	ISO 9001-2008 PROCEDURE	PROCESS OWNER Information Technology Management		
PROCEDURE TITLE: Control of Records	DOCUMENT NUMBER: ISO_4-24	REVISION LEVEL: Final Draft	REVISION DATE: 04/19/09	Approval: Managing Director

Purpose / Scope:

Purpose: The purpose of this procedure is to define the appropriate control of records by establishing guidelines to properly identify, collect, index, file and properly apply retention to quality system and business records.

Scope: This procedure applies to all business and technical records generated by the WCRC. Records include paper and electronic media as well as documents containing data or information verifying that a procedure has been successfully followed.

Responsibility:

Records are the responsibility of the Department Director who is responsible for the activity or project. Delegation of responsibility may be assigned by a Department Director to a designee. These specific responsibilities are defined in each written procedure and documented on the Master Records list. Department Directors are responsible for periodically reviewing, updating (when required) and maintaining records pertinent to their department. It is the responsibility of WCRC personnel to create records sufficient to document official business activities, and not to destroy or remove records except in accordance with approved WCRC records schedule.

ISO 9001:2008 Reference: 4.2.4 - Control of Records

Procedure:

1.0 Business records are defined and documented when necessary to:


- Demonstrate conformance to WCRC system requirements
- Provide evidence of conformance to statutory obligations
- Provide historic records of activities and transactions

1.0.1

Records are defined as legible, completed documents, regardless of physical form, in connection with the transaction of public business providing objective evidence of completion of actions required to implement supporting policies, procedures, standards and regulations, or other implementing documents.

1.0.2

Business records are classified as Administrative Records, Permit and Subdivision Records, Project Files, and Road Maintenance Files.

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2.0 Administrative Records:

For the requirements of ISO 9001, the WCRC defines administrative records as Board of Road Commissioner activities (Board action and resolutions); personnel and job related records; policies, procedures and standards and regulations; equipment, facilities, and insurance records; record disposal procedures and back-up procedures (electronic files).


2.1 Administrative records are identified as depicted below. All such files are readily accessible to individuals requiring information contained in records as depicted in Table 1 (Administrative Record Access).

2.1.1 Board activities records are identified with a descriptive title clearly identifying the record with a unique name. Electronic records are stored in the File Storage Server by year within subdirectories labeled “Board Minutes” and “Board Agendas”. Hard Copies are organized by year and consecutive page number and are stored in Administrative file cabinets located in Area C-139A.

2.1.2 Personnel and job related records are identified with a descriptive title clearly identifying the record with a unique name. Electronic records are stored in the organizational Enterprise Solution “Precision” utilizing a SQL Server with appropriate permissions applied. Hard copy records are stored within fire proof locked file cabinets located in Zone C. Active records are maintained alphabetically in three (3) sets: personnel, medical, and workers compensation records. Active records include current employees, retirees’ currently receiving pension as well as retirees’ widow(er). Non-active historical records are maintained in a locked file cabinet within the secured Administrative Vault located in Room E-019.

2.1.3 Policies, procedures and standards and regulations records are identified with a descriptive title clearly identifying the record with a unique name. Electronic records are stored in the File Storage Server under the subdirectory “Policy & Procedures”. Secured records shall be accessible to staff within the organizational network. Hard copies of current policies and procedures are provided to supervisors and are marked as “uncontrolled”. Two controlled copies are maintained within Human Resources. Historical records are filed in the Administrative Vault (Room E-019).

2.1.4 Equipment and Facility records are identified with a descriptive title clearly identifying the record with a unique name. Equipment records are

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stored in the Storekeeper Office located adjacent to the Shop. Facility records are stored in the Central Records Vault (Room E-017) and in the file cabinets located in Area D-109M.

2.2 When a new or revised Administrative record is required, it shall be developed in accordance to Document Control 4.2.3. Once approved, the identified responsible party will be recorded in the document matrix (table 6); this individual will provide an appropriate number and title linking it to the proper procedure or work instruction to assure appropriate network access permissions.


2.3 Retention: The Administrative Records are retained in accordance with the County Road Association of Michigan Records Retention Schedule (table 6).

3.0a Permit Records:

For the requirements of ISO 9001, the WCRC defines Permit Records as records of application and approved permits such as driveway, utility, and transportation. Additional records for permits include design plans, correspondence pertaining to plan/application review, construction documents, and inspection/testing reports.

