DOT5 Highway and Bridge Maintenance Division

DOT5.1 Physical Alteration Permits (PAPs)

All physical alterations, such as curb cuts, which impinge on state roads and bridge infrastructures, whether involving large-scale commercial projects or single-family residences, must make an application to RIDOT Maintenance for a Physical Alteration Permit (PAP). The records in this series document the process for receiving approval from RIDOT – Engineering and Maintenance Divisions. For all projects except residential projects, the plans and associated applicant documentation are forwarded to and reviewed by RIDOT Design Engineering. These records include letters from local building officials, plans, applications and permits. In the case of major commercial construction, the files may also include, but are not limited to, plans, traffic reports, environmental impact assessments, and histories related to the project. Also included are letters of approval from RIDOT – Chief of Engineer together with approved drawings. Finally, these files may also contain intermittent inspection reports along with requests for revision and approval of revisions over the course of the project. Records are filed in alphabetical order by town and then by permit number.

a) Commercial project PAP
Retention: Retain ten (10) years after the highway or structure no longer remains in existence or until no longer owned by the state or municipality.

b) Residential project PAP
Retention: Retain ten (10) years after the highway or structure no longer remains in existence or until no longer owned by the state or municipality.

DOT5.2 Utility Permits (UPOS)

RIDOT issues permits to utility companies applying to establish utilities that will encroach on state roads, highways, or other state transportation structures. This process involves an initial application, site inspection, and review of plans by RIDOT Maintenance personnel. The records in this series consist of the initial application, field check reports, site plans containing information concerning installation, construction, traffic flow impact, and restoration plans, as well as revised plans in response to RIDOT comments. These records may also contain first and second notice letters where applicants have failed to perform the work per specification. Where RIDOT inspectors identify additional requirements, these are entered onto permits issued to applicant. These records are organized alphabetically by town and then by year.

a) Official copy of permit and plans
Retention: Permanent.

b) All other records
Retention: Retain ten (10) years after permit approval/rejection date.

DOT5.3 Adult Correctional Inmate Crews Worksheets
RIDOT Maintenance Division receives a sheet every week from the Adult Correctional Institute (ACI) detailing the number and location of ACI crew, as well as their start and end times. This information is used to monitor daily crew locations and number of inmates deployed. The worksheets are used as a reference to verify A12T transfer to the ACI to pay for litter crews, graffiti crews and strike teams crews. Payment is made on a quarterly basis.

Retention: Retain five (5) years.

DOT5.4 Winter Maintenance Operations Records
This record series consists of reports that record information relative to each storm or ice event during the winter season. Report information includes start and end times of the storm event, number of vendors used on an hourly basis, temperatures, snowfall amounts, and weather forecasts.

Retention: Retain ten (10) years.

DOT5.5 Sign Installation, Replacements, or Removal Work Orders
This series consists of work orders forwarded from the RI State Traffic Commission to the RIDOT Traffic Engineering requesting the installation, replacement or removal of road signs at a particular location. Each work order contains the sign's exact size, color, and location of installation. Approved work orders for road sign installation are sent to RIDOT Maintenance Division for installation. The records are filed alphabetically by town and then by fiscal year.

Retention: Retain three (3) years after traffic sign or signal has been permanently removed.

DOT5.6 General Work Orders
Work Orders document work assignments issued to the appropriate section of the Highway and Bridge Maintenance Division. Work orders are filed under the respective city/town, and the information is entered into an electronic database for tracking purposes. Series may include correspondence with citizens, and attached photos.

a) Work orders
Retention: Retain ten (10) years.

b) Electronic tracking system data
Retention: Retain three (3) years.

DOT5.7 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

DOT5.2 Utility Permits (UPOS)
a) Official copy of permit and plans

DOT5.7 Certificates of Records Destruction