

Cross Divisional Retention Schedule

TRDA#	Title	Description	Retention	Types of Triggers – Select the Most Applicable	Disposition	Legal Citation	Applicable Division	Office Responsible Retention and Disposition	Retention Exceptions
2025001	Agreements Associated with Engineer Authorization (EA)/Project Numbers	These records document the NDOT agreement process as part of a larger project with an assigned engineer authorization project number (EA#). The records may include but are not limited to pre-award request records (i.e. request for proposal [RFP], request for quote [RFQ], etc.) with supportive documentation, the executed agreement with all supportive documentation, agreement management records with supportive documentation, associated documentation, and related correspondence.	Retain for six (6) calendar years from the end of the calendar year in which... based on one of the trigger events listed.	1. The final voucher is approved.	Destroy Security	NRS 11.190 (b) - Statute of Limitations on an Instrument in Writing	1. Agreement Services 2. Division Requesting Agreement	Agreement Services is responsible for beginning the retention disposition process, in coordination with applicable divisions and the Records Management Section.	
2025002	Agreements Not Associated with Engineer Authorization (EA)/Project Numbers	These records document the NDOT agreement process when not a part of a larger project. The records may include but are not limited to pre-award request records (i.e. request for proposal [RFP], request for quote [RFQ] etc.) with supportive documentation, the executed agreement with all supportive documentation, agreement management records with supportive documentation, associated documentation, and related correspondence.	Retain for six (6) calendar years from the end of the calendar year in which... based on one of the trigger events listed.	1. The closing documentation was issued.	Destroy Security	NRS 11.190 (b) - Statute of Limitations on an Instrument in Writing	1. Agreement Services 2. Division Requesting Agreement	Agreement Services is responsible for beginning the retention disposition process, in coordination with applicable divisions and the Records Management Section.	
2025003	Unsolicited/Unsuccessful Procurement Proposals and/or Cancelled Procurements (Agreements)	These records document solicited/unsolicited proposals, not involving the payment of a stipend to the proposer(s), and not resulting in the execution of an agreement with NDOT. The records may include but are not limited to unsolicited/unsuccessful proposals with supportive documentation, denial documentation, procurement cancellation documentation (excluding TRDA 2025004), associated documentation, and related correspondence.	Retain for one (1) calendar year from the end of the calendar year in which... based on one of the trigger events listed.	1. The notification of denial was issued.	Destroy Security	Operational Need - Agreement Services and associated Division(s) require access to the identified records for the retention time period identified to meet procurement needs.	1. Agreement Services 2. Associated Division	Agreement Services is responsible for beginning the retention disposition process, in coordination with applicable divisions and the Records Management Section.	Exceptions to this retention: Proposal records must be retained to adequately address future construction projects. Please refer to the Division specific retention schedule for additional information.
2025004	Cancelled Procurement Proposals (Agreements)	The records document proposals submitted to NDOT for advertised procurements that have been cancelled. The records may include but are not limited to proposals with supportive documentation.	Retain until... Based on one of the trigger events listed.	1. The Notification of Cancellation is issued.	Destroy Security	NRS 333 - proposals are confidential until award is issued. The identified retention allows NDOT to protect proposals that will never be awarded due to the cancellation of the procurement.	1. Agreement Services 2. Associated Division	Agreement Services is responsible for beginning the retention disposition process, in coordination with applicable divisions and the Records Management Section.	
2025005	Unsuccessful Procurement Proposals - Paid Stipend (Agreements)	These records document solicited/unsolicited proposals, involving the payment of a stipend to the proposer(s), but not result in the execution of an agreement with NDOT. The records may include but are not limited to proposals with supportive documentation, denial documentation, financial documentation, associated documentation, and related correspondence.	Retain for fifteen (15) calendar years from the end of the calendar year in which... based on one of the trigger events listed.	1. The notification of denial was issued.	Destroy Security	Operational Need - Agreement Services and associated Division(s) require access to the identified records for the retention time period identified to meet construction project needs.	1. Agreement Services 2. Associated Division	Agreement Services is responsible for beginning the retention disposition process, in coordination with applicable divisions and the Records Management Section.	
2025006	Industry Outreach Procurements - No Award (Agreements)	These records document the industry outreach processes that does not result in the award of an agreement. The records may include but are not limited to request for information (RFI) records with supportive documentation, request for qualification (RFQ) records with supportive documentation (not associated with an EA or project), special bulletins, associated documentation, and related correspondence.	Retain for four (4) calendar years from the end of the calendar year in which... based on one of the trigger events listed.	1. The submittal period is closed.	Destroy Security	Operational Need - Agreement Services and associated Division(s) require access to the identified records for the retention time period identified to meet procurement needs.	1. Agreement Services 2. Associated Division	Agreement Services is responsible for beginning the retention disposition process, in coordination with applicable divisions and the Records Management Section.	

