

**Arizona Department of Transportation
Intermodal Transportation Division**

**Right of Way
Procedures Manual**

Last Revised: May 18, 2009



OPERATIONS SECTION

Org. 9310



Arizona Department of Transportation

Intermodal Transportation Division

Right of Way Group

Transmittal Letter Date: July 1, 2006

**TO: Interested Individuals and Each Holder of the Right of Way Group
Procedures Manual**

Attached is the most recent Procedures Manual for the Arizona Department of Transportation, Right of Way Group. As you are viewing the electronic (PDF) version of the manual, hyperlinks have been added allowing you to quickly navigate to the various sections. At the end of each Section and Exhibit you will be given further directions.

Should you have any questions please contact our office directly at (602) 712-7316 or scorrales@azdot.gov.

A handwritten signature in black ink, reading 'Sabra J. Mousavi', is written over a horizontal line.

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U.S. Department
of Transportation
**Federal Highway
Administration**

**Arizona Division
400 East Van Buren Street
One Arizona Center Suite 410
Phoenix, Arizona 85004-0674**

August 29, 2006

In Reply Refer To: HRW
File:410.1
Right of Way Manual Certification

Mrs. Sabra Mousavi, Chief ROW Agent
Arizona Department of Transportation
205 South 17th Avenue
Phoenix, Arizona 85009

Dear Mrs. Mousavi: *Sabra*

States which receive Federal-Aid funding from the Highway Trust Fund are required to maintain a manual describing its right-of-way organization, policies, and procedures. The guidelines for this manual are detailed in Title 23 CFR 710.201 (c). Beginning on January 1, 2001 and every five years thereafter, the manual will be certified by the Federal Highway Administration (FHWA). The manual shall be updated periodically to reflect changes in the operations and submit the updated material to the FHWA for approval.

The manual was submitted to FHWA for approval in January, 2006. Several months of extensive reviews with subsequent corrections have been accomplished. Realizing the manual will have continual updates/revisions and observed technical corrections will be incorporated; the FHWA finds the manual to be materially in compliance with Federal regulations. Therefore, by this letter, the FHWA is certifying the Arizona Department of Transportation's Right of Way Manual to be in compliance with Federal regulations as of August 21, 2006.

Sincerely yours,

Robert E. Hollis
Division Administrator



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Chapter 1 Organization, Responsibilities, and General Procedures

1.01 Purpose

The purpose of this chapter is to describe the organization, functions and responsibilities of the Right of Way Operations Section.

1.02 Organization

The Right of Way Operations Section, which is supervised by the Operation Section Manager under the general direction of the Assistant Chief Right of Way Agent (Strategic Planning and Finance), consists of three (3) major areas of responsibility: Accounting, Contracting and Records.

See current Table of Organization is located in the main table of contents [\(Org 9310\)](#).

The Accounting Unit is divided into the Statewide and Regional Transportation Plan areas and provides all financial support to the Right of Way Group. The Contracts Unit provides contract support for the Group for both procurement and consultant contracts. The Records Unit provides archival support for the Group's records and is overseen by the Archivist. In the absence of the Manager, an Accountant III will be designated to assume the manager's duties and responsibilities.

1.03 Basic Responsibilities

The Operations Section is responsible for, but not necessarily limited to, the following:

- Processing and maintaining payment and accounting documentation of all Right of Way Group expenditures
- Providing a biannual certification of the Regional Transportation Plan Freeway Program (RTPFP) and the Regional Freeway System Program (RFS)
- Preparing and monitoring the operating budget for the Right of Way Group.
- Monitoring Right of Way activities on Federal-Aid or state funded projects.
- General record keeping, inventory and requisition of equipment, supplies, and forms
- Providing oversight of the Five-Year Transportation Facilities Construction Program as it relates to the Right of Way Group.
- Providing management, control, and storage of permanent right of way files
- Providing the Right of Way Group and the Attorney General's Office with Consultant Contracts Services
- Preparing reports estimating future expenditures

1.04 General Procedures

The Accounting Unit procedures include processing and accounting for all Right of Way Group payments and receipts, preparation of the transaction report, preparation of special financial reports that may be needed by the Right of Way Group or other areas of the Division, monitoring Right of Way Federal Activities, preparing biannual certifications of RTPFP and RFS programs.

The Contracts Unit develops bid preparation and procedures for consultant contracts; handles negotiations between contract service providers and the Right of Way Sections and administers the consultant contract process.

The Records Unit oversees the archiving of all records for the Right of Way Group. This includes retention schedules, electronic storage and procedures.

Chapter 2 Accounting Unit

2.01 Purpose

The purpose of this chapter is to describe the functions, responsibilities and general procedures to be followed by the Accounting Unit. The Accounting Unit is under the direct supervision of the Right of Way Operations Section Manager.

2.02 Primary Functions

The primary functions of the Accounting Unit include, but are not limited to, processing payments, expenditure accounting and preparing financial reports for the Right of Way Group. The responsibilities of the Accounting Unit include obligation and tracking of Five-Year Transportation Construction Program Items and Subprograms for Right of Way, obligation verification and approval of Parcel Control Transmittal forms, certification of the Regional Transportation Plan (RTP), reviewing all payment requests for accuracy and appropriate approvals, processing of purchase orders, requisitions, Supplemental Receiving Reports (SRR), travel vouchers, inter and intra-agency transfers and deposits, maintaining Accounting Database, Parcel Tracking System (PATS) entry, determination of Federal-Aid eligibility for projects, transferring escrow documents, recording of non-escrow documents and preparation of routine and special financial reports.

2.03 Responsibilities

The general responsibilities of the Accounting Unit include; processing and maintaining payment and accounting documentation of all Right of Way Group expenditures, providing a biannual certification of the Regional Transportation Plan Freeway Program (RTPFP) and the Regional Freeway System Program (RFS), preparing and monitoring the operating budget for the Right of Way Group, monitoring Right of Way activities on Federal-Aid or state funded projects, requisition of equipment, supplies, and forms, and providing oversight of the Five-Year Transportation Facilities Construction Program as it relates to the Right of Way Group.

2.04 Payment Overview

There are two main classifications of payments processed by the Accounting Unit. The first are program related expenditures. These include, but are not limited to; acquisition, relocation, condemnation and property management activities. The second are the day-to-day operating expenditures of the Right of Way Group. This includes, but is not limited to; operating supplies, travel vouchers, cellular charges, etc.

