets Disposed	EOSFY of disposition of realty asset	10			Destroy	County, Route, Parcel ID, Transaction ID	Original Parcel #, E-Number, Grantee Name	No	160 KB	Yes	Yes, District Right of Way
Relinquishment of Outer Roadway Agreement (RW36)	Contract	No	Yes, Right of Way	No	Yes, Relinquishment of Outer Roadway Agreement	Yes, RAI	RW1	Realty Assets Disposed	EOSFY of disposition of realty asset	10			Destroy	County, Route, Parcel ID, Transaction ID	Original Parcel #, E-Number, Grantee Name	No	160 KB	Yes	Yes, District Right of Way
Sales Agreement (RW22)	Contract	No	Yes, Right of Way	No	Yes, Sales Agreement (RW22)	Yes, RAI	RW1	Realty Assets Disposed	EOSFY of disposition of realty asset	10			Destroy	County, Route, Parcel ID, Transaction ID	Original Parcel #, E-Number, Grantee Name	No	160 KB	Yes	Yes, District Right of Way
Sale of Improvement (Form 5-26.6)	Contract	No	Yes, Right of Way	No	Yes, Sale of Improvement (Form 5-26.6)	Yes, RAI	RW1	Realty Assets Disposed	EOSFY of disposition of realty asset	10			Destroy	County, Route, Project Number	Parcel #	No	90 KB	Yes	Yes, District Right of Way
Security Assessment Form	Informational	No	Yes, Right of Way	No	Yes, Security Assessment Form	Yes, RAI	RW1	Realty Assets Disposed	EOSFY of disposition of realty asset	10			Destroy	County, Route, Parcel ID, Transaction ID	Original Parcel #, Lessee's Name	No	90 KB	No	No
Realty Asset Estimate Greater than \$25,000 (Form 6.3.7C)	Informational	No	Yes, Right of Way	No	Yes, Realty Asset Estimate Greater than \$25,000 (Form 6.3.7C)	Yes, RAI	RW1	Realty Assets Disposed	EOSFY of disposition of realty asset	10			Destroy	County, Route, Parcel ID, Transaction ID	Original Parcel #, E-Number, Grantee Name	No	90 KB	Yes	Yes, District Right of Way
Realty Asset Estimate Less than \$25,000 (Form 6.3.7B)	Informational	No	Yes, Right of Way	No	Yes, Realty Asset Estimate Less than \$25,000 (Form 6.3.7B)	Yes, RAI	RW1	Realty Assets Disposed	EOSFY of disposition of realty asset	10			Destroy	County, Route, Parcel ID, Transaction ID	Original Parcel #, E-Number, Grantee Name	No	90 KB	Yes	Yes, District Right of Way
Value for Realty Asset Inventory (Form 6.3.7A)	Informational	No	Yes, Right of Way	No	Yes, Value for Realty Asset Inventory (Form 6.3.7A)	Yes, RAI	RW1	Realty Assets Disposed	EOSFY of disposition of realty asset	10			Destroy	County, Route, Parcel ID, Transaction ID		No	90 KB	Yes	Yes, District Right of Way

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Required Disclaimer Language When Inspection Reveals Presence of Asbestos Containing Material (ACM) (Form 236.9.1.1)	Informational	No	Yes, Right of Way	No	No	Yes, RAI	RW1	Realty Assets Disposed	EOSFY of disposition of realty asset	10			Destroy	County, Route, Parcel ID, Transaction ID	Original Parcel #, E-Number, Grantee Name	No	90 KB	No	No
Conveyance of Abandoned Roadway Agreement (Form RW32)	Contract	No	Yes, Right of Way	No	Yes, Conveyance of Abandoned Roadway Agreement (Form RW32)	Yes, RAI	RW1	Realty Assets Disposed	EOSFY of disposition of realty asset	10			Destroy	County, Route, Parcel ID, Transaction ID	Original Parcel #, E-Number, Grantee Name	No	160 KB	Yes	Yes, District Right of Way
Checklist for Request of Annexations	Informational	No	Yes, Right of Way	No	Yes, Checklist for Request of Annexations	No	RW1	Realty Assets Disposed	EOSFY of disposition of realty asset	10			Destroy	County, Route	City Name	No	90 KB	No	No
Checklist for Required Actions of the City	Informational	No	Yes, Right of Way	No	Yes, Checklist for Required Actions of the City	No	RW1	Realty Assets Disposed	EOSFY of disposition of realty asset	10			Destroy	County, Route	City Name	No	90 KB	No	No
Letter for Contacting Adjoining Property Owners	Informational	No	Yes, Right of Way	No	Yes, Letter for Contacting Adjoining Property Owners	No	RW1	Realty Assets Disposed	EOSFY of disposition of realty asset	10			Destroy	County, Route	City Name	No	90 KB	No	No