3.1a Right-of-way Permit records are identified by application number, road name, township, and specified project and are uniquely identified by the year and sequential number which denotes the Permit number. Permits prior to the year 2001 also include the township number in the unique identifying number. The Permit records filing system is based upon the Permit number. Permit records for the current year and previous two years are stored in file cabinets in the Permit section area. Permits older than three years are stored in the Central Records Vault which is a controlled access area providing centralized storage, management, and retrieval. These records are readily accessible to individuals requiring information contained in records as depicted in Table 2 (Permit Record Access). Electronic versions of Permits issued since 2001 are stored within the Permit Precision module on the SQL server. Electronic versions of Permits dating from 1940 through 2001 are stored by year on the File Storage Server under the Permit directory. Hard copies of permit records are stored in the Central Records Vault (Room E-017).

3.2a Once an application for permit has been received it is logged into Precision and assigned to a reviewer. The reviewer is responsible for the permit records until the permit has been issued. When the Permit is issued, it is assigned the Permit number and is filed according to the sequential numbering system for the given year.

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3.3a Retention: The Permit Records are retained in accordance with the County Road Association of Michigan Records Retention Schedule.

3.0b Subdivision Records:

For the requirements of ISO 9001, the WCRC defines Subdivision Records as records of public road development projects which include design plans, correspondence pertaining to plan/application, right-of-way documents, plat documents, construction documents, and inspection/testing reports.

3.1b Subdivision records are identified and filed by the subdivision/project name. Subdivision records for project under review or under construction are stored in file cabinets in the Permit section area. Completed Subdivision project records are stored in the Central Records Vault which is a controlled access area providing centralized storage, management, and retrieval. These records are readily accessible to individuals requiring information contained in records as depicted in Table 2 (Subdivision Record Access).

3.2b Retention: The Subdivision Records are retained in accordance with the County Road Association of Michigan Records Retention Schedule.


4.0 Project Files:

For the requirements of ISO 9001, the WCRC defines project files as records compiled during the projects planning, design development and construction phase. These records include all project development, public input, final calculations used to establish the requirements of the project, in addition to all changes and modifications resulting from design reviews through each design and planning stage. Records also include all communications, schedules, and cost estimates. In general, project files contain all records required to support findings, results and final project conclusions.

4.1 Project files are stored electronically on the File Storage Server under the Project Files directory. Each project will have a sub-directory which shall be distinctively labeled with a unique project identification number and are readily accessible to individuals requiring information contained in records as depicted in Table 3 (Project File Access).

4.2 When a new Project File Directory is required, it will be created in accordance to the Document Matrix (Table 6). The individual will provide an appropriate number and title including all necessary sub-directories pertaining to the project.

4.3 Retention: Project file records are retained in accordance with the County Road Association of Michigan Records Retention Schedule. If there are special high-risk portions of the project a more stringent record retention requirement

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may be established. Certain records used for a structure must be retained for the life of that structure. Records that are part of an environmental impact investigation and monitoring program are retained indefinitely. Refer to <http://www.micountyroads.org/pdf/consprojecteten.pdf> for project receiving Federal and/or State funding.

5.0 Road Maintenance Records:

For the requirements of ISO 9001, the WCRC defines Road Maintenance Work Records as records describing routine maintenance activities.

5.1 Road Maintenance Work Records are stored electronically on the File Storage Server under the X:\Operations directory and in the file cabinets located in Area D-109M. Road Maintenance Work Records shall be distinctively labeled with a unique identification file name and are readily accessible to individuals requiring information contained in records as depicted in Table 4 (Road Maintenance Records Access).

5.2 Retention: The Road Maintenance Records are retained in accordance with the County Road Association of Michigan Records Retention Schedule.

6.0 Record Retention / Control:

A list of business records is identified in the document matrix. Documents not appearing or referred to on this list are not business records and are not governed by this procedure.

6.0.1 The document matrix indicates the Controller of the document / data. This person/department manager is responsible for approval and updating documents and records.

6.0.2 Retention period requirements of documents are based on business and regulatory requirements as established by the [Michigan Road Commission Record Retention General Schedule #9](#) (Table 6). Records shall be promptly destroyed and disposed of when the retention time has been exceeded.

7.0 Record Storage and Backup:

Record storage locations are determined and documented in the Document Matrix (Table 6). Electronic records shall be backed up nightly on a five week rotation with monthly backups retained for a period of one year. Day five and month end tapes are kept within a fireproof safe and the previous week tapes are stored within a fireproof box at the SESC location which is in excess of five miles away from the Administrative Building.