All payments for acquisition, relocation, or condemnation must be approved on a weekly transaction report prior to processing. The Chief Right of Way Agent approves and signs the transaction report before distribution of payments.

Regardless of payment classification, all payments are made on either a system generated purchase order, State of Arizona Purchasing Card, Inter-agency transfer, Supplemental Receiving Report (SRR), Purchase Order Draft (POD) or State of Arizona Claim. Usage of a SRR, POD or State of Arizona Claim is restricted and requires the prior approval of the Finance Group (except relocation payments made on a SRR).

2.05 Payment Procedures

The following procedures are used by the Accounting Unit for processing invoices, travel vouchers, payment request memos, acquisitions, relocations, Orders of Immediate Possession (OIP) deposits & Condemnations.

All payment documentation is audited to ensure accuracy, completeness, proper approvals and compliance with applicable accounting procedures.

For new payees, a [State of Arizona Substitute W-9 & Vendor Authorization Form](#) (Exhibit 5.01) is required. The completed form is given to Accounting for review and is then forwarded to Procurement for setup in Advantage and the Arizona Financial Information System (AFIS). This form meets the federal requirements to request a taxpayer identification number (TIN), request certain certifications and claims for exemption, as well as, the State of Arizona requirements for vendor establishment.

The payment type is based on the amount and nature of payment. For non-contracted purchases totaling less than \$5,000.00 a PD is done. For non-contracted purchases greater than \$5,000.00 a RX/PC is done (a RX is a requisition entered by the Accounting Unit, the Procurement Group processes the actual PC purchase order). For goods and services covered by a State of Arizona procurement contract, a PG is used. Payments processed on an Advantage purchase order (PC, PD or PG) are entered following established guidelines. The following are links to the most current training resources for each document type; PD Handbook, PG Handbook and RX Handbook.

The State of Arizona Purchasing Card can be used in lieu of PD or PG purchase orders, as long as it used according to the Departmental Guidelines, FIN-6.12 Purchasing Card.

Inter-agency transfers and SRR's are first processed in the Accounting Database maintained by the Accounting Unit and then forwarded to the General Ledger and Accounts Payable groups, respectively.

SRR's are done for Relocation payments and on an exception basis for unusual situations and with the prior approval of the Department's Finance Group. A Purchase Order Draft (POD) is a manual warrant for payments less than \$500.00. The usage and issuance of these is controlled by the Accounts Payable Section of the Finance Group.

A [State of Arizona Claim Form](#) (Exhibit 5.02) is used for processing payments that need to be done overnight or same-day. These types of payments are extraordinary situations and are to be only used for mission critical issues. Processing an overnight or same-day payment requires a memo to be prepared detailing the need for the expedited payment and why it could not be processed via other means.

The payment package and supporting documentation is separated into sets: A blue printed copy of the Purchase Order/SRR form is stapled to the original invoice or appropriate documentation. It is then hand-carried to Accounts Payable. A white copy of the Purchase Order/SRR copy and a complete set of documentation are attached to the Payment Processing Form and retained in the Right of Way Accounting Unit until payment is made. Payments are processed on warrants, which are picked up daily by the Right of Way Accounting Unit from Accounts Payable. The warrant is verified against the documentation, and is either sent out via identified mailing instructions or the agent is called for hand delivery.

For inter-agency transfers, a copy of the Journal Voucher (Exhibit 5.03) is printed from the Accounting Database and scanned and emailed to General Ledger along with pertinent backup. Once the [Companion Transaction Entry/Transfer](#) (Exhibit 5.04) form is completed by General Ledger, it is returned to the Accounting Unit for distribution.

Parcel files are put in a suspense file until recorded instruments are returned to the Accounting Unit. When escrowed, in addition to instruments, an escrow closing statement and title insurance policy must be received and recorded documents entered into the Right of Way Parcel Tracking System (PATS). The Parcel File is given to the designated supervisor for review and then given to the Deputy Chief R/W Agent for a final review of all contents before forwarding to the Record Center. For relocation payments, the original payment is returned to the Acquisition/Relocation Unit and a copy is retained in the Relocation File in Operations.

Non-Parcel claims are filed in the incidental cost files once they are sent to Accounts Payable for processing.

2.06 Acquisition – Direct Purchase

This includes all payment requests on parcels acquired through purchase transactions. Appraisals, when included, are used to determine cost codes for payment processing. These payments are made on a purchase order.

2.07 Acquisition – Order of Immediate Possession (OIP)

These are payments on parcels where deposits are required by Order of Immediate Possession (OIP). Each OIP is reviewed for accuracy and to determine proper authority for payment remittance. Payments are made to either a county Clerk of the Court or the Arizona State Treasurer's Office. A purchase order is used for an OIP payment made to the Clerk of Court and an inter-agency transfer is used for payments to the Treasurer.

2.08 Acquisition - Condemnation

The parcel folder is received from the Titles Section – Condemnation Unit. The Judgment, Report of Trial, Stipulation, and Order of Immediate Possession are examined for completeness and accuracy. Emphasis is given to comparing the date of possession, cash bond deposit, and cash bond withdrawal. Incomplete, inaccurate, or questionable court orders are reviewed with the Titles Section - Condemnation Unit for clarification.

When necessary, appraisals are analyzed and the appropriate value is used to supplement court awards to determine proration and allocation of costs.

Interest calculations for judgments are done on a Computation of Interest form (Exhibit 5.05) and cross referenced with a Computation of Interest spreadsheet. Sufficient time is calculated on the interest computation to allow for a 10 day processing cycle.

A purchase order is processed for each payment, however for extraordinary and time-sensitive payments, a SRR may be requested.

2.09 Warrants

Warrants issued by the State of Arizona are valid for six (6) months from date of issue. All warrants are processed against the state servicing bank (Bank of America).

If a warrant is lost prior to the expiration date, a replacement warrant can be obtained. This is done by completing a [State of Arizona Warrant Replacement Request Certification Form](#) (Exhibit 5.06). The completed form is forwarded to the Finance Group – Accounts Payable for processing through the State of Arizona General Accounting Office (GAO). If there is an issue with the warrant having been compromised, a [State of Arizona Warrant Stop Payment Request Form](#) (Exhibit 5.07) is completed prior to completing the Replacement Request Certification form.

When a question arises as to who or how a payment was processed, a copy of the cashed warrant can be obtained. A [Warrant Copy Request Form](#) (Exhibit 5.08) is completed and given to the Finance Group – Accounts Payable for processing. It normally takes between three (3) and five (5) business days to obtain the copy.

