

**COLORADO DEPARTMENT OF TRANSPORTATION
RECORD ANALYSIS SHEET**

Record series name	Office name
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Record series description (in non-technical terms describe the record, including its purpose, what information it provides, who uses it, are other copies available)

Record type	<input type="checkbox"/> Accounting <input type="checkbox"/> Procurement <input type="checkbox"/> Design <input type="checkbox"/> Construction <input type="checkbox"/> Budget	<input type="checkbox"/> Road Maintenance <input type="checkbox"/> Personnel <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Right of Way <input type="checkbox"/> Other _____	<input type="checkbox"/> Planning <input type="checkbox"/> Plant/Equipment <input type="checkbox"/> Safety <input type="checkbox"/> Materials
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Record format	<input type="checkbox"/> Document _____ "x _____" <input type="checkbox"/> 35 MM Microfilm <input type="checkbox"/> 16 MM Microfilm <input type="checkbox"/> Computer Formats	<input type="checkbox"/> Aperture Card <input type="checkbox"/> Microfilm Jackets <input type="checkbox"/> Microfiche
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File arrangement <input type="checkbox"/> Chronological <input type="checkbox"/> Alphabetical	<input type="checkbox"/> Numerical <input type="checkbox"/> Random	Description of file labeling/index system <hr/>
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Record series location	Dates of record series	Quantity (cubic feet)	
		In office	In storage

Are there any missing records? No Yes, describe

What laws, rules, regulations, policies and/or procedures affect the records disposition?

How long is the record actively referenced?	How long do you recommend the record be kept?

Notes on record series

Signature	Phone	Date
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