



NEPA Assignment: Tracking, Filing, and Records Management

Speaker: Pete McGilvray

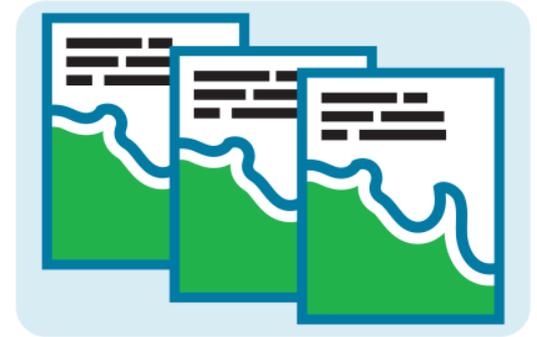
10/17/2016

The environmental review, consultation, and other actions required by applicable federal environmental laws described in this training are carried out by FDOT pursuant to 23 U.S.C. §327 and a Memorandum of Understanding dated [INSERT DATE], executed by FHWA and FDOT.



Purpose of Training

1. Data management and retention requirements
2. Maintaining the project file in SWEPT
3. Retrieving project documents in SWEPT
4. Organizing the administrative record



NEPA ASSIGNMENT MOU

8.3 Records Retention

8.3.1 FDOT will retain project files and files pertaining to the discharge of its responsibilities under this MOU in accordance with FDOT Records Management Policy (Topic Number 050-020-025) and Retention and Disposal Schedule GS1-SL(167), which meets or exceeds requirements established in the FHWA Records Disposition Manual (Field Offices) Chapter 4, FHWA Order No. 1324.1 B, issued July 29, 2013.

8.3.2 In accordance with FDOT Records Management Policy (Topic Number 050-020-025) and Retention and Disposal Schedule GS1-SL(167), records will be retained for 5 fiscal years after the completion of the project, reporting requirement or other applicable activity.

To the extent that FHWA's Records Disposition Manual is amended to provide for a longer retention period, FDOT will meet such requirement.

FDOT will permanently store records for Significant Transportation Projects as they are defined in FHWA Order No. 1324.1B.

8.3.3 In the case of a conflict between FHWA Records Disposition Manual, FHWA Order M1324.1B, FDOT Records Management Policy, and Retention and Disposal Schedule the more stringent retention requirements shall control.

8.3.4 Nothing contained in this MOU is intended to relieve FDOT of its recordkeeping responsibilities under 2 C.F.R. §§200.333-200.337 (Record Retention and Access) or other applicable laws.

What is a “Document” ?

- “Documents” or “records” include letters, staff reports, emails, meeting minutes, studies, models, guidance documents...
- Format doesn’t matter
 - Hand written notes
 - Transcript
 - Comment cards
- Basically anything the decision making authority considered, or presented, or the information was reasonably available during the process



What is included in the project file?

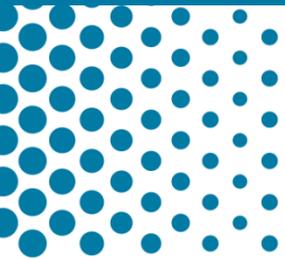
- NEPA Document
- Technical Reports
- Meeting Summaries
- Telephone calls, Memos
- Correspondence with Agencies and Stakeholders
- Comments and Responses



What is an Administrative Record?

- All documents and materials directly or indirectly considered or relied upon by the agency decision maker at the time it made its final decision in the NEPA review process
 - Includes the decision documents
 - Documents generated or received by the agency during the environmental project review
- FDOT's official record of the NEPA decision making process
- It is **NOT** the Project File

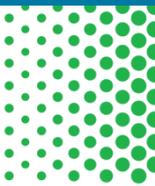
Lesson 1: Data Management and Retention Requirements



Record Retention and Access

- Records Management and Disposal Requirements
 - FDOT Records Management Procedure (Topic Number 050-020-025)
 - FDOT Retention and Disposal Schedule GS1-SL(167)
 - FHWA Records Disposition Manual (Field Offices) Chapter 4, FHWA Order No. 1324.1 B, issued July 29, 2013
 - 2 C.F.R. §§ 200.333-200.337 (Record Retention and Access)
- Access to Files
 - Public Record Laws
 - FHWA Inspection

FDOT Records Management Procedure



Approved:


Department of Transportation

Effective: August 5, 2013
Office: Support Services
Topic No.: 050-020-025-g

RECORDS MANAGEMENT

PURPOSE:

To assist each office within the Department of Transportation (Department) with maintaining effective records management.

