DOT2 Real Estate Section

DOT2.1 Parcel Files (Acquisition) Files

This record series includes, but is not limited to, real estate appraisals, correspondence, property negotiation memos, and appraisal reviews, title information, Offers of Settlement, copies of Temporary Easement vouchers, and Plat Releases, which are generated when the RI Department of Transportation needs to acquire the necessary real estate to meet the needs of the Department's transportation programs. RIDOT staff accesses these records whenever there are inquiries from the original property owner, family members, or other entities as to the acquisition of land. Files are organized by Plat number and then parcel number. A master file folder is created whenever multiple plats are involved in an acquisition and contains general correspondence between RIDOT, the property appraisers, project designers and federal funding agency. RIDOT legal office retains copies of files where filing of appeals or damages requires legal office intervention.

Retention: Permanent.
23 CFR 710.201(f)

Note: Department of Administration's State Properties Committee has oversight of Department of Transportation property acquisition process and retains originals of final approved documents i.e. deeds, easements, and agreements However, RIDOT is considered the recording agency, holding all other records, with all required signatures, pertaining to the acquisition.

DOT2.2 Drainage Agreements

These records pertain to the conveyance to RIDOT the right to install drainage structures on private property. This series includes, but is not limited to, correspondence between RIDOT and the property owner, agreements, and maps. A copy of the Drainage Agreement may be filed by the property owner with the city or town in which the land is located.

Retention: Permanent.

DOT2.3 Appraisal and Title Contractor Records

RIDOT's Real Estate Section procures the services of appraisers and title searchers through a bid process, in order to determine the value and ownership of land that is to be acquired for construction or reconstruction of a state highway road or structure. This record series consists of, but is not limited to, contractor procurement materials, correspondence, bid responses and contractor payment information. These records are filed by the year in which the contract was awarded and assigned sequence number.

a) FAP*

Retention: Retain ten (10) years from the date of acceptance of the final FHWA reimbursement voucher for the project.

b) Non-FAP*
Retention: Retain ten (10) years after RIDOT's project acceptance date.

Note: FAP – Federal Assistance Project.*

DOT2.4 Relocation Assistance Records
RIDOT provides assistance to individuals, families, and businesses that are displaced due to property acquisitions by the Department. This record series includes, but is not limited to, departmental correspondence, memos, and copies of payment vouchers issued to the displaced parties. Confidential information is contained within these records.

a) FAP*
Retention: Retain ten (10) years from the date of acceptance of the final FHWA reimbursement voucher for the project.

b) Non-FAP*
Retention: Retain ten (10) years after RIDOT's project acceptance date.
49 CFR Part 24

DOT2.5 Grant of Easements and Disposals (Deeds)
Periodically, RIDOT will dispose of excess right-of-way property, or grant easements in land it controls, and use the generated revenue to offset the overall cost of the Department's transportation program. This record series includes record copies of legal documents pertaining to the permanent conveyance or grant of easement in RIDOT-owned property to other entities.

a) Approved disposals and easements
Retention: Permanent.

b) Unapproved disposals and easements
Retention: Retain five (5) years from denial date.

c) Failed disposal records
Retention: Retain five (5) years after last contact.
RIGL § 37-7-3, § 37-7-4, § 37-7-5, § 37-7-8, and 23 CFR 710.201(f)

DOT2.6 Property Leases and Licenses
Records pertain to the leasing and licensing of RIDOT state-owned property to private individuals, or businesses on a fixed-period basis (for example, cellular towers for telecommunication purposes). Licenses are terminable at will; leases have a fixed termination period. Such records may be used to establish presence and use of state land at a given point in time and the nature of the use. Includes, but is not limited to, application review, security approvals, property appraisal information and related correspondence.

Retention: Permanent.
RIGL § 37-7-9 23 CFR 710.201(f)

Note: These records may concern long-term leasing agreements for on-going use of DOT property. For retention of agreement records related to limited uses of state-owned land and facilities for specific "events," see GRS4.4.

DOT2.7 Real Estate Letters of Authorizations and Outdoor Advertising Permits
These records document the approval by RIDOT for individuals or businesses to use portions of RIDOT property for a short, time-limited duration. Letters of Authorization are signed by the RIDOT Director and, if required, by the State Properties Committee - Outdoor Advertising. Permits are signed by RIDOT's Chief Real Estate Specialist. They authorize the presence of outdoor advertising on property under the jurisdiction of RIDOT. Both types of records are filed by applicant name and location. The applicant retains the original signed copy. Records are retained to document history of occupancy of RIDOT-owned land and may be used when health related claims (PCB exposure) have been issued against RIDOT on a portion of a property.

Retention: Permanent.

DOT2.8 Property Insurance Records
These records pertain to asset protection insurance for all RIDOT owned structures such as train stations and salt storage facilities. Includes, but is not limited to, the original insurance policies, correspondence and memorandum.

Retention: Permanent.

DOT2.9 Denied Requests for Real Estate Agreements
This series includes all types of requests for agreements, such as leasing, licensing, temporary easement or permit that have been denied by RIDOT.

Retention: Retain five (5) years after date of final disposition.

DOT2.10 Surplus Land Inventory Records
Property management records include inventories of real property considered to be excess to project needs.

a) FAP*
Retention: Retain ten (10) years after final federal reimbursement date.

b) Non-FAP*
Retention: Retain ten (10) years after RIDOT project acceptance date.
23 CFR 710.201(f) and 49 CFR 24

DOT2.11 One Way Passage Newport Bridge Passes
Documents the passage of RIDOT employees over the Newport Bridge during work related travel. Passes are issued by RIDOT Transportation Support Section. RIDOT employee completes the card by adding his or her name, registration number of vehicle and date and time of trip over the bridge. Used and validated passes are returned to RIDOT by the RI Bridge and Turnpike Authority and are filed in chronological order.

Retention: Cut off at the end of fiscal year. Retain current plus three (3) years.

DOT2.12 Property Management Complaints
Documents relating to written complaints regarding unauthorized use of RIDOT property. Complaints are investigated and either remedied by Real Estate Section, (example: issuance of an Agreement) forwarded to RIDOT Legal Services for formal legal proceedings or to the RI State Police. This record series includes the written complaint, investigative findings, correspondence and resolution.

Retention: Retain three (3) year after final disposition of complaint.

Note: When a complaint results in any legal proceeding see GRS2 Legal Records: GRS2.1 Case Files and GRS2.2 Legal Opinions.

Note: For retention of records related to complaints DOT receives about its delivery of various agency products and services see GRS5.10 Complaints.

DOT2.13 Certificates of Records Destruction
Certification of Records Destruction forms (PRA003) 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 his and other applicable schedules. RIGL §38-1-10, §38-3-6(j), and §42-8.1-10

Retention: Permanent.

PERMANENT RECORDS

DOT2 **Real Estate Section**

DOT2.1 **Parcel Files (Acquisition) Files**

DOT2.2 **Drainage Agreements**

DOT2.5 **Grant of Easements and Disposals (Deeds)**
a) Approved disposals and easements

DOT2.6 **Property Leases and Licenses**

DOT2.7 **Real Estate Letters of Authorizations and Outdoor Advertising Permits**

DOT2.8 **Property Insurance Records**

DOT2.13 **Certificates of Records Destruction**