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Table 1. Administrative Record Access

Type of Document	Physical Location	Electronic Location	Comments
Benefits & Insurance Records	Area C-139: FP File Cabinets	File Storage Server\ Resource Center	
Board Minutes & Agendas	Area C-139B: Board File Cabinet	File Storage Server\ Board Min (or Agenda) by year	
Business Plan	Area C-139B FP File Cabinets	File / Print Server: Y:\Shared-Folders \Management	Includes Budget, CIP, Business Goals, and notes
Employee Personnel Records	Area C-139: FP File Cabinets	SQL-08 Server: Precision DB	
Facilities Maintenance and Repair records (Equipment & Facilities)	Central Records Room E-017; Operations Files area D-109M.	Electronic files are stored in Precision (SQL DB)	
Financial & External Audit Reports & ACT 51 Report	Room E-019: Administrative Vault and Room C-136: Finance Director's Office	File / Print Server: Finance Director's "Z" Drive	Most recent years are retained by Finance Director for management access. Duplicate storage also retained with State of MI
Fleet Maintenance and Repair records	Storekeeper Office adjacent to the Shop.	Electronic files are stored in Precision (SQL DB)	
Legal Records	Area C-139B: File Cabinet	N/A	
Policies & Guidelines	Room C-129: Commissioners Office	File Storage Server\ Resource Center	Most recent version maintained for employee access. Policies replaced / rescinded, latest version kept on file.
Standards & Regulations	Room D-108: Permits / Subdivision Supervisors Office	File Storage Server\ Resource Center	Most recent version maintained for employee access. Policies replaced / rescinded, latest version kept on file.

Table 2. Permit & Subdivision Record Access

Type of Document	Physical Location	Electronic Location	Comments
Permit Application	Reviewer Files	X:\PERMITS & SUBDIVISIONS\Permits Active & Precision	
Permit (Current year or 2 yrs prev.)	File Cabinets Adjacent to Permit Clerk	Precision	
Permit 3 yrs or older	Central Records Room E-017	Precision (2001 – Present)	
Active Subdivision	File Cabinets Adjacent to Permit Clerk	X:\PERMITS & SUBDIVISIONS	
Completed Subdivision	Central Records Room E-017	X:\PERMITS & SUBDIVISIONS\Subs VAULT	


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Table 3. Project File Access

Type of Document	Physical Location	Electronic Location	Comments
Township Agreements	Area D-109M : Operations Cabinets Vault E-019: Administrative		First 3 years Archived
CAD Drawings			
Construction Files	Area A-227(Q): Office Tech		
Design Files	Room B-207: Central Filing & Proj. Engineer's Office		
Funding Data	Room B-207: Central Filing		
Planning Documents	Room B-207: Central Filing		
ROW Files	Area B-206D: File Cabinets		
Traffic & Safety	Area A-227: T&S File Cabinets		

Table 4. Road Maintenance Record Access

Type of Document	Physical Location	Electronic Location	Comments
Road Maintenance Work Records	File cabinets adjacent to the Maintenance Clerk & Clerk's office (Room D-109E)	X:\Operations	

Table 5. Document Matrix Legend

Abbreviation	Description
ADMN	Administration
DPML	Departmental
ENG	Engineering
ENG-C	Eng. Construction
ENG-P	Eng. Permits & Subs
ENG-D	Eng. Project Dvlpmnt.
ENG-T	Eng. Traffic & Safety
FIN	Finance
HR	Human Resources
QA	Quality Assurance
IT	Info. Technology
MTN	Maintenance
OPN	Operations