AUTHORITY:

Sections 20.23(4)(a) and 334.048(3), Florida Statutes (F.S.)

REFERENCES:

- Chapter 119, F.S., Public Records
- Chapter 257, F.S., Public Libraries and State Archives
- Chapter 334, F.S., Transportation Administration
- Section 283.55, F.S., Purging of Publication Mailing Lists
- Rule Chapter 1B-24, F.A.C., Department of State, Public Records Scheduling and Disposition
- Rule Chapter 1B-26, F.A.C., Department of State, Records Management- Standards and Requirements
- Policy No. 001-325-060, Security and Use of Information Including E-Mail, Internet and Anti Virus
- Procedure No. 325-080-003, Electronic Records Management (EDMS) Requirements

<http://fdotwp1.dot.state.fl.us/ProceduresInformationManagementSystemInternet/?viewBy=1&procType=pr#>

Retention and Disposal Schedule GS1-SL(167)

Records retained for 5 fiscal years after the completion of the project, reporting requirement or other applicable activity.



Countdown begins when Work Program reports the project is completely closed (FM# Status = 100)



FHWA Records Disposition Manual



The screenshot shows the FHWA website interface. At the top, there is a navigation bar with the U.S. Department of Transportation Federal Highway Administration logo, and links for About, Programs, Resources, Briefing Room, and Contact. A search bar labeled "Search FHWA" is also present. Below the navigation bar, a breadcrumb trail reads "Home / Resources / Legislation, Regulations and Guidance / Directives and Memorandum / Orders". The main content area is titled "FHWA Records Disposition Manual (Field Offices)" and "CHAPTER 4". The text describes the scope of the schedule, covering Environmental Planning and Program Development records. It includes sections for "ENVI 1 Environmental Policy and Procedures" and "ENVI 2 National Environmental Policy Act (NEPA) and Related Documents". Under ENVI 2, it lists project categories and provides specific disposition instructions for "Final NEPA Documents" and "Supporting Material".

U.S. Department of Transportation
Federal Highway Administration

About Programs Resources Briefing Room Contact

Search FHWA

Home / Resources / Legislation, Regulations and Guidance / Directives and Memorandum / Orders

FHWA Records Disposition Manual (Field Offices)

CHAPTER 4

This schedule covers Environmental Planning and Program Development records maintained in the Federal-Aid Divisions (field offices) of the Federal Highway Administration and reflects disposition authorities granted under N1-406-09-20 and the General Records Schedules (GRS). This schedule is media neutral, i.e., the disposition instructions apply to the described records in all media (including electronic information), unless the schedule identifies a specific medium for a specific series. For administrative records not covered below, field offices will follow the FHWA Records Disposition Schedule for Field Office Administrative Records in [Chapter 1](#) and the [GRS](#).

ENVI 1 Environmental Policy and Procedures.
Correspondence, background material and related material relative to the interpretation, administration, and execution of environmental aspects of the Federal-aid highway program. (N1-406-09-20/4)

DISPOSITION: Destroy 6 years after superseded.

ENVI 2 National Environmental Policy Act (NEPA) and Related Documents.
Project level documents, including correspondence, background material, references, policies, procedures, program information, planning studies, traffic studies and data, working papers, drafts, and reports. Includes, but is not limited to, Environmental Impact Statement (EIS) and Record of Decision (ROD) documents; Environmental Assessment (EA) and Finding of No Significant Impacts (FONSI) documents; and Categorical Exclusions (CE). Also includes, but is not limited to, all official correspondence related to the preparation of those NEPA documents, reports, studies, and meeting minutes (electronic or paper). Studies and reports include those related to or pursuant to the Clean Water Act, Endangered Species Act, Section 4(f) of the Department of Transportation Act of 1968, Section 6(f) of the Land and Water Conservation Fund, Section 106 of the National Historic Preservation Act, Clean Air Act, wetlands, floodplains, water quality, visual resources, tribal coordination, social impacts, economic impacts, environmental justice, public outreach, traffic and engineering data, air quality, noise impacts, hazardous waste, and environmental consultation, coordination, and commitments. (N1-406-09-20/5)

There are four categories of projects: Significant Transportation Projects, Federal Oversight Transportation Projects, Tier 1 EIS Projects, and Other Transportation Projects.