2.10 Recording of Instruments

The Accounting Unit is responsible for the recording of the instruments that are required in the acquisition of rights of way for the Department where escrow has been waived.

Instruments are recorded in the county where the property is located with one exception: instruments for Maricopa County are done In-House through R/W Titles Section. Recordings may include: Deeds, easements, licenses, expiration of licenses, final orders of condemnation, corporate resolutions, and all other documents transferring, or supporting the transfer of a property or property rights.

Upon receipt of the instruments to be recorded, an invoice is generated per the designated County. A payment processing record is prepared and a purchase order is generated in Advantage. A copy of the purchase order, a copy of the transmittal letter, and the items to be recorded are forwarded to Accounts Payable. Accounts Payable processes the payment and mails the original documents and warrant to the designated County Recorder's Office.

Upon receipt of the recorded instrument, it is placed in the appropriate acquisition package and entered into the Parcel Tracking System (PATS). Distribution of other recorded documents is in accordance with the instructions of the requestor as shown on the Parcel Transmittal.

If recorded instruments are not received within a reasonable period of time, the Accounting Unit follows up with the appropriate County Recorder's Office.

2.11 Monthly & Weekly Reports

On a weekly basis a Transaction Report is prepared listing all payments generated for Acquisition, Relocation and Condemnation. On a monthly basis a Transaction Report recap is prepared detailing all activity for the month. Also monthly, revenue and expenditure reports are run using the Structured Query Language (SQL) database and Property Boss. SQL is an ad-hoc reporting software that queries the Advantage financial system. These reports are used for 1) balancing of monthly activity, 2) reviewing document coding and project number usage, and 3) preparation of financial reports. These reports include:

FINANCIAL REPORTS:

Weekly/Monthly Transaction Report
RTP/MAG/STATEWIDE Expenditure Reports
RTP Certification
R/W Expenditures – Monthly & YTD
Rental Expense & Revenue Report
Property Boss Rental Reports – Privilege Tax, Security Deposit, Site Deposit, & Highway Properties Fund
Quarterly GASB Report – Fixed Assets

Other types of reports can be run from the database on an as-needed basis, including but not limited to; project charge information, payments by parcel number, fiscal YTD payments and payments by sub-object code description.

2.12 Expenditure Correction

Expenditure corrections (IX) are used to adjust or correct the distribution of expenditures or reimbursements affecting the Right of Way operating budget or Right of Way project balances. Procedures are available on the Intranet at IX Procedures. The forms are available on-line at Expenditure Correction Forms (Exhibit 5.09).

Errors in project distribution are revealed by post-payment audit of vouchers, comparison of right of way costs with Advantage expenditure reports, and other internal control measures.

The completed form (with supporting documentation) is processed through the Operations Section Manager for review.

The completed IX is sent electronically to the appropriate section in the Finance Group for processing. The following table lists the appropriate section:

SECTION	TYPE OF CORRECTION
Accounts Payable	Operating Budget
Project Accounting	Project and parcel corrections
Contract Accounting	ECS Contract corrections

Adjustments in project distribution are required when all or part of a cash deposit is used to pay a judgment, a rental security deposit is used to pay rent, a site clearance deposit is forfeited, or buildings and equipment purchased on a project are converted to Department use. These are processed on a Journal Voucher (JV/JX) through General Ledger.

For all corrections, a copy is retained in the Accounting Unit and a copy, if appropriate, is filed in either the parcel or project file.

2.13 Excess Land Sales

Sales of land acquired by the Right of Way Group which are determined to no longer be needed (Excess land) are made by the Property Management Section. The Recommendation for Disposal of Real Property form 60-3311 contains a listing by project, sale number, date, item number, and parcel number of items sold during the sale. It lists total amounts received,

amounts of site clearance deposit, and names and addresses of the bidders. This form is maintained by the Property Management Section and is included in their portion of the manual.

The receipts from the sale and copies of the paperwork for each parcel sold and monies for deposit are hand carried from the Property Management Section to the Accounting Unit. Copies of all paperwork, including the Excess Land Purchase Agreement and Receipt for Deposit are given to Fixed Assets when each parcel sale is deposited.

The total amount received for the sale is credited by project, excess land number, date, and amount. The Accounting Unit determines if the sold parcel was acquired using federal funds. If it was, the amounts are deposited in Advantage using Provider Code: JX99 and TRACS# HRW0601R. If the credited project is still open, the portion of the sale attributed to the original acquisition is processed as a reduction of expenditures and not revenue. All sales are processed on deposits.

2.14 Site Clearance Deposits

The total from site clearance deposits is credited to the Site Clearance Deposit Account, project H089501R, in Advantage. A copy of the Site Deposit is held indicating parcel number, bidder's name, sale number, line item number, and amount of deposit for pending excess land sale.

When the site is not satisfactorily cleared/sold prior to forfeiture date, and an extension has not been granted, it is the responsibility of the Property Management Section to notify the Accounting Unit. Upon satisfactory sale of the site, the Property Management Section submits a memo requesting the site deposit be refunded to the unsuccessful bidder's or transfer the site deposit to the fund, project and object code of the original purchase. The memo to request a refund of a Site Clearance Deposit is made through the Property Management Section to the Operations Section Manager.

2.15 Salvaged Property Accounting

When an item of property is bought as part of a right of way project, it may subsequently be removed from the right of way for use by an activity of the Intermodal Transportation Division or other state agency. The property shall be referred to as salvaged property and retained for use by the State. The accounting for this salvaged property within the Right of Way Group will be in accordance with the following procedures:

An agency of the State desiring to obtain an item of salvaged property will prepare a written request per ADOT Policies and Procedures, FIN-11.02 Control and Inventory of ADOT Property. If the original purchase of the property involved the use of Federal-Aid funds, the credit will be participating.

2.16 Property Loss / Damage – Insurance Recovery

The investment in property acquired on right of way projects is protected against loss through a co-insurance program with the State (self-insurance) and insurance carriers sharing the responsibility for losses. The Risk Management Division, Department of Administration administers the insurance program.

When a loss occurs, the Property Management Section furnishes pertinent information to the Adjustments and Claims Services, Risk Management Division, Department of Administration so that claims can be filed.

The Property Management Section furnishes the Accounting Unit with a copy of the complete claim to be held in suspense pending receipt of any recovery.

Insurance recovery funds are received by the Property Management Section and are forwarded to the Accounting Unit where they are credited to the project number under which the property was acquired. If the original purchase of the property involved Federal-Aid funds, the project credit will be participating.