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Table 6. Document Matrix

Document Type	Maintained / Controlled By	Retention Period
<i>All underlined retention periods are controlled by the Michigan Road Commission Record of Retention General Schedules #9 and should be confirmed by selecting the associated link.</i>		
Accounts Receivables (Pd Stm)	FIN	<u>3 yrs after audits</u>
Adopting & Abandonment	ENG-D	<u>Permanent</u>
Annual Reports:		
a. County Road Association	ADMN	<u>Permanent</u>
b. MDOT	ADMN	<u>Permanent</u>
c. County Board of Cmsnrs	ADMN	<u>Permanent</u>
Audit Reports:		
a. Auditor General	FIN	<u>Permanent</u>
b. MDOT	FIN	<u>10 years</u>
c. Prvt CPA & Treasury Audits	FIN	<u>10 years</u>
Agreements/Contracts:		
a. Road Contracts (all Inclusive)	ENG or OPN	<u>7 yrs after final accounting</u>
b. Township, Cities & Villages	ENG or OPN	<u>7 yrs after final accounting</u>
c. Individuals & Corporations	ENG or OPN	<u>7 yrs after final accounting</u>
d. MDOT	ENG or OPN	<u>7 yrs after MDOT audit</u>
e. Utilities	ENG or OPN	<u>7 yrs after final accounting</u>
f. Railroads	ENG or OPN	<u>7 yrs after final accounting</u>
g. Employees Rtrmnt Income Trust	FIN or HR	<u>7 yrs after trmtn of plan Pensions, Dfrd Comp</u>
h. Union/Employee Contracts	HR	<u>50yrs; 3yrs after death-trmtn</u>
Bank:		
a. Deposit Slips	FIN	<u>3 yrs after audits</u>
b. Reconciliations	FIN	<u>3 yrs after audits</u>
c. Statements	FIN	<u>7 yrs after audits</u>
Benefits:		
a. Health	HR	Superseded + 6 yrs
b. Insurance	HR	Superseded + 6 yrs
Bids - Call for:		
a. Roads & Bridges	ENG or OPN	<u>7 yrs after final accounting</u>
b. Equipment	ENG or OPN	<u>1 yr after audits</u>
c. Buildings	ENG or OPN	<u>7 yrs after acceptance</u>
d. Insurances	ENG or OPN	<u>After policy exprtn & audits</u>
e. Materials	ENG or OPN	<u>1 yr after audits</u>
Bridges - data cards/inspections	ENG-C	<u>Prmnt or disposal of bridge</u>
Budgets - Revenues / Expense	FIN	<u>3 years</u>
Certification Maps	ENG-P	Permanent



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Document Type	Maintained / Controlled By	Retention Period
Checks (warrants):		
a. Payroll (cancelled)	FIN	7 years after audits
b. Accounts Payable (cancelled)	FIN	7 years after audits
c. Register	FIN	7 years after audits
Climatological Observations	ENG-D	7 years
Centerline Striping Data	ENG-T	7 years
Condemnation Proceedings	ENG-D	Permanent
Cnstrctn/Heavy Maint. Projects		
a. Cross Sections	ENG-C, ENG-D	7 years after final
b. Diary	ENG-C, ENG-D	Permanent
c. Estimates	ENG-C, ENG-D	7 years after final
d. Field Notes	ENG-C, ENG-D	Permanent
e. Plans & Tracings	ENG-C, ENG-D	Permanent
f. Progress Reports	ENG-C, ENG-D	7 years after final
g. Road & Bridge Const. Prgrm	ENG-C, ENG-D	10 years
h. Testing Reports	ENG-C, ENG-D	7 years after final
i. Inspection Reports	ENG-C, ENG-D	7 years after final
j. Hard Surface Mileage Log	ENG-C, ENG-D	Permanent
k. Road Traffic Survey (all)	ENG-C, ENG-D	20 years
l. Photos & Aerial Maps	ENG-C, ENG-D	Permanent or Transfer
m. Assessment District Rolls	ENG-C, ENG-D	20 years
Corrective Action Reports	ENG-C, ENG-D	3 years
Correspondence:		
a. Foremen & Employees	ALL	3 years
b. General	ALL	3 years
c. Health & Accident	HR	3 years
d. Hospitalization	HR	3 years
e. Life Insurance	HR	3 years
f. Retirement	HR	3 years
g. MDOT	HR	10 years
h. Cnty Board of Commissioners	ADMN	10 years
i. Townships	ADMN	10 years
j. Unions	HR	3 years
k. Policy Matters	HR	10 years
Customer Service		
a. Cstmr Complaint Log	ADMN	3 Years
b. Cstmr Satisfaction Survey	ADMN	3 Years
c. Cstmr Satisfaction Database	ADMN	3 Years