A. **Significant Transportation Projects.** Projects that significantly enhance the transportation system, or that have a significant impact upon the economic vitality of the surrounding community, such as the construction of a major tunnel or bridge; "first of a kind" or those establishing precedents are expected to be historic in less than 50 years (NRHP); or are the subject of widespread media attention or Congressional scrutiny as determined by the Division Administrator (DA) in consultation with the Director of Field Services (DFS). (N1-406-09-20/5a)

(1) **Final NEPA Documents.** Include published versions of the Draft EISs, Final EISs, Supplemental EISs, RODs, EA documents which relate to why the particular project is significant or historic may be included if deemed appropriate.

DISPOSITION: **PERMANENT.** Cut off paper records when the final construction voucher is received. Transfer to the National Archives and Records Center (FRC) 3 years after cutoff and transfer to the National Archives and Records Administration (NARA) 3 years after cutoff, according to 36 CFR 1235.

(2) **Supporting Material.** Documentation includes supporting documents, including but not limited to: Notices of Intent (NOI), EIS Implementation Plans, etc.

<https://www.fhwa.dot.gov/legsregs/directives/orders/envi-reg.cfm>



2 C.F.R. §§ 200.333-200.337

- Section 200.333 Retention requirements for records
- Section 200.334 Requests for transfer of records
- Section 200.335 Methods for collection, transmission and storage of information
- Section 200.336 Access to records
- Section 200.337 Restrictions on public access to records

Available on Electronic Code of Federal Regulations Website:

http://www.ecfr.gov/cgi-bin/text-idx?SID=7de2e7eeff922f4b467fd73187ab1527&mc=true&node=sg2.1.200_1332.sg6&rgn=div7

Summary

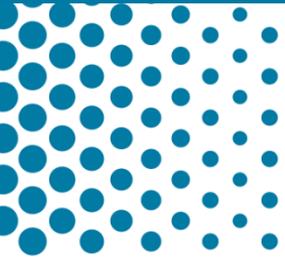
- FDOT maintains project files as required by law
- FDOT's retention program meets or exceeds federal requirements
- Records retained for at least five years following construction
- Records for Significant Transportation Projects permanently stored

Support for Records Management

- Electronic Document Management System (EDMS)
 - Stores and Archives files
 - Maintains appropriate retention and disposal schedule.
 - Makes documents available to other FDOT computer applications.
- StateWide Environmental Project Tracker (SWEPT)
 - Provides an interface to EDMS, integrated with project work flow

The screenshot shows the SWEPT web application interface. At the top, there is a navigation bar with the text "Home" on the left, "StateWide Environmental Project Tracker" in the center, and a search bar on the right. Below the navigation bar, there are six main menu items, each with an icon and a label: "My Alerts", "Project Dashboards", "Project Input / Setup", "Project Documents", "Quality & Performance Management", and "Team Management". The "My Alerts" menu item is expanded, showing a list of alerts with a dropdown arrow. The "Project Dashboards" menu item is also expanded, showing a list of dashboards with a dropdown arrow. The "Project Input / Setup" menu item is also expanded, showing a list of setup options with a dropdown arrow. The "Project Documents" menu item is also expanded, showing a list of documents with a dropdown arrow. The "Quality & Performance Management" menu item is also expanded, showing a list of management options with a dropdown arrow. The "Team Management" menu item is also expanded, showing a list of team members with a dropdown arrow.