Letter to City upon Receiving a Request for Voluntary Annexation	Informational	No	Yes, Right of Way	No	Yes, Letter to City upon Receiving a Request for Voluntary Annexation	No	RW1	Realty Assets Disposed	EOSFY of disposition of realty asset	10			Destroy	County, Route	City Name	No	90 KB	No	No
Notice of Proposed Voluntary Annexation	Informational	No	Yes, Right of Way	No	Yes, Notice of Proposed Voluntary Annexation	No	RW1	Realty Assets Disposed	EOSFY of disposition of realty asset	10			Destroy	County, Route	City Name	No	90 KB	No	No
Voluntary Annexation Petition	Informational	No	Yes, Right of Way	No	Yes, Voluntary Annexation Petition	No	RW1	Realty Assets Disposed	EOSFY of disposition of realty asset	10			Destroy	County, Route	City Name	No	90 KB	Yes	Yes, District Right of Way
Correspondence	Informational	No	Yes, Right of Way	No	No	No	RW1	Realty Assets Disposed	EOSFY of disposition of realty asset	10			Destroy	County, Route	Parcel ID, E-Number, Grantee's Name, Lessee's Name	No	Various	No	No
<b>Acquisition and Conveyance Deeds and Documents</b>																			
Affidavit of Scrivener's Error (Form 4-6.4a)	Record	No	Yes, Right of Way	No	Yes, Affidavit of Scrivener's Error (Form 4-6.4a)	Yes, RWPA	RW1A	Realty Acquisition and Disposal Deeds	Date of Disposal	PR			PR	County, Route, Project Number	Parcel #	No	90 KB	No	No
Acquisition Deeds and Easements	Record	No	Yes, Right of Way	No	Yes	Yes, RWPA	RW1A	Realty Acquisition and Disposal Deeds	Date of Disposal	PR			PR	County, Route, Project Number	Parcel #	No	110 KB	No	No
Conveyance Deeds and Easements	Record	No	Yes, Right of Way	No	Yes	Yes, RAI	RW1A	Realty Acquisition and Disposal Deeds	Date of Disposal	PR			PR	County, Route, Parcel ID, Transaction ID	Original Parcel #, E-Number, Grantee's Name	No	110 KB	Yes	Yes, District Right of Way

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Disclaimer of Interest in Tenant Owned Improvement (Form 7-2.5C)	Record	No	Yes, Right of Way	No	Yes, Disclaimer of Interest in Tenant Owned Improvement (Form 7-2.5C)	Yes, RWPA	RW1A	Realty Acquisition and Disposal Deeds	Date of Disposal	PR			PR	County, Route, Project Number	Parcel #	No	110 KB	No	No
Partial Deed Release (Form 7-4.3), RW25	Record	No	Yes, Right of Way	No	Yes, Partial Deed Release (Form 7-4.3), RW25	Yes, RWPA	RW1A	Realty Acquisition and Disposal Deeds	Date of Disposal	PR			PR	County, Route, Project Number	Parcel #	No	110 KB	No	No
Subordination of Mortgage Lien to Hwy Uses	Record	No	Yes, Right of Way	No	Yes, Subordination of Mortgage Lien to Hwy Uses	Yes, RWPA	RW1A	Realty Acquisition and Disposal Deeds	Date of Disposal	PR			PR	County, Route, Project Number	Parcel #	No	110 KB	No	No
Acceptance of Conveyance (Form RW42)	Record	No	Yes, Right of Way	No	Yes, Acceptance of Conveyance (Form RW42)	Yes, RAI	RW1A	Realty Acquisition and Disposal Deeds	Date of Disposal	PR			PR	County, Route, Parcel ID, Transaction ID	Original Parcel #, E-Number, Grantee's Name	No	160 KB	No	No

## Relocation Assistance

Acquisition Statement (Form 236.8.6.8b)	Informational	No	Yes, Right of Way	No	Yes, Acquisition Statement (Form 236.8.6.8b)	Yes, RWPA in TMS	RW2	Relocation Assistance	EOSFY after final Payment	11			Destroy	County, Route, Project Number	Parcel #	No	90 KB	No	No
Actual Cost Self Moves (Form 236.8.7.8f)	Payroll Documentation	No	Yes, Right of Way	No	Yes, Actual Cost Self Moves (Form 236.8.7.8f)	Yes, RWPA in TMS	RW2	Relocation Assistance	EOSFY after final Payment	11			Destroy	County, Route, Project Number	Parcel #	No	90 KB	No	No
Advance Increased Interest Payment Agreement (Form 236.8.11.4d2)	Contract	No	Yes, Right of Way	No	Yes, Advance Increased Interest Payment Agreement (Form 236.8.11.4d)	Yes, RWPA	RW2	Relocation Assistance	EOSFY after final Payment	11			Destroy	County, Route, Project Number	Parcel #	No	90 KB	Yes	Yes, District Right of Way
