DOT 1.1 Contracted Projects Fiscal Audit Records
Documents the auditing of individual contracted projects. Includes worksheets, interview notes, copies of financial documents, background notes, audit reports, report compliance responses, and related correspondence.

RIGL 9-1-13(a); 9-1-17; 9-1-29; 37-13-12; 7-1.1-98; 49 CFR 18.42.

Retention
(a) Final audit reports: Permanent.

(b) All other records: Retain 20 years after final project reimbursement.

Note: The state distributes bonds to pay for project expenses. The state receives partial fund reimbursements from the federal government based on a cooperative agreement.

DOT 1.2 Fringe Benefit and Overhead Audit Records
Documents the auditing of contract awardees' claims for fringe benefit and overhead costs relating to contracted projects. Includes rate calculations, company CPA reports, payroll records, charts of accounts, and related reports and correspondence.

RIGL 9-1-13(a); 9-1-17; 9-1-29; 37-13-12; 7-1.1-98; 49 CFR 18.42.

Retention
Retain 20 years after final project reimbursement.

DOT 1.3 Contracted Company History Records
Documents the fiscal history of companies which bid on DOT contracts. Includes articles of incorporation, annual reports, accounting system documentation, past award history, audit history, assets, liabilities, and debts reports, and related correspondence.
RIGL 9-1-13(a); 9-1-17; 9-1-29; 37-13-12; 7-1.1-98; 49 CFR 18.42.

Retention
Retain 10 years from last contact.

DOT 1.4 Certificates of Records Destruction
Certification of Records Destruction forms (PRA 003) signed by the authorized agency official and submitted to, and signed by the State Archivist/Public Records Administrator. Certificates authorize the disposal of records listed in this and other applicable schedules.
RIGL 38-1-10, 38-3-6, and 42-8.1-10

Retention
Permanent.