A copy of the receipts voucher will be attached to the claim on which the original expenditure was made. An additional copy of the receipts voucher, with supporting documentation, will be filed in the insurance recovery file.

2.17 Receipts Database

The Contracts Unit is responsible for opening and processing all mail received by the Operations Section. This includes processing all cash, checks, transfers and wire payments received. The mail is opened with a witness present to ensure the safeguarding of any cash or checks received by the unit. As each check is opened, it is restrictively endorsed and is directly entered into the Receipts Database. After all cash and checks have been logged in the database, a Daily Receipts Received Report is printed and signed by both the enterer and the witness. The report is scanned into the system and the .pdf file is saved in G:\9310\Deposits\Receipts Received Log.

The payee, signature, numeric and alpha amounts are reviewed for validity. Each rental receipt is coded with a rental agreement number. All non-rental receipts are coded with unique data for identification.

The checks are then placed into the safe maintained by the Operations Section by either the Operations Section Manager or a member of the Accounting Unit.

2.18 Property Boss

After each check is logged into the Receipts Database, it is entered into the Property Boss software. This software is used to track all receipts for both rental properties, excess land sales, credits/refunds and any other miscellaneous receipts. The Contracts Unit Supervisor is responsible for logging all receipts into Property Boss. The rental receipts are credited for parcels leased by the Department. All non-rental receipts are logged according to the type of payment received (excess land sale, overpayment refund or miscellaneous receipt). After all receipts have been entered, a control report, Deposits by Batch# - Fund and Tracs (Exhibit 5.10) is printed. Once the report is verified, the report and a copy of each check are scanned into the system. This .pdf file is saved in G:\9310\Deposits. This report is used by the Accounting Unit to prepare the deposit.

2.19 Deposits

The Accounting Unit prepares deposits for all monies received. The information from the Deposits by Batch# - Fund and Tracs form is used to prepare the deposits. A Deposit with

State Treasurer (Exhibit 5.11) is prepared showing the breakdown by funding source and revenue/expenditure code. Deposit information is entered into both the Statewide accounting system (AFIS) and the Department's financial system (Advantage). A Deposit Ticket (Exhibit 5.12) and Batch Header Record (Exhibit 5.13) are also prepared. Once the three forms are completed, they are hand delivered to Accounts Payable. Accounts Payable then gives the deposit packet to the General Ledger Section of the Finance Group for verification and approval. The approved deposit packet is delivered to the State Treasurer's Office for processing. A validated copy of the Deposit with State Treasurer is returned to the Accounting Unit for filing.

For excess land and time payments, an Excess Land/Time Payment Breakout (Exhibit 5.14) is prepared. This form provides the breakdown of the payment by revenues and reductions of expenditures. A copy of the breakout is included with the deposit paperwork.

All parcel related receipts are copied and placed in the designated files. All receipts for time payments are entered into the appropriate spreadsheet maintained by the Accounting Unit, a copy of the transaction is placed in the appropriate parcel file and a copy is scanned and emailed to the Fixed Assets Manager for the Finance Group. The information is used by Fixed Assets for Infrastructure reporting for the Comprehensive Annual Financial Report (CAFR).

2.20 Refunds

Revenue Refunds are done to refund overpayments received by the Right of Way Group and for distribution of funds collected for counties as an in-lieu fee of property taxes.

All refund requests are forwarded to the Accounting Unit for processing. For refunds of overpayments on rental properties, a statement showing the amount and coding of the refund is included.

The in-lieu refund of property taxes is made on an annual basis in September. For each county a detailed listing of the properties being paid is included. The listing must have an assessor's number and address for each parcel.

2.21 Advance Acquisition – Right of Way Revolving Fund

The Accounting Unit is responsible for the coordination of "Q" programming, advance funds, and reporting.

The State may apply for yearly allotments of "Q" funds. When the Operations Section Manager has approved the projects and amounts, the Chief Right of Way Agent's approval is secured. When an advance of funds is required, a written request is submitted through the Accounting Unit, to the Federal Highway Administration.

The data is submitted to the ADOT Multimodal Planning Division and a "Request for Approval of Individual Project Program Change" is submitted to the Federal Highway Administration. When approved by the FHWA, a copy of the executed document is sent to the R/W Accounting Unit.

Funds are paid back per 23 USC § 108(a) (2000).

2.22 Project Obligation/Funding

Each year the Right of Way Group receives specific funding in the Five Year Transportation Facilities Construction Program. This funding is done at an item number level for specific projects and as a subprogram for mission specific activities.

For the Statewide program, item numbers are project specific and usually for those projects where Right of Way activities will exceed \$200,000.00. The following is a current listing of the subprograms allocated on a Statewide basis:

- 71009 – R/W Fee Appraisals & Acquisitions
- 71109 – R/W Plans Preparation & Title
- 77909 – R/W Contingency Statewide
- 78009 - R/W Access Control Statewide

For the RTP program, items numbers can be either project or corridor specific. As the program is still in its infancy, some monies are only allocated to a corridor and used as Right of Way Protection. Unlike the Statewide program, there are no contingency funds available and any parcel and project activities must be fully funded. The following is the list of RTP subprograms:

- 42609 – R/W Advance Acquisition
- 42709 – R/W Plans & Title
- 42809 – R/W Property Management

The Accounting Unit maintains spreadsheets reflecting program, project and parcel activity on a highway, corridor, section and project level. The balances are updated on a quarterly basis and are used to track project activity and ensure sufficient funding is in place. Obligations are made on as-needed basis through Program Budget.

2.23 Regional Transportation Plan (RTP) Certification

This semi-annual Regional Transportation Plan Freeway Program (RTPFP) Life Cycle Certification report is prepared in compliance with the 1991 Performance Audit of the Maricopa Association of Governments (MAG) Regional Freeway Program. The Right of Way Group produces reports to review the progress of the RTPFP and identify the projections and changes in program revenues and costs.

2.24 Project Close-Out

Each February 1st, the Accounting Unit sends out the R/W Project Closure/Reprogramming Notice (Exhibit 5.15) to all R/W Sections Managers to determine project status.

From the responses to the Notice, determination is made of any outstanding right of way issues including; pending condemnations, incomplete contract task orders, or projects in hold status that would affect the project closure. Remaining costs are also estimated and any shortfalls are funded to the ability possible and any surpluses are reduced back to the contingency fund for use on other projects.