Advance Replacement Housing and Increased Interest Payment Agreement (Form 236.8.11.4d1)	Contract	No	Yes, Right of Way	No	Yes, Advance Replacement Housing and Increased Interest Payment Agreement (Form 236.8.11.4d1)	Yes, RWPA	RW2	Relocation Assistance	EOSFY after final Payment	11			Destroy	County, Route, Project Number	Parcel #	No	90 KB	Yes	Yes, District Right of Way
Business or Farm Operations Fixed-Payment Claim (Form 236.8.8.3)	Payroll Documentation	No	Yes, Right of Way	No	Yes, Business or Farm Operations Fixed-Payment Claim (Form 236.8.8.3)	Yes, RWPA	RW2	Relocation Assistance	EOSFY after final Payment	11			Destroy	County, Route, Project Number	Parcel #	No	90 KB	Yes	Yes, Right of Way Division
Certification Concerning Legal Residency in the United States (Form 236.8.5.2a)	Informational	No	Yes, Right of Way	No	Yes, Certification Concerning Legal Residency in the United States (Form 236.8.5.2a)	Yes, RWPA	RW2	Relocation Assistance	EOSFY after final Payment	11			Destroy	County, Route, Project Number	Parcel #	No	90 KB	No	No

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Condemnation Agreement other than Residential Property (Form 236.8.9.3e2)	Contract	No	Yes, Right of Way	No	Yes, Condemnation Agreement other than Residential Property (Form 236.8.9.3e2)	Yes, RWPA	RW2	Relocation Assistance	EOSFY after final Payment	11			Destroy	County, Route, Project Number	Parcel #	No	90 KB	Yes	Yes, District Right of Way
Condemnation Agreement Residential Property (Form 236.8.9.3e1)	Contract	No	Yes, Right of Way	No	Yes, Condemnation Agreement Residential Property (Form 236.8.9.3e1)	Yes, RWPA	RW2	Relocation Assistance	EOSFY after final Payment	11			Destroy	County, Route, Project Number	Parcel #	No	90 KB	Yes	Yes, District Right of Way
Decent, Safe, and Sanitary Inspection Report (Form 236.8.6.7a)	Informational	No	Yes, Right of Way	No	Yes, Decent, Safe, and Sanitary Inspection Report (Form 236.8.6.7a)	Yes, RWPA	RW2	Relocation Assistance	EOSFY after final Payment	11			Destroy	County, Route, Project Number	Parcel #	No	90 KB	Yes	Yes, District Right of Way
Down Payment Claim (Form 236.8.13.5)	Payroll Documentation	No	Yes, Right of Way	No	Down Payment Claim (Form 236.8.13.5)	Yes, RWPA	RW2	Relocation Assistance	EOSFY after final Payment	11			Destroy	County, Route, Project Number	Parcel #	No	90 KB	Yes	Yes, Right of Way Division
Down Payment Escrow Agreement (Form 236.8.13.4a)	Contract	No	Yes, Right of Way	No	Yes, Down Payment Escrow Agreement (Form 236.8.13.4a)	Yes, RWPA	RW2	Relocation Assistance	EOSFY after final Payment	11			Destroy	County, Route, Project Number	Parcel #	No	90 KB	Yes	Yes, District Right of Way
Eligibility Notice Long-Term Owner-Occupant of Mobile Home Replacement Housing Payment (Form 236.8.4.3a1)	Informational	No	Yes, Right of Way	No	Yes, Eligibility Notice Long-Term Owner-Occupant of Mobile Home Replacement Housing Payment (Form 236.8.4.3a1)	Yes, RWPA	RW2	Relocation Assistance	EOSFY after final Payment	11			Destroy	County, Route, Project Number	Parcel #	No	90 KB	No	No
Eligibility Notice Long-Term Owner-Occupant of Mobile Home Site (Form 236.8.4.3a2)	Informational	No	Yes, Right of Way	No	Yes, Eligibility Notice Long-Term Owner-Occupant of Mobile Home Site (Form 236.8.4.3a2)	Yes, RWPA	RW2	Relocation Assistance	EOSFY after final Payment	11			Destroy	County, Route, Project Number	Parcel #	No	90 KB	No	No
Eligibility Notice Owner-Occupant (Form 236.8.4.3a)	Informational	No	Yes, Right of Way	No	Yes, Eligibility Notice Owner-Occupant (Form 236.8.4.3a)	Yes, RWPA	RW2	Relocation Assistance	EOSFY after final Payment	11			Destroy	County, Route, Project Number	Parcel #	No	90 KB	No	No
Eligibility Notice Tenants and Tenants of Mobile Home Sites (Form 236.8.4.3c1)	Informational	No	Yes, Right of Way	No	Yes, Eligibility Notice Tenants and Tenants of Mobile Home Sites (Form 236.8.4.3c1)	Yes, RWPA	RW2	Relocation Assistance	EOSFY after final Payment	11			Destroy	County, Route, Project Number	Parcel #	No	90 KB	No	No