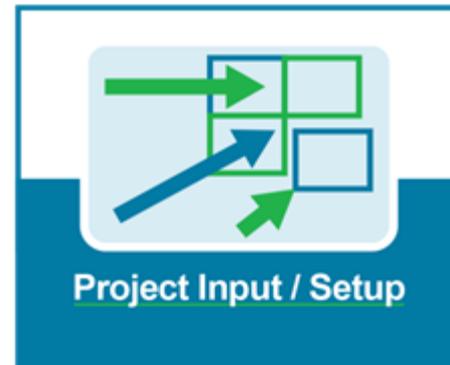
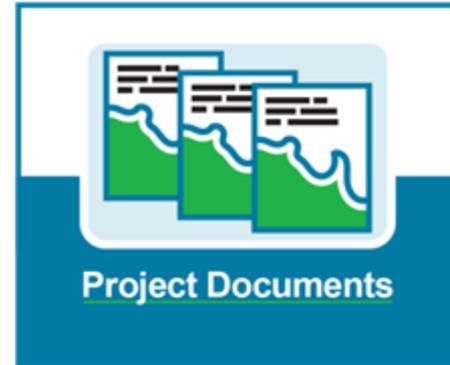
Lesson 2: Maintaining the Project File in SWEPT



We use SWEPT to help meet MOU requirements

Includes tools for the project team to:

- Archive documents in EDMS
- Organize project files consistently
- Apply consistent naming conventions
- Provide timely access to files



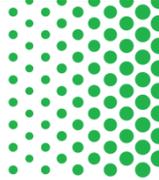
Document Naming Convention

FM#-COA-District-Document_Name-Date

Where:

- FM# = The full work program Financial Management Number (at least item number and item segment, and phase type, phase group and sequence number if provided), with dashes removed.)
- COA = Abbreviated Class of Action: CE1, CE2, SEIR, EA, EIS
- District = Abbreviated district # or FTE for Turnpike: D1, D2,...FTE
- Archive documents in EEDMS
- Document_Name = The original file name, minus extension, with spaces replaced by underscores (or use Document Type and subtype)
- Date = Date the document was created or last modified (or in the case of correspondence, the date when it was sent), formatted YYYY-MMDD

SWEPT Project Page



Home > Project Page - TEST PROJECT

StateWide Environmental Project Tracker

PDF icon | Print icon | Search



TEST PROJECT

FM Numbers
432574-2-52-01

Group Identifiers
BDII
MAJR
MPO
PEAO
SIS
60DA

District
FDOT District 1

County
Charlotte County

Project Description
Not Available

Work Mix/Activity Type
PEDESTRIAN/WILDLIFE OVERPASS

Class of Action
Type 2 CE

FAP Number
8886-440-A

Schedule Data

Project schedule information is from a PSM export file dated 10/16/2016 08:42 pm, not a live connection to the PSM database.

ETDM Program	ETDM Program Prelim Sum	ETDM Program Final Sum	PD&E Scope -	PD&E	Type	Planning	District QC of Draft	Type	LDCA	Prepare Env	Prepare for Public

District Project Team

Posey, Phillip Editor

OEM Reviewers

[Clark, Thu](#) OEM Environmental Analyst
[Cornwell, Katasha](#) Lead Reviewer, OEM Environmental Analyst
[Hodgson, Martha](#) OEM Engineer

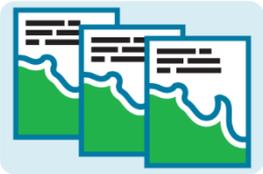
OGC Reviewers

Project Contact Details

[Project Contact List](#)

Project Map





Project Documents



Project Documents

Class of Action Determination for Highway Projects

Document	File Name	Last Edited	In EDMS	Add More		
Environmental Certification	19383315201-CE2-D1-Draft_Status_of_Environmental_Certification_for_Federal_Project_CHARLOTTE-2016-0926	9/26/2016	No	Replace	Delete	Send to EDMS
Draft Type 2 CE	19383315201-CE2-D1-Draft_Checklist_CHARLOTTE-2016-1014	10/14/2016	No	Replace	Delete	Send to EDMS

Public Involvement

Document	File Name	Last Edited	In EDMS	Add New		Replace	Delete	Send to EDMS
Public Involvement Plan (PIP)	No file uploaded		No	Add New	Replace	Delete	Send to EDMS	
Sociocultural Effects Evaluation								
Archaeological and Historical Resources								
Wetlands and Other Surface Waters								
Aquatic Preserves and Other Outstanding Florida Waters								
Protected Species and Habitat								
Essential Fish Habitat								

Correspondence

Add More

Document	File Name	Last Edited	In EDMS	Replace	Delete
Email Re: Water Habitat	19383315201-CE2-D1-Correspondence_Email_Re:_Water_Habitat-2016-0520	05/20/2016	No	Replace	Delete
Letter inquiry to FDOT	19383315201-CE2-D1-Correspondence_Email_Re:_Water_Habitat-2016-0620	06/20/2016	No	Replace	Delete