Once a project is ready to close, the completed R/W Project Closure/Reprogramming Notice is sent to the Project Accounting Section of the Finance Group for processing. The project is

placed in “C” Closed Status and the available budget is either reduced to zero or an amount identified on the Project Closure/Reprogramming Notice.

2.25 Bi-Weekly Time Sheet (BTS)

Employee pay and timekeeping is covered by ADOT Policies and Procedures, FIN-10.05 Pay and Timekeeping. The respective Section Manager or Section Supervisor is responsible for reviewing and signing each Bi-Weekly Time Sheet (BTS) (Exhibit 5.16).

At the end of each bi-weekly pay period, the approved BTS is given to the respective personnel responsible for entering the BTS' into Human Resources Information System (HRIS). A listing of due dates for this is included in the Department's policy.

Attendance codes, pay codes, activity codes and project numbers need to be verified for accuracy as they are subject to change.

After entry, a copy of the BTS, Batch Control Total and Reconciliation form and Leave Slips are retained at the org level. The signed BTS and Batch Control form are forwarded to the Employee Services Section of the Finance Group.

2.26 Travel Vouchers

All travel is covered by the State of Arizona Accounting Manual, Section II-D and ADOT Policies and Procedures, FIN-6.02 Travel Authorization Policy and all subsets. Links to necessary forms are contained within the ADOT Policy.

All forms are prepared by the employee and given to their supervisor for review and approval. The approved form is given to the Accounting Unit for auditing and the form is forwarded to Employee Services for payment. All reimbursements are included as part of the employee's bi-weekly pay.

2.27 Supplies and Equipment

The ordering of supplies and office equipment for the Right of Way Group is coordinated and regulated by the Accounting Unit. Supplies are ordered on a monthly basis. For emergency situations, exceptions can be made with the approval of the Operations Section Manager. Capital outlay items and other orders that are not classified as operating supplies require the authorization of the Assistant Chief R/W Agent – Finance and the Chief Right of Way Agent.

A listing of all equipment and the supplies needed are maintained by the Accounting Unit. A listing of all current purchasing contracts is also maintained.

2.28 Equipment/Building Maintenance and Repair

The Accounting Unit is responsible for requesting equipment maintenance and repair on copiers, microfiche readers, lektriers and fax machines. The IT Tech housed in R/W Administration handles all repair and maintenance requests for IT equipment, phones and cellular devices for the Group.

Requests for building maintenance shall be made either by telephone or in writing to facility maintenance. If a fee is required upon approval of the request, the required information will be furnished to the Facilities Management Group.

Building maintenance complaints in regard to poor lighting, elevator problems, heating and cooling, and lack of proper janitorial services will be reported to the Facility Maintenance Group and logged in by the Accounting Unit.

Requests for maintenance and repair of equipment such as copiers, lektriers, computer equipment and typewriters will be directed to the specific company holding the maintenance agreement.

Chapter 3 Contracts Unit

3.01 Purpose

The purpose of this chapter is to describe the functions, responsibilities and general procedures to be followed by the Contracts Unit. The Contracts Unit is under the direct supervision of the Operations Section Manager.

3.02 Primary Functions

The primary function of the Contracts Unit is to provide oversight and administration for contracts used by the Right of Way Group. This includes Procurement contracts, Engineering Consultant Services (ECS) contracts and letter contracts used by the Attorney General's Office. The unit provides support for the Property Management Section by maintaining the property management software (Property Boss) and ordering goods and services necessary for properties owned by the Department.

3.03 Responsibilities

The general responsibilities of the Unit include; contract administration for various right of way services and related support functions, such as appraisal/review appraisal services, title services, plans services, acquisition and relocation services, expert witnesses, hearing officers, demolition, asbestos abatement and other property management services.

The following activities are within the Unit's responsibilities:

- a) Maintain liaison between the Right of Way Group and contractors, ADOT Procurement, Engineering Consultant Services and Attorney General's Office.
- b) Assist in the preparation and processing of a request to have service on contract, or to have existing contracted service re-bid.
- c) Provide guidance in obtaining property management services currently not under contract.
- d) Obtain bids for various work assignments authorized under contracts awarded by Procurement or Engineering Consultant Services.
- e) Issue purchase orders for the payment of all services authorized under contracts awarded by Procurement or other order documentation required by Engineering Consultant Services.
- f) Maintain file of contracts, work assignments, and related documentation.
- g) Monitor contracts for expiration dates and monitors work assignments for due dates.
- h) Receive and process any completed materials submitted to the Right of Way Group by contractors.

- i) Prepare and process expert witnesses letter contracts or other supporting requirements requested by the Attorney General's office for condemnation proceedings.
- j) Review invoices for compliance with contract rates and process for payment upon appropriate approval.
- k) Prepare and submit reports relative to contracts.

3.04 Request for Contracted Services

Requests for Professional or Special Service Contracts for the Right of Way Group must be submitted to ADOT Procurement or Engineering Consultant Services, as applicable, through the Contracts Unit. The request must be approved by the Chief Right of Way Agent or their authorized designee.

All requests must contain the following information:

- A clear and complete description of performance objectives and specific deliverables to be provided within desired time frames.
- Estimated cost and verification of available funds.
- List of known sources, if available.
- Identification of the ADOT Right of Way Requestor (Contract Monitor).
- Identification of any special concerns, such as critical deadlines, potential liabilities, security requirements, sensitivity of subject matter, etc.

Contracts Unit coordinates review of draft solicitation by appropriate Right of Way staff and forwards to Procurement or Engineering Consultant Services, as applicable.

After solicitation opening date, Procurement or Engineering Consultant Services, as applicable, provides copies of bids/proposals to Evaluation Committee. After evaluation of bids/proposals, the Right of Way Lead Person submits the Recommendation for Award document along with the bids/proposals to Contracts Unit.

Contracts Unit makes appropriate copies for contract file and forwards to Procurement or Engineering Consultant Services, as applicable, for contract award.

3.05 Request for Work Assignment Bids

Procurement Contracts

1. Upon request from a Right of Way Section, the Contracts Unit requests and obtains bids from contractors from a specified contract pool.
2. When the bids are received, the Contracts Unit reviews and forwards a summary to the Right of Way Requestor showing the contractor's name, amount of bid for each parcel with a total if more than one parcel, and the time required to complete the work.

3. The RW Requestor makes a determination and the Contracts Unit issues the applicable ordering document.

Engineering Consultant Section Contracts

1. The RW Project Monitor sends a request for a cost proposal to a consultant in their on-call contract pool. Assignments are based on the needs of the Group and in accordance with the terms of the contract.
2. When the cost proposal is received, the Contracts Unit reviews and forwards the paperwork to Engineering Consultants Section for processing.
3. Engineering Consultants Section processes the paperwork as a contract modification and forwards the completed paperwork to the Contracts Unit when it is finalized.