Document Type	Series Purpose / Description	Org/Unit - CENTRAL OFFICE (ie: RW - ODA, RW - Permits, RW - Realty Asset Mgmt)	Org/Unit - DISTRICT (ie: RWD4 - Appraisal, RWD4 - Negotiation, )	Both	MS Office Template Name	Automated System - Record	Retention Series #	Retention Series Name	Series Cut-off Event	Retention Time			Disposition Action	Required Metadata Search Criteria	Optional Metadata Search Criteria	Security Access Restrictions Needed on Confidential Records	Average File Size	Approval Process?	Approval Process Point-of-Contact
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(document type or category of documents for this record series)	(description and purpose)	(Does this record fall under the CENTRAL OFFICE? If so, which unit area does it fall under?)	(Does this record fall under a DISTRICT? If so, which DISTRICT - unit area does it fall under?)	(Does this record fall under BOTH Central Office and District? Y/N)	(Do you use a MS Office template to create this record? If so, then what is the template name?)	(Is this record being stored in an Automated System? If so, please clearly indicate which system or database name houses this record)(ie...Lotus Notes Email, Lotus Notes IS FATS on LNAPP1, SAMII, Right-Of-Way Parcel Acquisition (RWPA) in Lotus Notes , RWPA in TMS, Realty Asset Inventory (RAI) in Lotus Notes, Approach in Lotus Notes)	(Number) <b>(only one series #/name allowed per Document Type)</b>	(Name) <b>(only one series #/name allowed per Document Type)</b>	(What event triggers the Record move to the Record Center and the retention time?) (ie... EOFY, WSO, EOCY)				(tells us what to do with the record once the retention period is expired) (ie.. Destroy or Review and determine if retained)	(These are the fields that the user will key in for easier record identification later. <b>REQUIRED</b> fields will not let you submit a record until they are filled out.) (ie... county, route, log)	(These are the fields that the user will key in for easier identification later. They are <b>NOT REQUIRED</b> in order to submit a record, but may be good to have if you know the information) (ie...fiscal year)	(Is this a confidential record? If so, list the <b>Active Directory Groups</b> who need access to this Record. Active Directory groups will be set up through the Help Desk.)	(if known)	(Is there a work flow approval associated with this record?) (Y/N)	((Is there a work flow approval associated with this record? If so, who is the Point-of-Contact for this work flow?) <b>(Name)</b>
First Vacancy Notice - Condemnation, Partial Displacement Owner-Occupants, Owner-Non-Occupants and Tenants (Form 236.8.15.2d2a)	Informational	No	Yes, Right of Way	No	Yes, First Vacancy Notice - Condemnation, Partial Displacement Owner-Occupants, Owner-Non-Occupants and Tenants (Form 236.8.15.2d2a)	Yes, rWPA	RW2	Relocation Assistance	EOSFY after final Payment	11			Destroy	County, Route, Project Number	Parcel #	No	90 KB	No	No
First Vacancy Notice - Condemnation, Partial Displacement Owner-Occupants, Owner-Non-Occupants and Tenants (Form 236.8.15.d2b)	Informational	No	Yes, Right of Way	No	Yes, First Vacancy Notice - Condemnation, Partial Displacement Owner-Occupants, Owner-Non-Occupants and Tenants (Form 236.8.15.d2b)	Yes, RWPA	RW2	Relocation Assistance	EOSFY after final Payment	11			Destroy	County, Route, Project Number	Parcel #	No	90 KB	90 KB	No
First Vacancy Notice - Condemnation, Total Displacement Owner-Occupants (Form 236.8.15.2d1c)	Informational	No	Yes, Right of Way	No	Yes, First Vacancy Notice - Condemnation, Total Displacement Owner-Occupants (Form 236.8.15.2d1c)	Yes, RWPA	RW2	Relocation Assistance	EOSFY after final Payment	11			Destroy	County, Route, Project Number	Parcel #	No	90 KB	No	No