Project Documents



Project Documents

Class of Action Determination for Highway Project

Document	File Name
Environmental Certification	19383315-2016-092
Draft Type 2 CE	19383315

Public Involvement

Document	File Name
Public Involvement Plan (PIP)	No file upl

- Sociocultural Effects Evaluation
- Archaeological and Historical Resources
- Wetlands and Other Surface Waters
- Aquatic Preserves and Other Outstanding Florida
- Protected Species and Habitat
- Essential Fish Habitat

Upload Documentation

Choose File Allowed file formats: DOC, DOCX, PDF, PNG, JPG
 No file selected.

Describe Document Enter a brief description of document you are uploading

Publication Date

Correspondence

Document	File Name	Last Edited	In EDMS	
Email Re: Water Habitat	19383315201-CE2-D1-Correspondence_Email_Re:_Water_Habitat -2016-0520	05/20/2016	No	<input type="button" value="Replace"/> <input type="button" value="Delete"/>
Letter inquiry to FDOT	19383315201-CE2-D1-Correspondence_Email_Re:_Water_Habitat -2016-0620	06/20/2016	No	<input type="button" value="Replace"/> <input type="button" value="Delete"/>





Project Documents



Project Documents

Class of Action Determination for Highway Projects

Document	File Name	Last Edited	In EDMS	Add More	Replace	Delete	Send to EDMS
Environmental Certification	19383315201-CE2-D1-Draft_Status_of_Environmental_Certification_for_Federal_Project_CHARLOTTE-2016-0926	9/26/2016	No		Replace	Delete	Send to EDMS
Draft Type 2 CE	19383315201-CE2-D1-Draft_Checklist_CHARLOTTE-2016-1014	10/14/2016	No		Replace	Delete	Send to EDMS

Public Involvement

Document	File Name	Last Edited	In EDMS	Add More	Replace	Delete	Send to EDMS
Public Involvement Plan (PIP)	19383315201-CE2-D1-Public_Involvement_Plan-2016-1015.pdf	10/15/2016	No	Add More	Replace	Delete	Send to EDMS



- Socio-cultural Effects Evaluation
- Archaeological and Historical Resources
- Wetlands and Other Surface Waters
- Aquatic Preserves and Other Outstanding Florida Waters
- Protected Species and Habitat
- Essential Fish Habitat

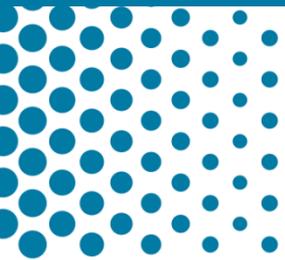
Correspondence

Add More

Document	File Name	Last Edited	In EDMS	Replace	Delete
Email Re: Water Habitat	19383315201-CE2-D1-Correspondence_Email_Re:_Water_Habitat -2016-0520	05/20/2016	No	Replace	Delete
Letter inquiry to FDOT	19383315201-CE2-D1-Correspondence_Email_Re:_Water_Habitat -2016-0620	06/20/2016	No	Replace	Delete



Lesson 3: Retrieving Documents in SWEPT



SWEPT Examples

The screenshot shows the SWEPT web application interface. At the top, there is a navigation bar with the title "StateWide Environmental Project Tracker" and a search box. Below the navigation bar, there are three main menu items: "Project Dashboards", "Project Input / Setup", and "Project Documents". On the left side, there is a sidebar menu with options: "My Alerts", "Project Dashboards", "Project Input / Setup", "Project Documents", "Reports", and "Help".