3.06 Work Assignment Monitoring

All work assignments are monitored by the Contracts Unit for completion. Any requests for deadline extensions are granted or denied based on established criteria. Liquidated damages (for Appraisals) for untimely submittal are assessed by the Contracts Unit in accordance with the procurement contract.

3.07 Attorney General's Office Request for Consultants

When the Attorney General's Office determines that it is necessary to use the services of a consultant, the following procedures apply:

1. The Attorney General's Office coordinates with the Right of Way Condemnation Liaison to determine feasibility of request. Upon the approval of the Condemnation Liaison, the request is forwarded to the Contracts Unit for processing.
2. The Contracts Unit obtains the services of appraisers, or other expert witnesses, and furnishes the information required on the applicable Contracts Unit Request Form (Exhibit 5.17). Expert witness consultants may be requested without a bidding process.
 - a. If work is to be assigned to a pool appraiser, the Contracts Unit obtains a bid to be approved by the Attorney General's Office prior to issuing the applicable ordering document.
 - b. If work is to be performed by other expert witnesses, the Attorney General's Office provides the Contracts Unit a fee schedule to be incorporated in the expert witness letter contract.
3. The Attorney General's Office shall forward a written notice of any change to the Contracts Unit in order that an amendment can be prepared.

Chapter 4 Records Unit

4.01 Purpose

The purpose of this chapter is to describe the functions, responsibilities and general procedures to be followed by the Records Unit. The Records Unit is under the direct supervision of the Operations Section Manager.

4.02 Primary Functions

The Records Center's primary function is to effectively manage all Right of Way records and files, ensuring information is provided to management and the public in a timely and orderly manner.

4.03 Responsibilities

The Records Center is responsible for the design of systems and equipment needed for control, collection, processing, filing, maintenance, storage, retrieval, safeguard, and disposition of all Right of Way Records. Additional responsibilities include keeping Right of Way management informed of the records activities and programs and providing assistance and/or training for other departmental employees who need access to records. The Records Center periodically reviews filing procedures and classifications, retention and disposition schedules, staff and equipment needs for records management effectiveness, and makes changes or modifications where necessary.

4.04 Scope of the Records Center

In accordance with ARS 41-1346(A) (1), the ADOT Right of Way Group has created a Records Center to "establish and maintain an active, continuing program for the economical and efficient management of the public records of the agency." The purpose of a centralized records area is to minimize overhead expenses and reduce the need for more records storage space and office space as well as provide management with an efficient means of records maintenance, use, and protection. The Records Center serves as regulator and coordinator between Right of Way Management and all Right of Way Sections as well as other divisions of ADOT and the Federal Highway Administration. Its aim is to relieve Right of Way Management of certain administrative tasks and at the same time provide an effective means of keeping all Sections in the Right of Way Group informed of the latest records management policies and procedures. The Archivist manages the records management program and serves as liaison to the Arizona State Library, Archives and Public Records (ASLAPR) [ARS 41-1346(A) (7)].

4.05 Procedures

1. Records Definitions

Records are defined as: All books, papers, maps, photographs, or other documentary material, regardless of physical form or characteristic...made or received by any governmental agency in pursuance of law or in connection with the transaction of public business and preserved or appropriate for preservation by the agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the government, or because the informational and

historical value of the data contained herein...[ARS 41-1350]. The scope of records specific to the routine operations of the Records Center is set out in the Records Retention and Disposition Schedule for Right of Way on file with the Records Management Division of ASLAPR and in ADOT policy MGT-9.09 Records Retention and Disposition Schedule. Records Center records include, but are not limited to: legal instruments such as court documents, deeds, easements, agreements, contracts, title policies, leases, correspondence, vouchers, resolutions, approved appraisals, title reports, plans, maps, photographs, tabulation sheets, and reports.

2. Manual File Definitions

- a. Central Record File – The official master file contains originals of a particular right of way action, transaction, or recommendation relating to acquisition of property or property rights to be utilized for transportation purposes.
- b. Acquisition Package – A temporary acquisition work package is used until the right of way transaction has been completed. Upon completion, it is combined with the “Central Record File.”
- c. Relocation Package – A temporary relocation work package is used until the right of way transaction has been completed. Upon completion, it is combined with the “Central Record File.”

3. Records Control

The ADOT Right of Way Record Center adheres to the most up-to-date versions of ADOT policies regarding records storage MGT-9.02 Records Storage Procedure, management MGT-9.04 Records Management, retention and disposition MGT 9.09 Records Retention and Disposition Schedule, destruction MGT 9.03 Records Destruction Procedure and preservation MGT-13.02 Microfilm Program. Additionally, the Archivist, in coordination with R/W Management, follows published guidelines from the Arizona State Library, Archives, and Public Records (ASLAPR) Records Management Division and consults their representatives when necessary in the development and execution of records management duties.

Due to the large volume of records generated during the acquisition of rights of way and their vital importance to R/W operations, it is essential the Records Center maintains strict control over all records in their custody.

- a. Staff — The central records area is staffed at all times during regular business hours. The Records Center is locked at the close of each day or when all staff is out of the office. Keys are only available in R/W Administration and in each Section Manager’s office for patrons needing access during non-business hours who have the necessary approval. Records Center staff currently includes an Archivist with supervisory responsibilities over all Records Center operations and an Assistant Archivist with file review and processing responsibilities. Additional support is provided by ADOT Engineering Records Services, members of other Right of Way sections, and temporary staff when available.

b. Cross-indexing — A cross-index is prepared for all Right of Way parcel acquisition files, which links owner and/or tenant information and property names to parcel file numbers created by the Right of Way Plans Section.

c. Files:

1. Parcel Files – The Right of Way Plans Section gives each parcel file a number according to a standard format designed to convey important contextual information about the location of the parcel within one of fifteen Arizona counties. The R/W Plans Section assigns and controls parcel numbers based upon the following county name codes:

County No. / Name		County No. / Name	
1	Apache	9	Navajo
2	Cochise	10	Pima
3	Coconino	11	Pinal
4	Gila	12	Santa Cruz
5	Graham	13	Yavapai
6	Greenlee	14	Yuma
7	Maricopa	15	La Paz
8	Mohave		

2. Project Files – Project files are also labeled using a standard format designed to convey important contextual information. The Right of Way Project Management Section assigns and controls project file names according to project number within the various highway route categories: Interstate, Primary, Secondary and Urban. General correspondence is filed in alphabetical order by subject.