First Vacancy Notice - Condemnation, Total Displacement Tenants and Owner-Occupants (Form 236.8.15.2d1a)	Informational	No	Yes, Right of Way	No	Yes, First Vacancy Notice - Condemnation, Total Displacement Tenants and Owner-Occupants (Form 236.8.15.2d1a)	Yes, RWPA	RW2	Relocation Assistance	EOSFY after final Payment	11			Destroy	County, Route, Project Number	Parcel #	No	90 KB	No	No
First Vacancy Notice - Condemnation, Total Displacement Tenants and Owner-Occupants (Form 236.8.15.2d1b)	Informational	No	Yes, Right of Way	No	Yes, First Vacancy Notice - Condemnation, Total Displacement Tenants and Owner-Occupants (Form 236.8.15.2d1b)	Yes, RWPA	RW2	Relocation Assistance	EOSFY after final Payment	11			Destroy	County, Route, Project Number	Parcel #	No	90 KB	No	No
Fixed-Payment Moving Cost Claim (Form 236.8.7.8d)	Payroll Documentation	No	Yes, Right of Way	No	Yes, Fixed-Payment Moving Cost Claim (Form 236.8.7.8d)	Yes, RWPA	RW2	Relocation Assistance	EOSFY after final Payment	11			Destroy	County, Route, Project Number	Parcel #	No	90 KB	Yes	Yes, Right of Way Division
Initiation of Negotiations Statement (Form 236.8.6.5)	Informational	No	Yes, Right of Way	No	Yes, Initiation of Negotiations Statement (Form 236.8.6.5)	Yes, RWPA	RW2	Relocation Assistance	EOSFY after final Payment	11			Destroy	County, Route, Project Number	Parcel #	No	90 KB	No	No

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Moving Cost Agreement - Actual Cost Commercial Mover - Non-Residential - Bids Available (Form 236.8.7.11b)	Contract	No	Yes, Right of Way	No	Yes, Moving Cost Agreement - Actual Cost Commercial Mover - Non-Residential - Bids Available (Form 236.8.7.11b)	Yes, RWPA	RW2	Relocation Assistance	EOSFY after final Payment	11			Destroy	County, Route, Project Number	Parcel #	No	90 KB	Yes	Yes, District Right of Way
Moving Cost Agreement - Actual Cost - commercial or Self Move - Non-Residential - Bids and/Or Estimates Not Available (Form 236.8.7.11d)	Contract	No	Yes, Right of Way	No	Yes, Moving Cost Agreement - Actual Cost - commercial or Self Move - Non-Residential - Bids and/Or Estimates Not Available (Form 236.8.7.11d)	Yes, RWPA	RW2	Relocation Assistance	EOSFY after final Payment	11			Destroy	County, Route, Project Number	Parcel #	No	90 KB	Yes	Yes, District Right of Way
Moving Cost Agreement - Actual Cost Self Move - Non-Residential - Estimates Available (Form 236.8.7.11c)	Contract	No	Yes, Right of Way	No	Yes, Moving Cost Agreement - Actual Cost Self Move - Non-Residential - Estimates Available (Form 236.8.7.11c)	Yes, RWPA	RW2	Relocation Assistance	EOSFY after final Payment	11			Destroy	County, Route, Project Number	Parcel #	No	90 KB	Yes	Yes, District Right of Way
Moving Cost Agreement - Commercial/Actual Cost Residential (Form 236.8.7.11a)	Contract	No	Yes, Right of Way	No	Yes, Moving Cost Agreement - Commercial/Actual Cost Residential (Form 236.8.7.11a)	Yes, RWPA	RW2	Relocation Assistance	EOSFY after final Payment	11			Destroy	County, Route, Project Number	Parcel #	No	90 KB	Yes	Yes, District Right of Way
Moving Cost Claim - Actual Cost - Commercial Mover (Form 236.8.7.12a)	Payroll Documentation	No	Yes, Right of Way	No	Yes, Moving Cost Claim - Actual Cost - Commercial Mover (Form 236.8.7.12a)	Yes, RWPA	RW2	Relocation Assistance	EOSFY after final Payment	11			Destroy	County, Route, Project Number	Parcel #	No	90 KB	Yes	Yes, Right of Way Division
Moving Cost Claim - Actual Cost - Self Move (Form 236.8.7.12d)	Payroll Documentation	No	Yes, Right of Way	No	Yes, Moving Cost Claim - Actual Cost - Self Move (Form 236.8.7.12d)	Yes, RWPA	RW2	Relocation Assistance	EOSFY after final Payment	11			Destroy	County, Route, Project Number	Parcel #	No	90 KB	Yes	Yes, Right of Way Division
Nonprofit Organization Fixed-Payment Claim (Form 236.8.8.4)	Payroll Documentation	No	Yes, Right of Way	No	Yes, Nonprofit Organization Fixed-Payment Claim (Form 236.8.8.4)	Yes, RWPA	RW2	Relocation Assistance	EOSFY after final Payment	11			Destroy	County, Route, Project Number	Parcel #	No	90 KB	Yes	Yes, Right of Way Division