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Document Type	Maintained / Controlled By	Retention Period
Departmental Receipts:		
a. County Roads	FIN	7 years after audits
b. Treasurer	FIN	7 years after audits
Disbursements/Expenditures:		
a. Ledger	FIN	20 years
b. Vouchers	FIN	7 years after audits
c. Inventory (County Mtls)	FIN	1 year after audit by State
Drawings – Prj Dvlp	ENG-D	
Drawings - Engrng	ENG	
Easements:		
a. Channel Change	ENG-D	After rcrded in Rgstr/ Deeds
b. Ditches	ENG-D	After rcrded in Rgstr/ Deeds
c. Gnrl - Materials, stckplg, etc.	ENG-D	After rcrded in Rgstr/ Deeds
d. Right-of-Way	ENG-D	After rcrded in Rgstr/ Deeds
Employees:		
a. Applctn of emplymnt (Hired)	HR	7 yrs after termination
b. Applctn emplymnt (not Hired)	HR	30 days
c. Athrztion for Payroll Deductions	FIN	Current listing
d. Daily Time card /time sheets	FIN	1 year after audits
e. Rcrd of Emp Erngs & Dedctns	FIN	50 yrs or 3 yrs after death
f. Performance Records	HR	Duration of Emplmnt +1 yr
g. Personnel data cards	HR	7 yrs after termination
h. Rtrmnt/Dfrd Comp Reports	FIN	50 yrs aft rtrmnt or trmntn
i. Sick Leave/Vacation/Holiday	FIN	4 years
j. Training Records	HR	Duration of Emplmnt +1 yr
k. FICA/Fed&State Qrtrly&Yrly	FIN	7 years
l. Wage Rates	FIN	Current listing
Equipment:		
a. Certificate of Title	FIN	Disposal of Equipment
b. Depreciation of Fixed Assets	FIN	1 year after audits
c. Expense Data	FIN	3 years after audits
d. Dstrbtn & Rental Rate Ledger	FIN	1 year after audits
e. Eqpmnt Qstnr (Cnty Rd Assc)	OPN	3 years
f. Service Policies / Warranties	OPN	Expiration
g. Specifications	OPN	Disposal of Equipment
h. Operative Equipment Sheet	OPN	1 year after audits
i. Equipment Time Sheets	FIN	1 year after audits
j. Daily Eqpmnt Safety Reports	OPN	1 yr after dspsl of Eqpmnt
k. Eqpmnt Expense Smry Ledger	OPN	2 yrs after dspsl of Eqpmnt



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Document Type	Maintained / Controlled By	Retention Period
General Ledger	FIN	20 years
Gnrl Ldgr-Subsidiary Accounts	FIN	20 years
<u>Insrnce & Non-Revenue Bonds</u>		
<u>a. Policies</u>		
1. Fleet	HR	1 yr after exprtn & audits
2. Compensation	HR	1 yr after exprtn & audits
3. Buildings and contents	HR	1 yr after exprtn & audits
4. Boilers & Sprinklers	HR	1 yr after exprtn & audits
5. Burglary	HR	1 yr after exprtn & audits
6. General Comprehensive	HR	Permanent
7. Health & Accident	HR	1 yr after exprtn & audits
8. Life	HR	1 yr after exprtn & audits
9. Hospitalization & Medical	HR	1 yr after exprtn & audits
10. Liability	HR	Permanent
<u>b. Reports</u>		
1. Workers' Compensation		
i. Personal Injury	HR	10 years
ii. Compensation Payroll Rpts	FIN	10 years
iii. Audits	FIN	10 years
2. Gnrl.Cmpsv Lblty/Prprty Dmg	FIN	20 years
<u>c. Bonds - Non Revenue</u>		
1. Surety	FIN	6 yrs after exprtn bond term
2. Fidelity	FIN	6 yrs after exprtn bond term
Interoffice Procedures	HR / QA	Life of Procedure
<u>Inventory, Parts and Materials:</u>		
a. Receipt Report	FIN	
b. Requisition Report	FIN	1 yr after audits
c. Physical Inventory Reports	FIN	1 yr after audits
d. Card Register/ Journal	FIN	1 yr after audits
<u>ISO Documentation</u>		
<u>a. ISO Internal Audits:</u>		
1. Audit Checklist	QA	Continuing
2. Audit Schedule	QA	3 years
3. Audit Plans	FIN or QA	3 years
4. Audit Summary Report(s)	FIN or QA	3 years
<u>b. ISO External Audits:</u>		
1. Audit Checklist	QA	Continuing
2. Audit Schedule	QA	3 years
3. Audit Summary Report(s)	FIN or QA	3 years



