



THE GEORGIA ARCHIVES

Records and Information Management Services

State Agency Specific Schedules For Regional Transportation Authority

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Adopted Guidelines for Access Management	The Land Use Program focuses on the role of land use and regional development goals in the transportation project selection process. These records document the guidelines issued by the Land Use Program and provide requirements for the placement of driveways, traffic barriers, and access points into public and private developments.	Permanent		Permanent	Transfer to Archives for permanent retention	0976-011

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Adopted Guidelines for Land Use in Relation to Transportation Investments	GRTA in achieving its mandate seeks to identify incentives and best practices for linking land use and transportation. The Land Use Program focuses on the role of land use and regional development goals in the transportation project selection process. These records document the guidelines issued by the Land Use program and provide requirements for compliance with traffic and transit regulation.	Permanent		Permanent	Transfer to Archives for permanent retention	0976-009

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Adopted Policy and Guidelines for Developments of Regional Impact (DRIs)	GRTA reviews Developments of Regional Impact (DRIs) for their impact on the region's transportation network and identifies ways to reduce any negative impacts. These records document the board approved policy and guidelines outlining requirements for the DRI program.	Permanent		Permanent	Transfer to Archives for permanent retention	0976-006
Agency Memoranda of Understanding (MOU) and Supporting Documentation	MOUs between GRTA and various agencies for transportation studies, reports, and other projects. Records include MOUs, meeting notes, and presentations.	5 years after expiration of MOU		Temporary-Short-Term		0976-003

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Annual Air Quality Reports	Using information gathered from the Environmental Protection Division of the Georgia Dept. of Natural Resources (EDP), the Georgia Dept. of Transportation (GDOT), the Atlanta Regional Commission (ARC), and other partners, GRTA evaluates and issues the annual air quality report as a benchmark of air quality in the thirteen-county region.	Permanent		Permanent	Transfer to Archives for permanent retention	0976-010
Annual Transportation MAP (Metropolitan Atlanta Performance) Reports	An annual report on the region's progress toward improved Mobility, Transit Accessibility, Air Quality, and Safety.	Permanent		Permanent	Transfer to Archives for permanent retention	0976-005

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Developments of Regional Impact (DRI) Review Files	Per O.C.G.A. 50-32-14, GRTA is required to review public and private developments having regional impact on traffic within the thirteen counties under its jurisdiction. These records document the review of projects having regional impact. Note: includes each individual DRI review submittal (including site plan), original review package, amendments or revisions to the submission, correspondence, technical references, and meeting notes.	Permanent		Permanent	Review files every 3 years and transfer completed projects to the Archives	0976-007

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Developments of Regional Impact (DRI) Tracking and Compliance Files	Per O.C.G.A. 50-32-14, GRTA is required to review public and private developments having regional impact on traffic within the thirteen counties under its jurisdiction. These records document regulatory compliance for each individual DRI project. Note: includes enforcement documents, correspondence, and board actions on enforcement.	Permanent		Permanent	Transfer to Archives upon completion of project.	0976-008

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
GRTA Strategic Plans	Annual strategic plans and supporting documents. Records include the strategic plan, division quarterly reporting, project schedules, and work plans.	Strategic Planning Documents: 3 years. Final Report: Permanent. Where no final report exists, annual plan and quarterly reports are Permanent.		Permanent	Transfer specified records to Archives for permanent retention.	0976-004
Interagency Memoranda of Understanding (MOU) Between Transportation Agencies	Overarching MOU between GRTA, the Georgia Department of Transportation, and the Atlanta Regional Council (ARC) outlining the four key elements in transportation planning for the Atlanta-metro region for a defined period of time	Permanent		Permanent	Transfer to Archives after superseded	0976-002

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Northwest Corridor (I-75/I-575 HOV/BRT) Study	<p>The Northwest Corridor Project is an innovative project utilizing the collaborative resources of two key state agencies - GDOT and GRTA. The two agencies have combined their own individual projects, the I-75/I-575 HOV Lanes Extension Project and the Northwest Connectivity Study, as a means to efficiently move through the federal required environmental process and expedite implementation. As part of this joint endeavor, GRTA completed a study of the overall project - evaluating potential</p>	Permanent		Permanent	Transfer to Archives for permanent retention	0976-012

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Transportation Improvement Projects (TIP) and Regional Transportation Projects (RTP) Strategic Initiatives Guidelines	<p>environmental impact, public opinion, and traffic/transit impacts.</p> <p>To fulfill its strategic planning directive, GRTA issues guidelines and project priorities for the use of the thirteen-county region. These guidelines provide details on scheduling and prioritization requirements.</p>	Permanent		Permanent	Transfer to Archives after superseded	0976-001