Notice of Claim Rejection (Form 236.8.16.2)	Informational	No	Yes, Right of Way	No	Yes, Notice of Claim Rejection (Form 236.8.16.2)	Yes, RWPA	RW2	Relocation Assistance	EOSFY after final Payment	11			Destroy	County, Route, Project Number	Parcel #	No	90 KB	No	No

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Notice-Tenants not within Right of Way Taking - Mobile Home Park Discontinued (Form 236.8.15.2h)	Informational	No	Yes, Right of Way	No	Yes, Notice-Tenants not within Right of Way Taking - Mobile Home Park Discontinued (Form 236.8.15.2h)	Yes, RWPA	RW2	Relocation Assistance	EOSFY after final Payment	11			Destroy	County, Route, Project Number	Parcel #	No	90 KB	No	No
Release of Property (Form 236.8.15.3)	Informational	No	Yes, Right of Way	No	Yes, Release of Property (Form 236.8.15.3)	Yes, RWPA	RW2	Relocation Assistance	EOSFY after final Payment	11			Destroy	County, Route, Project Number	Parcel #	No	90 KB	No	No
Relocatee Needs Questionnaire (Form 236.8.5.2)	Informational	No	Yes, Right of Way	No	Yes, Relocatee Needs Questionnaire (Form 236.8.5.2)	Yes, RWPA	RW2	Relocation Assistance	EOSFY after final Payment	11			Destroy	County, Route, Project Number	Parcel #	No	90 KB	No	No
Relocation Business Reestablishment Cost Agreement (Form 236.8.7.6)	Contract	No	Yes, Right of Way	No	Yes, Relocation Business Reestablishment Cost Agreement (Form 236.8.7.6)	Yes, RWPA	RW2	Relocation Assistance	EOSFY after final Payment	11			Destroy	County, Route, Project Number	Parcel #	No	90 KB	Yes	Yes, District Right of Way
Replacement Housing Claim (Form 236.8.9.4b)	Payroll Documentation	No	Yes, Right of Way	No	Yes, Replacement Housing Claim (Form 236.8.9.4b)	Yes, RWPA	RW2	Relocation Assistance	EOSFY after final Payment	11			Destroy	County, Route, Project Number	Parcel #	No	90 KB	Yes	Yes, Right of Way Division
Replacement Housing Comparison Record (Form 236.8.9.3b)	Informational	No	Yes, Right of Way	No	Yes, Replacement Housing Comparison Record (Form 236.8.9.3b)	Yes, RWPA	RW2	Relocation Assistance	EOSFY after final Payment	11			Destroy	County, Route, Project Number	Parcel #	No	90 KB	Yes	Yes, District Right of Way
Replacement Housing Escrow Agreement (Form 236.8.9.1b)	Contract	No	Yes, Right of Way	No	Yes, Replacement Housing Comparison Record (Form 236.8.9.3b)	Yes, RWPA	RW2	Relocation Assistance	EOSFY after final Payment	11			Destroy	County, Route, Project Number	Parcel #	No	90 KB	Yes	Yes, District Right of Way
Relocation Housing Possession Agreement (Form 236.8.9.1c)	Contract	No	Yes, Right of Way	No	Yes, Relocation Housing Possession Agreement (Form 236.8.9.1c)	Yes, RWPA	RW2	Relocation Assistance	EOSFY after final Payment	11			Destroy	County, Route, Project Number	Parcel #	No	90 KB	Yes	Yes, District Right of Way
Relocation Housing Possession Agreement (Down Payment) (Form 236.8.9.1c1)	Contract	No	Yes, Right of Way	No	Yes, Relocation Housing Possession Agreement (Down Payment) (Form 236.8.9.1c1)	Yes, RWPA	RW2	Relocation Assistance	EOSFY after final Payment	11			Destroy	County, Route, Project Number	Parcel #	No	90 KB	Yes	Yes, District Right of Way

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(document type or category of documents for this record series)	(description and purpose)	(Does this record fall under the CENTRAL OFFICE? If so, which unit area does it fall under?)	(Does this record fall under a DISTRICT? If so, which DISTRICT - unit area does it fall under?)	(Does this record fall under BOTH Central Office and District? Y/N)	(Do you use a MS Office template to create this record? If so, then what is the template name?)	