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<u>c. Procedures:</u>		
1. Quality Manual	ADMN / QA	
2. Quality Documentation	ADMN / QA	
Job Descriptions	HR	Superseded + 6 yrs
Labor Statistics / EEO	HR	Creation Date + 1 yr
<u>Legal Documentation:</u>		
a. Legal Opinions	ADMN	Permanent
b. Court Cases	ADMN	Permanent
Material Safety Data Sheet	OPN	30 years
<u>Mncpl Fin Cmsn (Rvn Bonds):</u>		
a. Correspondence	FIN	1 yr after fnl pymnt of loan
b. Application	FIN	1 yr after fnl pymnt of loan
c. Coupons/Rvn Bonds/Notes	FIN	PA 56(1962)/PA 130(1963); 3 yrs after final payment
<u>Official Proceedings:</u>		
a. Board Agendas	ADMN	3 years
b. Board Minutes	ADMN	Permanent
c. Management Review Reports	ADMN	
d. Petitions	ADMN	7 years
e. Staff Reports	ADMN	3 years
Organizational Charts	ADMN	Superseded
<u>Personnel Records:</u>		
a. Medical Records	HR	30 yrs after fnl employment
b. Training Records	HR	6 yrs after fnl employment
<u>Permits:</u>		
a. Construction within ROW	ENG-P	Permanent
b. Oversize/Overweight Loads	ENG-P	1 year
c. Michigan Public Utilities	ENG-P	Permanent
d. Building Moving	ENG-P	1 year
e. Tree Cutting	ENG-P	1 year
f. Encroachment	ENG-P	Permanent or until removed
g. Driveway	ENG-P	Permanent
Plats	ENG-D	Permanent
Policies	HR	Superseded + 6 yrs
<u>Property:</u>		
a. Deeds & Easements	ENG-D	Prmnt or dispstn of Property
b. Abstracts	ENG-D	Prmnt or dispstn of Property
c. Title Insurance	ENG-D	Prmnt or dispstn of Property



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Document Type	Maintained / Controlled By	Retention Period
Project Files:		
a. Communications	ENG, ENG-C, ENG-P, ENG-D	Life of project + "7" yrs
b. Data Worksheets	ENG, ENG-C, ENG-P, ENG-D	
c. Field Manager Files	ENG, ENG-C, ENG-P, ENG-D	
d. Final Plans	ENG, ENG-C, ENG-P, ENG-D	Permanent
e. LAP Approved Prg Applctn	ENG, ENG-C, ENG-P, ENG-D	
f. LAP Planning Guide	ENG, ENG-C, ENG-P, ENG-D	
g. Punch Lists	ENG, ENG-C, ENG-P, ENG-D	
h. Reports	ENG, ENG-C, ENG-P, ENG-D	Life of project + "7" yrs
i. Schedules	ENG, ENG-C, ENG-P, ENG-D	Life of project + "7" yrs
Project Mngmnt.:		
a. Calculations	ENG	Life of project + "7" yrs
b. Cost estimates	ENG	Life of project + "7" yrs
c. field rcrd, notes, & specs	ENG	Life of project + "7" yrs
Purchase Orders	FIN	2 yrs after audit
Purchase Requisition	FIN	2 yrs after audit
Receipts Ledger/Journal	FIN	20 Years
Request for Proposals	ADMN / ENG / OPN	7 yrs after final accounting
Revenue Vchrs/Trnsmtl Advice	FIN	3 yrs after audits
MI Dept of Transportation:		
a. Budgets	FIN	1 yr after audits
b. Delivery reports	FIN	1 yr after audits
c. Inventory Disbursements	FIN	1 yr after audits
d. Monthly Maint. Reports	FIN	1 yr after audits
e. Payment Vouchers	FIN	7 yrs after audits
f. Purchase orders	FIN	1 yr after audits
g. Stores Card Register/Journal	FIN	1 yr after audits
h. Receiving Slips	FIN	1 yr after audits
i. Trunkline Maintenance Atlas	FIN	1 yr after audits
j. Receipts for dsbrsmnt MDOT	FIN	1 yr after audits
Standards & Regulations	ENG-P	Superseded
Transfer Vouchers	FIN	20 years
Transfer Voucher Journal	FIN	20 yrs - in General Ledger
Trial Blnc Sheet-mnth Gnrl Ldgr	FIN	1 yr after audits
Vendor History Records	FIN	7 yrs after audit
Weighmaster Reports	ENG-P	1 year

* Document with out number indicates no prescribed form