3. Facility Site, Material Site, and Maintenance Camp Files – Facility Site, Material Site and Maintenance Camp files maintain a sequential numbering format with a corresponding F.S., M.S. or M.C. prefix. These files also often include the full name of the site. Some site numbers were assigned according to the engineering districts within the state, while others were assigned according to the county number code.

4. Resolution Files – Arizona Transportation Board Resolution files are labeled according to a standard numbering format which corresponds to the year (and since 1974 the month) during which the resolution was created. After the year and date prefixes, the resolutions are identified by functional area (A = Highways, B = Aeronautics, C = Scenic and P = Board and Commissions Minutes Page) and numbered sequentially. For example, 91-10-A-74 follows the typical resolution numbering format—this resolution was created in October of 1991. It was a resolution for Highways and was the 74th resolution created that year.

5. File Anatomy — Files contain documents attached with binder clips on the right-hand and left-hand side of the file folder. Typically, the right-hand side of the folder contains legal documents (i.e. deeds, permits, agreements, etc.) and other principle elements for parcel acquisition (i.e. contact reports, title reports, appraisals, etc.). The left-hand side of the file contains general correspondence

and other supplemental materials arranged in chronological order with the most recent documents on top.

Recent parcel files (since the late 1990s) typically have a ***File Document Itemization*** checklist on or near the top of the left-hand side of the file folder. The File Document Itemization checklist provides a convenient index for what documents are contained in the parcel file. It also indicates the approximate order in which the documents are arranged—the order in which the items are checked off on the File Document Itemization checklist represents the order in which the documents are filed from top to bottom.

6. **New Files** — A new parcel file is prepared when ownership information is received from Right of Way Titles Section. To initiate a parcel file, a name index card is also prepared (see **Cross-Indexing**). The name index card is filed alphabetically in the automated “Lectriever” located by the microfilm readers. The ownership report or title report is placed in a sturdy, legal-size expanding file folder, and the parcel number is typed on a label and placed in the right hand corner. The file is then placed on the shelves using the county prefix code and records center signage to locate the correct shelving section (e.g. 2-XXXXX for Cochise County on shelf 26) and then following the existing numerical sequence of the files to find the exact location on the shelf.
7. **File Review and Prepping (General)** – The Assistant Archivist reviews all incoming material for completeness, accuracy and provenance (i.e. chain of custody) prior to filing them on the Record Center shelves. If any aspect of the file is missing, incorrect, or requires further clarification, the Assistant Archivist must contact the creator of the document, their representative or their supervisor to resolve the problem. The relevant items are then arranged according to a predetermined order depending on whether the parcel was acquired through purchase or condemnation. If the parcel was purchased, the Assistant Archivist uses the File Document Itemization checklist to index the contents of the parcel file. If the parcel was acquired through condemnation, the Assistant Archivist uses the Condemnation Document Itemization checklist to index the contents. Sometimes a parcel file goes into condemnation before being purchased out of court, in which case one or both checklists can be used for indexing the parcel file. Those items that do not contain any clear provenance or identification are set-aside until the proper filing place can be determined. The Assistant Archivist must be aware of all filing procedures regarding each type of record or file. Even though a piece of incoming correspondence may be identified with both a parcel and a project number, the Assistant Archivist must make the decision as to the proper place of filing.
8. **File Review and Prepping (Specific):**
 - a. **Federal-Aid Records** – All financial records, documents, correspondence, statistical records, and any other records pertinent to Federal-Aid highway projects must be retained according to Federal Highway Guidelines and Regulations.
 - b. **Non-Federal-Aid Records** – All records pertaining to Non-Federal-Aid projects are maintained and retained exactly as the Federal-Aid records. Those

records that are not project related are retained according to Arizona Revised Statutes.

- c. Permanent Records (Project Files vs. microfilm) – Due to the legal and enduring nature of right of way acquisition activities, parcel file records designated as “permanent” are preserved for long-term access within the Records Center in either: 1) their original paper-based format and on microfilm or 2) microfilm format only. After right of way projects are fully completed and approved, they become candidates for the Records Center’s Microfilming Program (see **Records Retention**). Upon verification of all microfilm against quality control standards (MGT 13.02 Microfilming Program), the Records Center destroys the paper-based originals of most parcel file documents. One important exception involves the creation of Project Files, in which the original paper-based conveying instruments (e.g. deeds, easements, and other recorded documents) are identified and removed for preservation in Project Files by Records Center staff in close coordination with Administration and other R/W sections, especially Titles. Project Files are then stored on shelves 24 and 25 in the Records Center.
- d. Central Record File and Acquisition Transaction Package Merging:
 1. Transaction Package Review – When an acquisition package is completed by the Right of Way Acquisition Section, the parcel file is forwarded to the Accounting Unit and the remainder of the file is given to the Records Center for a final review. The Assistant Archivist thoroughly reviews the file for completeness of documents, correspondence, title requirements and payment authorization. When satisfactory, the file is forwarded to the Right of Way Plans Section with copies of the Transmittal Sheet and Purchase Agreement; the Assistant Archivist, when applicable, also forwards a copy of the acquisition package with a copy of the Building Report to Right of Way Property Management; additionally, he/she forwards copies of the Transmittal Sheet, Purchase Agreement and Draft Transaction Summary to Right of Way Accounting
 2. Regular Parcel Acquisition File – When the parcel acquisition process has been completed, the payment has been made to the grantor and all recorded documents and closing statements have been received, the parcel acquisition transaction package is transmitted to Right of Way Records Center. The package is first thoroughly reviewed and any corrections are made before it is combined with the permanent central record file. The two files are merged by first eliminating all duplications and then placing the remaining documents into a pre-determined sequence according the File Document Itemization checklist. If a file becomes too large for one folder, the contents will be divided into two or more folders with corresponding labels.
 3. Condemnation Acquisition File – After payment of the judgment, the Condemnation package is given to the Titles Section Condemnation Unit Supervisor. The files is reviewed and returned to the Records Center for holding. After the Final Order of Condemnation has been issued and recorded, the condemnation file is cleared of duplications with the file

contents following the same order as a regular acquisition file up to and including the acquisition contact report, which indicated the grantor's unwillingness or inability to sell to the State. The file then progresses as a condemnation file and the contents are filed according to the Condemnation Document Itemization checklist.