(Is this record being stored in an Automated System? If so, please clearly indicate which system or database name houses this record)(ie...Lotus Notes Email, Lotus Notes IS FATS on LNAPP1, SAMII, Right-Of-Way Parcel Acquisition (RWPA) in Lotus Notes , RWPA in TMS, Realty Asset Inventory (RAI) in Lotus Notes, Approach in Lotus Notes)	(Number) <b>(only one series #/name allowed per Document Type)</b>	(Name) <b>(only one series #/name allowed per Document Type)</b>	(What event triggers the Record move to the Record Center and the retention time?) (ie... EOFY, WSO, EOCY)				(tells us what to do with the record once the retention period is expired) (ie.. Destroy or Review and determine if retained)	(These are the fields that the user will key in for easier record identification later. <b>REQUIRED</b> fields will not let you submit a record until they are filled out.) (ie... county, route, log)	(These are the fields that the user will key in for easier identification later. They are <b>NOT REQUIRED</b> in order to submit a record, but may be good to have if you know the information) (ie...fiscal year)	(Is this a confidential record? If so, list the <b>Active Directory Groups</b> who need access to this Record. Active Directory groups will be set up through the Help Desk.)	(if known)	(Is there a work flow approval associated with this record?) (Y/N)	((Is there a work flow approval associated with this record? If so, who is the Point-of-Contact for this work flow?) <b>(Name)</b>
Relocation Report (Form 236.8.6.4)	Informational	No	Yes, Right of Way	No	Yes, Relocation Report (Form 236.8.6.4)	Yes, RWPA	RW2	Relocation Assistance	EOSFY after final Payment	11			Destroy	County, Route, Project Number	Parcel #	No	90 KB	No	No
Rental Subsidy Claim (Form 236.8.12.5a)	Payroll Documentation	No	Yes, Right of Way	No	Yes, Rental Subsidy Claim (Form 236.8.12.5a)	Yes, RWPA	RW2	Relocation Assistance	EOSFY after final Payment	11			Destroy	County, Route, Project Number	Parcel #	No	90 KB	Yes	Yes, Right of Way Division
Rental Subsidy Offer Computation Sheet (Form 236.8.12.3b)	Informational	No	Yes, Right of Way	No	Yes, Rental Subsidy Offer Computation Sheet (Form 236.8.12.3b)	Yes, RWPA	RW2	Relocation Assistance	EOSFY after final Payment	11			Destroy	County, Route, Project Number	Parcel #	No	90 KB	Yes	Yes, District Right of Way
Request for Appeal Hearing (Form 236.8.16.3)	Informational	No	Yes, Right of Way	No	Yes, Request for Appeal Hearing (Form 236.8.16.3)	Yes, RWPA	RW2	Relocation Assistance	EOSFY after final Payment	11			Destroy	County, Route, Project Number	Parcel #	No	90 KB	No	No
Short-Term Owner-Occupant Conventional Home or Mobile Home (Form 236.8.4.3b)	Informational	No	Yes, Right of Way	No	Yes, Short-Term Owner-Occupant Conventional Home or Mobile Home (Form 236.8.4.3b)	Yes, RWPA	RW2	Relocation Assistance	EOSFY after final Payment	11			Destroy	County, Route, Project Number	Parcel #	No	90 KB	No	No
Supplemental Rental Subsidy Computation (Form 236.8.12.3bs)	Informational	No	Yes, Right of Way	No	Yes, Supplemental Rental Subsidy Computation (Form 236.8.12.3bs)	Yes, RWPA	RW2	Relocation Assistance	EOSFY after final Payment	11			Destroy	County, Route, Project Number	Parcel #	No	90 KB	No	No
Tenant Eligibility Notice Rental Subsidy (Form 236.8.4.3c2)	Informational	No	Yes, Right of Way	No	Yes, Tenant Eligibility Notice Rental Subsidy (Form 236.8.4.3c2)	Yes, RWPA	RW2	Relocation Assistance	EOSFY after final Payment	11			Destroy	County, Route, Project Number	Parcel #	No	90 KB	No	No
Vacancy Notice, Negotiated Settlement, Partial Displacements (Form 236.8.15.2b)	Informational	No	Yes, Right of Way	No	Yes, Vacancy Notice, Negotiated Settlement, Partial Displacements (Form 236.8.15.2b)	Yes, RWPA	RW2	Relocation Assistance	EOSFY after final Payment	11			Destroy	County, Route, Project Number	Parcel #	No	90 KB	No	No
Vacancy Notice Negotiated Settlement Total Displacement, Tenants (Form 236.8.15.2c1)	Informational	No	Yes, Right of Way	No	Yes, Vacancy Notice Negotiated Settlement Total Displacement, Tenants (Form 236.8.15.2c1)	Yes, RWPA	RW2	Relocation Assistance	EOSFY after final Payment	11			Destroy	County, Route, Project Number	Parcel #	No	90 KB	No	No
