# TRAFFIC OPERATIONS POLICY DIRECTIVE

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<th>DATE ISSUED:</th>
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<td>January 13, 2017</td>
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**SUBJECT:** Record Retention Policy for Traffic Safety and Traffic Accident Surveillance and Analysis Systems (TASAS)

**DISTRIBUTION**
- [x] All Deputy District Directors—Traffic Operations
- [x] All Deputy District Directors—Maintenance
- [x] All Deputy District Directors—Construction
- [x] All Deputy District Directors—Design
- [x] All Deputy District Directors—Transportation Planning
- [ ] Chief, Division of Engineering Services
- [x] Chief Counsel, Legal Division
- [ ] Publications (California MUTCD Website)
  - [ ] http://www.dot.ca.gov/trafficops/camutcd/
- [x] Headquarters Division Chiefs for:

**DOES THIS DIRECTIVE AFFECT OR SUPERSEDE ANOTHER DOCUMENT?**
- [x] YES  [ ] NO

Supersedes TOPD 11-03, Record Retention Policy for Traffic Safety and TASAS, dated September 23, 2011

**WILL THIS DIRECTIVE BE INCORPORATED IN THE CALIFORNIA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (CA MUTCD)?**
- [ ] YES  [x] NO

**IF YES, DESCRIBE**
**DIRECTIVE**

This Policy Directive (Directive) establishes the policy for the retention of records used by the Division of Traffic Operations for monitoring and evaluation of the State Highway System. The records include collision data from the Transportation System Network (TSN). **The retention policy shall be ten years plus the current year.**

The “current year” for the following records is based on the latest quarterly “Table C” Report. The “Table C” Report identifies investigation locations for potential safety improvements and is generated using the TSN collision data. For the following records, the “current year” ends once the fourth quarter Table C is released:

- All TSN collision data
- Traffic Collision Reports (TCR)

The “current year” for the following documents is in real-time, based on their initiation/creation date:

- All TSN collision analysis reports (e.g. Table B and TASAS Selective Accident Retrieval (TSAR)) except for the “Collision Data on California State Highways” annual report, which has no retention timeline.
- All approved Category 1 Traffic Investigation Reports (TIR) and all supporting documentation.
- All approved Category 3 TIR and all supporting documentation.
- Network Screening reports (e.g. Table C and Wet Table C).
- Highway Safety Improvement Program (HSIP) Monitoring Reports.

**IMPLEMENTATION**

The purpose of this record retention policy is to provide consistency in the destruction of electronic collision data, reports generated from TSN, documents related to traffic investigations, and monitoring reports. An investigation is closed when the recommended improvements have been completed satisfactorily, or when an investigation recommending “no action” has been approved. Any investigation not yet closed is considered a “pending traffic investigation.” Pending traffic investigations shall not be destroyed.

Destruction of the traffic investigation records, HSIP monitoring reports, and supporting documentation, should be completed annually by the end of the first quarter. Destruction of the TCR’s should be completed within three months of the release of the fourth quarter Table C. This destruction only applies to records beyond ten years plus the current year. The California Department of General Services' (DGS) Document Destruction Center or DGS-authorized contracted vendors should be used. When document destruction is not provided by, or authorized through DGS, the Department should provide a witness.
BACKGROUND

This Directive revises the September 23, 2011, Record Retention Policy for Traffic Safety and TASAS by adding all types of Category 3 investigations and defining the “current year.”

This Directive is a joint policy with the Division of Traffic Operations and the Division of Research, Innovation, and System Information (DRISI). DRISI is responsible for maintaining the TSN collision database, which includes data generated from the TCR’s. The TSN collision database is the data source for the HSIP monitoring reports.

DEFINITIONS

When used in this Traffic Operations Policy Directive, the text shall be defined as follows:

1) **Standard** – a statement of required, mandatory or specifically prohibited practice. All standards text appears in **bold** type. The verb “**shall**” is typically used. Standards are sometimes modified by Options.

2) **Guidance** – a statement of recommended, but not mandatory, practice in typical situations, with deviations allowed if engineering judgment or engineering study indicates the deviation to be appropriate. All Guidance statements text appears in **underline** type. The verb “**should**” is typically used. Guidance statements are sometimes modified by Options.

3) **Option** – a statement of practice that is a permissive condition and carries no requirement or recommendation. Options may contain allowable modifications to a Standard or Guidance. All Option statements text appears in normal type. The verb “**may**” is typically used.

4) **Support** – an informational statement that does not convey any degree of mandate, recommendation, authorization, prohibition, or enforceable condition. Support statements text appears in normal type. The verbs “**shall,**” “**should,**” and “**may**” are not used in Support statements.