- e. Appraisals – The Records Center only keeps the approved and valid appraisal for all parcel files. If more than one non-identical appraisal for a parcel file is received, the Assistant Archivist or Archivist determines which appraisal is the approved and valid one. The Project Management Section Manager serves as the authority for clarification whenever the Assistant Archivist or Archivist has a question regarding which appraisal is the approved and valid appraisal. Sometimes more than one appraisal is preserved in order to document the development of the most recent approved and valid appraisal. The Records Center is in the process of applying the recommended appraisal procedure retroactively to all its files.
 - f. Scanned Records Indexing – The Archivist reviews all scanned records for completeness, accuracy, and representational quality. He/she uses the File Document Itemization checklist and/or the Condemnation Itemization checklist to electronically index the scanned file. This process involves using the “Link” feature under the “Advanced Tools” tab in Adobe Acrobat Professional 7.0 software. The end result is that the checklists are positioned as the first page of each PDF to create an interactive **Index**, which presents the contents of each parcel file as a list of clickable boxes. Users can point and click to instantly view the desired document within the parcel file, rather than manually scan through tens or hundreds of pages. Further navigational functionality is provided by using the “Bookmark” feature in Adobe Acrobat; after users navigate away from the Index by clicking on a link to a document, they can select the Bookmarks tab on the left-hand of the PDF and double-click the “Index” bookmark to return to the Index to continue searching. *Scanned parcel files with the (+) sign at the end of the parcel file number have been reviewed and indexed by the Archivist.*
9. Filing Process – Normally, all items are filed the day they are received. Items received late in the day or those that need clarification are usually filed the next working day. Generally, once a file has been initiated, information to be placed in the file is sparse. Titles, appraisals and general correspondence are usually the only items to be filed into the parcel file before the acquisition package arrives to be combined and filed. Incoming project and general correspondence are filed chronologically, the latest date on top. Resolution files are received from the R/W Titles Section, Resolution/Disposals unit for shelving. Prior to receipt, all resolution files are scanned to the G: drive. Resolution files are then placed in the pre-determined order (see [Resolution Files](#)). Facility Site, Material Site, and Maintenance Camp files are handled the same as parcel files.
 10. Distribution and Retrieval – Distribution is made by physically removing the file from the shelves or retrieving the microfiche from the Lektriever. Electronic access is also provided for files that have been scanned and deposited within the G: Drive at \\e980ts02\row\Rightway. Scanned files are in a PDF format and arranged in a hierarchical file folder structure similar to the physical arrangement

of files on Records Center shelves. The Records Center folder on the G: Drive has restricted access regarding who can edit or delete files, but all Right of Way employees should be able to open and access most of the scanned Record Center files. Individuals needing assistance with accessing scanned Record Center files should contact the Archivist or R/W Information Technology (IT) Specialist.

Physical files may be reviewed at the Records Center or taken by the requestor if desired. To remove the file from the Records Center, a checkout system is used. A folded out-card the same size as the file is filled-in by the requestor with the current date, requestor's name, and the file name or number. The out-card is then placed on the shelf to mark the spot where the checked-out file should be returned. In addition to the out-card, requestors must also fill out the same information from the out-card onto the Parcel Checkout Log (Exhibit 5.18) located next to the metal Inbox on the counter in front of the door. The file then may be taken to the requestor's work area. If the requested file is being checked out by one person for another person, both names must be placed on the card and Parcel Checkout Log. Files are not to be checked out with such generalities as "manager," "acquisition," or "condemnation."

When the requestor is finished with the file, it is returned to the Records Center by placing it in one of the two metal "In Boxes" on the counter in front of the door. A Records Center staff member will then mark the date the record was returned on the Parcel Checkout Log, return the file to its proper place, remove the out-card from the shelf, and strike the requestor's name from the out-card. Items received during the period the file was out are placed in the out-folder and filed in their proper place when the file is returned.

At the beginning of each month the Assistant Archivist audits all checked-out records using the Parcel Checkout Log and out-cards filed on the shelves. A list is made for each section in Right of Way itemizing those files that have been out for at least 30 days and notifies each file's requestor. If the person who originally checked out the file no longer has a need for it, the file may be returned at that time. If the file is still needed, the Assistant Archivist updates the Parcel Checkout Log and out-card to show that it is still in the hands of the original requestor. If a file is not in the possession of the original requestor, it is the responsibility of the requestor to locate the file for the Records Center. At that time, the Assistant Archivist will verify the file's location and create a new log entry and out-card.

4. Records Storage

Most Right of Way records are stored and maintained in a centrally located area. A service counter is provided for those who make use of the records, and access is by a checkout system (see 4.04(c) (9) - Distribution and Retrieval). The records area is locked during other than regular business hours. Due to space restrictions, the Records Center stores overflow records in labeled banker's boxes within three rooms on the third floor of the Old MVD Building. The Records Center is actively seeking to consolidate its overflow records into the central records

5. Record Retention

All Right of Way central records are retained in original form until the project has been approved and signed-off on by all R/W Section Managers and the Chief R/W Agent using the standard R/W Project Closure/Reprogramming Notice form (Exhibit 5.19). After the R/W Project Closure form is circulated and completed, the project is considered “closed.” Closed project records may be retained in paper format, scanned to the Records Center folder on the G: Drive, and/or microfilmed at ADOT Records Services or ASLAPR Records Management Division. Parcel files belonging to “open” projects (those without the completed Project Closure form) are maintained in paper format and can also be scanned; however, only closed projects are eligible for microfilming.

Microfilm is the preferred format for long term preservation of permanent records as determined through application of the R/W Records Retention and Disposition Schedule and ADOT policies MGT-9.04 Records Management, MGT-9.09 Records Destruction and Disposition Schedule and MGT-13.02 Microfilming Program. Records faithfully captured on microfilm are eligible for destruction, with the exception that R/W chooses to preserve the paper copies of primary conveying instruments (i.e. deeds, titles, etc.) within the Project Files. Scanned records on the Records Center G: Drive are electronically stored and backed up until such time as the PDF files can be converted to microfilm at the ASLAPR Records Management Division microfilm lab. Only records that have been completely transferred to microfilm are eligible for destruction; scanned files of paper records are only created to increase access and use and as a means for eventual transfer to microfilm, but never as a substitution for microfilm.

Chapter 5 Exhibits

The following Exhibits are intended for reference purposes. Some of the Exhibits have been reduced in size in order to include them in this manual. [Click Here](#) to view the Exhibits.

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