

# Final Caltrans Environmental Records Retention Policy

For all NEPA Assignment 23 USC 326 and 23 USC 327 projects, Caltrans will retain the environmental records, identified below (with the exceptions identified below), until the end of the third year after the FHWA's final voucher payment for the project. For projects on the State Highway System (SHS), this is verified when the Certificate of Environmental Compliance (CEC) at Contract Acceptance (CA) is signed. For Local Assistance projects off the SHS, this is verified when the Local Agency Final Inspection Form (FIF) is signed.

## Environmental Records to be Retained

### EAs and EISs

- Signed draft environmental document (except for DEIS the period shall be maintained for a minimum of 8 years and at least 3 years from the CEC or FIF approval as identified above, whichever length of time is longer)
- Signed final environmental documents including: (except for FEIS the period shall be maintained for a minimum of 8 years and at least 3 years from the CEC or FIF approval as identified above, whichever length of time is longer)
  - Section 7 Biological Opinion(s) and letter(s) of concurrence
  - Section 106 MOA
  - Air quality conformity determination
  - Section 4(f) de minimis finding(s) and/or evaluation
  - FONSI or ROD
- Final technical reports, as applicable, including:
  - Hydrology report
  - Location hydraulic analysis
  - Floodplain risk assessment
  - Initial site assessment
  - Preliminary site assessment
  - Air quality report
  - Air quality conformity analysis
  - Noise study report (Shall be maintained for a minimum of 4 years and at least 3 years from the CEC or FIF approval as identified above, whichever length of time is longer)

- Noise abatement decision report (Shall be maintained for a minimum of 4 years and at least 3 years from the CEC or FIF approval as identified above, whichever length of time is longer)
- Natural environment study
- Biological assessment(s)
- Wetland delineation
- Community impact assessment
- Relocation impact report
- Traffic study
- Visual resources study
- Historic properties survey report including required appendices (ASR and HRER)
- Federal environmental permits including those related to:
  - Section 404 of the Clean Water Act
  - Section 10 of the Rivers and Harbors Act
  - Title 14, Division 5.5, Chapter 5, Sec. 13300 et seq (local or state coastal development permits)
- Signed Certificate of Environmental Compliance at Contract Acceptance

### **CEs**

- Signed CE/CE Determination form
- Final technical studies, as applicable, identified above
- Environmental permits, as applicable, identified above
- Environmental commitment record
- Signed Certificate of Environmental Compliance at Contract Acceptance