The main content area displays an "Alerts" section with the following table:

Alert Date	FM Number	Project Name	Due Date	Action
07/06/2016	433219-1	US 41 AT ORANGE AVE		Send Type 1 CE Checklist and Supporting Documents to EDMS
08/19/2016	433219-1	US 41 AT ORANGE AVE		Review the changes on Project Overview Page

Below the alerts section, there is a "My Projects" section with a filter form:

Managing District: FM Number: Project Name: County:

D3	410981-2-22-01	GULF COAST PARKWAY FROM SR 30 (US98) GULF CO TO SR 75 (US 231) BAY CO.	Gulf County, Bay County
----	--------------------------------	--	-------------------------

Site Search

Home

StateWide Environmental Project Tracker

road

Search

Categories

- Projects
- Documents
- People

Districts

- Statewide
- District 1
- District 2
- District 3
- District 4
- District 5
- District 6
- District 7
- Turnpike

Number of Results per Page

- 10
- 25
- 50
- All

Results 25 per page

Projects

- [US 41\(VENICE BYPASS\) FROM CENTER ROAD TO S OF US BUS 41 NORTH](#)
FM number: 198017-1-31-01
- [US 41\(VENICE BYPASS\) FROM CENTER ROAD TO S OF US BUS 41 NORTH](#)
FM number: 198017-2-31-01

← Previous Next→

1 - 2 of 2 results

Documents

- [19801723101-CE1-D1-MiscNotes-2016-0610.pdf](#)
Type: Supporting Documentation
Status: Draft
Project: US 41(VENICE BYPASS) FROM CENTER ROAD TO S OF US BUS 41 NORTH
- [19801765602-CE1-D1-SupportingDocumentation-2016-0610.pdf](#)
Type: Supporting Documentation
Status: Approved
Project: US 41 -VENICE BYPASS FROM CENTERROAD TO GULF COAST BLVD
- [19753425699-Type_1_CE-FDOT District 1-SupportingDocumentation-2016-0610.pdf](#)
Type: Supporting Documentation
Status: Approved

People

← Previous Next→

0 - 0 of 0 results

Project Lists



Home

My Alerts

- Project Dashboards ▾
- Project Input / Setup ▾
- Project Documents ▾
- Quality & Performance Management
- Team Management ▾
- Administration ▾
- Reports ▾
- Help ▾

My Projects

Managing District	FM Number	Project Name	COA	County
D1 ▾	<input type="text"/>	<input type="text"/>	All ▾	All ▾
D1	435351-1-21-01	ABLE CANAL FROM HARNS MARSH TO JOEL BOULEVARD	Type 2 CE	
D1	193833-1-52-01	CHARLOTTE MPO IDENTIFIED OPERATIONAL IMPROVEMENTS FUNDING	Type 1 CE	
D1	193833-1-52-01	CHARLOTTE MPO IDENTIFIED OPERATIONAL IMPROVEMENTS FUNDING	Type 1 CE	
D1	430890-1-61-01	CHIQUITA BLVD FROM SW 47TH TERRACE TO SW 32ND TERRACE	Type 1 CE	
D1	430877-1-61-01	CITY OF NAPLES SIDEWALKS AT VARIOUS LOCATIONS	Type 1 CE	
D1	198215-1-32-10	D/W SUBSURFACE UTILITY DESIGNATE, LOCATE AND COORDINATION	Type 2 CE	
D1	430894-1-61-01	E BASILIAN CRESCENT FROM SW WC OWENS AVE TO DEAN DUFF	Type 1 CE	
D1	430918-1-61-01	EASTSIDE ELEMENTARY SCHOOL SAFETY SIDEWALKS	Type 1 CE	
D1	200746-3-52-01	I-75 (SR 93/ALLIGATOR ALLEY) MM 63 NORTHSIDE REST AREA LANDSCAPING	Type 1 CE	
D1	201032-2-C2-52	I-75 AT SR 70 INTERCHANGE	Type 2 CE	

« 1 2 3 4 »

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 For additional information, please e-mail questions or comments to Florida Department of Transportation Office of Environmental Management (OEM) swept@fla-estat.org or call 850-414-5334.

Notifications



Type 1 CE Approval Request for FM# 198005-1-31-01 US 41 BUS FROM PALERMO PLACE TO US ...

https://mail.urs.com/owa/?ae=Item&a=Open&t=IPM.Note&id=RgAAAAAjh8Z51s9ZRp%2FY%2b48uanrgBwA0KxlvFAXfS6Ih

Reply Reply All Forward

Type 1 CE Approval Request for FM# 198005-1-31-01 US 41 BUS FROM PALERMO PLACE TO US 41 BUS (BYPASS N)

admin@fla-etat.org

To: Gwen Pipkin; Jonathon.Bennett@dot.state.fl.us
Cc: mrutishauser@hntb.com

Thursday, October 13, 2016 12:56 PM

- Retention Policy: All Users Deleted Items 14 Days (14 Days) Expires: 10/27/2016
- This item will expire in 10 days. To keep this item longer, apply a different Retention Policy.