Relocation Monitor Checklist (form 1C) LPA	Informational	No	Yes, Right of Way	No	Yes, Relocation Monitor Checklist (Form 1C)	No	RW2	Relocation Assistance	EOSFY after final Payment	11			Destroy	County, Route, Project Number	Parcel #	No	90 KB	No	No
Correspondence	Informational	No	Yes, Right of Way	No	No	Yes, RWPA	RW2	Relocation Assistance	EOSFY after final Payment	11			Destroy	County, Route, Project Number	Parcel #	No	Various	No	No

Document Type	Series Purpose / Description	Org/Unit - CENTRAL OFFICE (ie: RW - ODA, RW - Permits, RW - Realty Asset Mgmt)	Org/Unit - DISTRICT (ie: RWD4 - Appraisal, RWD4 - Negotiation, )	Both	MS Office Template Name	Automated System - Record	Retention Series #	Retention Series Name	Series Cut-off Event	Retention Time			Disposition Action	Required Metadata Search Criteria	Optional Metadata Search Criteria	Security Access Restrictions Needed on Confidential Records	Average File Size	Approval Process?	Approval Process Point-of-Contact
										(amount of time to retain the record - if less than a complete year, please fill in months and days)	(Years)	(Months)							
(document type or category of documents for this record series)	(description and purpose)	(Does this record fall under the CENTRAL OFFICE? If so, which unit area does it fall under?)	(Does this record fall under a DISTRICT? If so, which DISTRICT - unit area does it fall under?)	(Does this record fall under BOTH Central Office and District? Y/N)	(Do you use a MS Office template to create this record? If so, then what is the template name?)	(Is this record being stored in an Automated System? If so, please clearly indicate which system or database name houses this record)(ie...Lotus Notes Email, Lotus Notes IS FATS on LNAPP1, SAMII, Right-Of-Way Parcel Acquisition (RWPA) in Lotus Notes , RWPA in TMS, Realty Asset Inventory (RAI) in Lotus Notes, Approach in Lotus Notes)	(Number) <b>(only one series #/name allowed per Document Type)</b>	(Name) <b>(only one series #/name allowed per Document Type)</b>	(What event triggers the Record move to the Record Center and the retention time?) (ie... EOFY, WSO, EOCY)				(tells us what to do with the record once the retention period is expired) (ie.. Destroy or Review and determine if retained)	(These are the fields that the user will key in for easier record identification later. <b>REQUIRED</b> fields will not let you submit a record until they are filled out.) (ie... county, route, log)	(These are the fields that the user will key in for easier identification later. They are <b>NOT REQUIRED</b> in order to submit a record, but may be good to have if you know the information) (ie...fiscal year)	(Is this a confidential record? If so, list the <b>Active Directory Groups</b> who need access to this Record. Active Directory groups will be set up through the Help Desk.)	(if known)	(Is there a work flow approval associated with this record?) (Y/N)	((Is there a work flow approval associated with this record? If so, who is the Point-of-Contact for this work flow?) <b>(Name)</b>

**Applications for Fee Services**

Application for Employment as Contract Appraiser (Form 6.5.3)	Informational	Yes, Right of Way Division	No	No	Yes, Application for Employment as Contract Appraiser (Form 6.5.3)	No	RW4	Fee Appraiser and Fee Negotiator Applications	EOSFY	0			Destroy	Contractor Name		No	90 KB	No	No
Application for Employment as Contract Negotiator (Form 7-8.1)	Informational	Yes, Right of Way Division	No	No	Yes, Application for Employment as Contract Negotiator (Form 7-8.1)	No	RW4	Fee Appraiser and Fee Negotiator Applications	EOSFY	0			Destroy	Contractor Name		No	90 KB	No	No
Application for Employment as a Contract Mediator (Form 11.2.2)	Informational	Yes, Right of Way Division	No	No	Yes, Application for Employment as a Contract Mediator (Form 11.2.2)	No	RW4	Appraiser and Fee Negotiator Applications	EOSFY	0			Destroy	Contractor Name		No	90 KB	No	No