

**RECORDS RETENTION AND DISPOSAL SCHEDULE**

DEPARTMENT OF TRANSPORTATION  
TOLL FACILITIES ADMINISTRATION

BRIDGE ADMINISTRATION

AGENCY

DIVISION

Item No.	Description	Retention
1	<p><u>ADMINISTRATION</u></p> <p><u>GENERAL CORRESPONDENCE</u></p> <p>Letters, memos, etc. relating to the routine operations of the Toll Facilities Administration.</p>	Retain for three (3) years, then destroy.
2	<p><u>FRANCIS SCOTT KEY BRIDGE</u></p> <p>Letters, memos, reports, etc. pertaining to the routine operation of the FSK Bridge.</p>	Retain for three (3) years, then destroy.
3	<p><u>BRIDGE ADMINISTRATION</u></p> <p>Letters, memos, reports, etc. pertaining to the routine operations of the Willian Preston Lane Bridge, the Susquehanna River Bridge, the Harry W. Nice Bridge; also, general correspondence pertaining to Bridge Administration as a whole.</p>	Retain for three (3) years, then destroy.
4	<p><u>CONTRACT OT 16-1</u></p> <p>Copies of said contract; also copies of maintenance contracts, supplemental agreements, manuals, etc, and letters, memos, etc. relating to contract.</p>	Retain for ten (10) years after completion of contract, then destroy.
5	<p><u>NR SUNDAY TICKET USE</u></p> <p>Letters, memos, etc. pertaining to all NR Sunday ticket users for all Bridges.</p>	Retain for three (3) years, then destroy.

Schedule approved by Department, Agency or Division Representative

William R. Fitch  
Signature

Associate Administrator  
Title

6/15/79  
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

Date

Archivist

Date

Secretary

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)

Item No.	Description	Retention
1	<p><u>MAINTENANCE - FSK BRIDGE</u> <u>EQUIPMENT MANUALS</u></p> <p>Copies of operating and maintenance manuals for each piece of equipment in Maintenance Department.</p>	<p>Retain until equipment is sold or obsolete, then destroy.</p>
2	<p><u>MAINTENANCE WORK REPORTS</u></p> <p>Reports of maintenance jobs completed by crews.</p>	<p>Retain for six (6) years, then destroy.</p>
3	<p><u>PERSONNEL RECORDS</u></p> <p>Individual employee folders containing appointment forms, resumes, correspondence relating to personnel policies and practices, change of status cards, applications for employment, and leave records. The basic information found in these files can be reproduced from the permanent history cards maintained by the State Department of Personnel.</p>	<p>Retain for three (3) years after employee has terminated or retired, then destroy.</p>
	<p><u>GENERAL CORRESPONDENCE - MAINTENANCE - FSK BRIDGE</u></p> <p>Letters, memos, etc. reflecting the routine operation of the FSK Bridge Maintenance Department.</p>	<p>Retain for five (5) years, then destroy.</p>
1	<p><u>MAINTENANCE - BRIDGE ADMINISTRATION</u></p> <p><u>GENERAL CORRESPONDENCE - BRIDGE MAINTENANCE</u></p> <p>Letters, memos, reports, copies of invoices, etc. reflecting the routine operation of the Toll Bridges Maintenance</p>	<p>Retain for three (3) years, then destroy.</p>
1	<p><u>FRANCIS SCOTT KEY BRIDGE - TOLL OFFICE</u></p> <p><u>VAULT ROOM</u></p> <p><u>TIME REPORTS</u></p> <p>Contains copies of records documenting hours worked on a bi-weekly basis. Records are from previous year.</p>	<p>Retain one (1) year, then destroy.</p>
	<p><u>TOLL SERGEANT'S SHIFT REPORTS TFA-000-075</u></p> <p>Record of all shift activities pertaining to toll collection. Copies only.</p>	<p>Retain two (2) years, then destroy.</p>

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(CONTINUATION SHEET)

Item No.	Description	Retention
3	<p><u>MISCELLANEOUS REPORTS</u></p> <p>Copies of various reports relating to Toll Collection: Over and Short Report, Traffic Court, Lane Schedules, etc.</p> <p><u>TOLL SUPERVISOR'S OFFICE</u></p>	<p>Retain one (1) year, then destroy.</p>
1	<p><u>PERSONNEL RECORDS</u></p> <p>Individual employee folders containing appointment forms, resumes, correspondence relating to personnel policies and practices, change of status cards, applications for employment, and leave records. The basic information found in these files can be reproduced from the permanent history cards maintained by the State Department of Personnel.</p>	<p>Retain for three (3) years after employee has terminated or retired, then destroy.</p>
2	<p><u>TIME REPORTS</u></p> <p>Contains records documenting hours worked on a bi-weekly basis for current year.</p>	<p>Retain during current year, then transfer to <u>Vault Room</u>, Item 1.</p>
3	<p><u>INTERVIEW SHEETS</u></p> <p>Records of interviews with prospective toll employees.</p>	<p>Retain interview sheets for applicants not hired one (1) year, then destroy. Interview sheets for hired applicants are retained in <u>Personnel Records</u>, Item 1.</p>
4	<p><u>LEAVE RECORDS</u></p> <p>Contains copies of leave records for each employee.</p>	<p>Retain one (1) year, then destroy.</p>
1	<p><u>TOLL TICKETS</u></p> <p><u>TICKET AUDIT</u></p> <p>Contains computer printout reports of toll tickets sold and ticket inventories.</p>	<p>Retain for one (1) year and audit, then destroy.</p>
2	<p><u>TICKET APPLICATIONS</u></p> <p>Application for commuter toll tickets.</p>	<p>Retain one (1) year, then destroy.</p>

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3	<p><u>TRUCK ACCOMENDATION TICKET ORDERS</u> Toll ticket orders for 2 and 3 axle truck tickets.</p>	Retain one (1) year, then destroy.
4	<p><u>BANK DEPOSIT SLIPS TFA-000-055</u> Copies of bank deposit slips.</p>	Retain one (1) year, then destroy.
5	<p><u>TOLL TICKET CUSTOMER CARD FILE</u> Record of name, address, etc. of toll ticket purchasers.</p>	Annually purge & destroy cards for customers not renewing within past one year.
1	<p><u>MONEY ROOM</u> <u>CASH AUDIT REPORTS</u> Contains Daily Ticket Sales Report TFA-000-065 and Collector's Report of Cash and Tickets TFA-000-069.</p>	Retain one (1) year and audit, then destroy.
2	<p><u>PUROLATER COURIER RECORDS</u> Contains records of pick up of toll receipts by Purolator.</p>	Retain one (1) year and audit, then destroy.