

**DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
TRAFFIC ENGINEERING AND SAFETY SYSTEMS BRANCH
TRAFFIC CONGESTION AND ENGINEERING OPERATIONS UNIT
TRAFFIC OPERATIONS GROUP**

ITEM 39017. EVENT TRAFFIC MANAGEMENT PLANS AND SYSTEM OPERATIONS GUIDES DATABASE (ELECTRONIC) FILE.

Machine readable records concerning the control of traffic during extreme conditions (i.e., major traffic during sporting events and hurricane evacuations). Electronic file includes documentation on alternative routes and traffic simulations.

DISPOSITION INSTRUCTIONS: Transfer printed copy to requesting agency upon request. Retain in office electronic file permanently. Agency representative will update periodically. Erase in office when reference value ends.

ITEM 39018. EVENT TRAFFIC MANAGEMENT PLANS AND SYSTEM OPERATIONS GUIDES FILE.

Plans and operational guidelines for control of traffic during extreme conditions (i.e., major traffic during sporting events and hurricane evacuations). File also includes copies of interagency agreements and other related records. Information entered into Event Traffic Management Plans and Systems Operations Guides Database (Electronic) File (Item 39017).

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 39019. INCIDENT MANAGEMENT MAPS DATABASE (ELECTRONIC) FILE.

Machine readable records concerning detour routes in the event of an incident on the highway system. Electronic file includes names of contact persons and/or agencies, locations, phone numbers, and other related data. (Electronic database systems are maintained by Engineering Automation.)

DISPOSITION INSTRUCTIONS: Transfer printed copy to requesting agency upon request. Retain in office electronic file permanently. Agency representative will update periodically. Erase in office when reference value ends.

ITEM 39020. TRAFFIC OPERATIONS PROJECTS FILE.

Records concerning feasibility, planning, and/or design of a freeway management system and event traffic management system. File includes one-half (1/2) size xerox of construction plans, correspondence, design and planning documentation, copies of cooperation plans at time of project acceptance, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 1 year after project acceptance. Records will be held for agency in the State Records Center 10 additional years and then destroyed.

ITEM 39021. TRAFFIC OPERATIONS STUDY DATABASE (ELECTRONIC) FILE.

Machine readable records concerning special projects performed by the Traffic Operations Group. Electronic file includes drafts of correspondence, traffic simulations, air quality simulations, preliminary or functional designs, and other related data. (Electronic database systems are maintained by Engineering Automation.)

DISPOSITION INSTRUCTIONS: Erase in office when reference value ends. Agency representative will update periodically.

ITEM 39022. TRAFFIC OPERATIONS STUDY FILE.

Records concerning special projects performed by the Traffic Operations Group. File includes documentation on improvement of traffic operation for various facilities, project feasibility studies, maps, minutes of meetings, correspondence, and other related records. Information entered into Traffic Operations Study Database (Electronic) File (Item 39021).

DISPOSITION INSTRUCTIONS: Transfer to Traffic Operations Projects File (Item 39020) when project is funded.