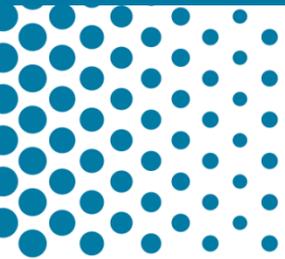
The following Type 1 Categorical Exclusion is ready for your review and approval.

FM Number: 198005-1-31-01
Project Name: US 41 BUS FROM PALERMO PLACE TO US 41 BUS (BYPASS N)
Work Mix/Activity Type: NEW ROAD CONSTRUCTION
District: 1
County: Sarasota County
Project Description: Enter into a lease agreement with the City of Venice for public parking under the south side of the Hatchett Creek Bridge.
FAP Number:
CE Number: (d) (6) Approvals for disposal of excess right-of-way or for joint or limited use of right-of-way, where the proposed use does not have significant adverse impacts

Please log into [SWEPT](#) and provide the necessary approval, comments, or resolution. Use this link to go directly to the Type 1 CE review form: <https://www.fl-a-etat.org/est/swept/ProjectChecklist.do?projectId=140>.



Lesson 4: Organizing the Administrative Record



Preparing the Administrative Record

- Start early in the process and maintain accurate files
- District Project Manager has primary record keeping responsibilities (SWEPT)
 - Project File
 - Project File and AR
 - Attorney Work Product
- Randomly check files to make sure they are updated
- When litigation is filed, the District Project Manager finalizes the AR
- Contact all personnel involved in the project and gather files and documents
- Much easier if the project team has been managing the files and preparing the AR during the entire process

Administrative Record Tool



Home > Project Documents > Administrative Record

StateWide Environmental Project Tracker PDF PDF X Search



Choose Documents for Inclusion in the Administrative Record

- My Alerts
- My Inbox
- Project Dashboards ▾
- Project Input / Setup ▾
- Project Documents ▾
 - Overview
 - Administrative Record
 - Projects Needing Approval
- Quality & Performance Management
- Team Management ▾
- Administration ▾
- Reports ▾
- Help ▾

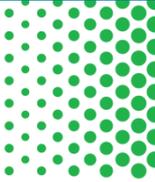
Name	Description	Date	
Administrative Record			
Agency Coordination			
Correspondence			
Corridor Study			
22966422201-EA-D4-CorridorReport(Final)-2007-08-01.pdf	Corridor Report (Final)	8/1/2007	Edit
22966422201-EA-D4-AddendumTrafficTechnicalMemorandum-2014-03-28.pdf	Addendum Traffic Technical Memorandum	3/28/2014	Edit
22966422201-EA-D4-CorridorReportAddendum-2014-04-01.pdf	Corridor Report Addendum	4/1/2014	Edit
Engineering Documents			
Environmental Documents			
Public Involvement			
NEPA PD&E Process			
Miscellaneous			
22966422201-EA-D4-OnlinePetitionToStopSR7ExtensionthroughGrassyWatersNaturePreserve-2005-01-01.pdf	Online Petition to Stop SR 7 Extension through Grassy Waters Nature Preserve	1/1/2005	Edit
Project File			
Attorney Work Product			

[Preview](#)

[Upload Document](#)



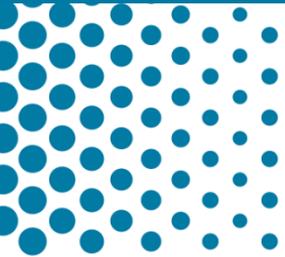
Most Important Factor Relating to the AR



If it's not in the record,
it didn't happen



Course Summary



Key Take-away Points

- Maintaining accurate and up-to-date files is important to the success of the NEPA Assignment Program
- SWEPT provides tools to help you with data management and retention requirements
- PD&E Project teams are expected to maintain files in SWEPT



Poll Question



Which statement best summarizes FDOT's retention schedule for PD&E Studies?

More Information



SWEPT Videos

SWEPT >Help

OEM Help Desk

swept@fla-etat.org

(850) 414-5334

