

**Arizona Department of Transportation
Infrastructure Delivery and Operations Division**

**Right of Way
Procedures Manual**



**OPERATIONS SECTION
UNIT 4946**

FHWA Certified: July 16, 2018



Infrastructure Delivery and Operations

MEMORANDUM

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

FROM: Paula Gibson

CC:

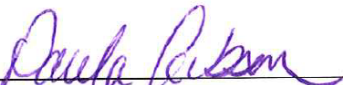
DATE: July 30, 2018

RE: Manual Update

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.

This Procedures Manual complies with Title VI of the Civil Rights Act of 1964.

Should you have any questions please contact our office directly at (602)712-7316.



Paula Gibson
Right of Way Administrator



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

ARIZONA DIVISION

4000 North Central Avenue
Suite 1500
Phoenix, Arizona 85012-3500
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<http://www.fhwa.dot.gov/azdiv/index.htm>

December 13, 2018

In Reply Refer To:
ROWR 03
ROW Manual Approval

Paula I. Gibson
Right Of Way Administrator
Right of Way Group
Arizona Department of Transportation
205 South 17th Avenue, MD 612E
Phoenix, Arizona 85007-3212

Dear Ms. Gibson:

The Federal Highway Administration (FHWA) has received the update to the Arizona Department of Transportation's (ADOT) Right of Way (ROW) Manual. This update was required due to amended provisions published in a Final Rule on August 23, 2016. We have reviewed the updated manual and have determined that it meets the requirements of 23 CFR 710.201(c).

We appreciate the efforts of ADOT to update the manual, incorporate our comments and to consider the amended provisions in the Final Rule. With the completion of this review and update, FHWA is certifying that the Arizona Department of Transportation's 2018 Right of Way Manual is in compliance with federal regulations as of July 16, 2018. If you have any questions, please feel free to contact Alan Hansen at 602-382-8964 or alan.hansen@dot.gov.

Sincerely,

Karla S. Petty
Division Administrator

ecc:

John Eckhardt III, ADOT ROW
Alan Hansen, FHWA AZ Division Team Leader



Infrastructure Delivery and Operations

An Arizona Management System Agency

Douglas A. Ducey, Governor
John S. Halikowski, Director
Dallas Hammit, State Engineer
Steve Boschen, Division Director

July 6, 2018

Karla Petty
Arizona Division Administrator
Federal Highway Administration
Attn: Alan Hansen, Team Lead – PEARC
400 North Central Avenue, Suite 1500
Phoenix, AZ 85007-3212

Dear Ms. Petty:

As the Right of Way Administrator of the Arizona Department of Transportation, Right of Way Group, I hereby certify to the Federal Highway Administration in accordance with CFR 710.201(C), that the current Right of Way Manual submitted is in conformance with Federal and State real estate law and regulations.

There have been no changes to State law that would cause the manual to be in conflict with the Uniform Act requirements. The manual conforms to existing ADOT practices and contains the necessary procedures that comply with the Uniform Act and federal and State real estate laws and regulations. The ROW Manual reflects the amended provisions of the 23 CFR 710 Final Rule published August 23, 2016.

Sincerely,

Paula I. Gibson
Right of Way Administrator
Right of Way Group
205 South 17th Avenue, MD 612E
Phoenix, AZ 85007-3212
602-712-8758

Title VI of the Civil Rights Act of 1964,
and the Americans with Disabilities Act (ADA)

Pursuant to Title VI of the Civil Rights Act of 1964, and the Americans with Disabilities Act (ADA), ADOT does not discriminate on the basis of race, color, national origin, age, sex or disability. Persons that require a reasonable accommodation based on language or disability should contact ADOT's ROW office at (602) 712-7316. Requests should be made as early as possible to ensure the State has an opportunity to address the accommodation.

De acuerdo con el título VI de la Ley de Derechos Civiles de 1964 y la Ley de Estadounidenses con Discapacidades (ADA por sus siglas en inglés), el Departamento de Transporte de Arizona (ADOT por sus siglas en inglés) no discrimina por raza, color, nacionalidad, edad, género o discapacidad. Personas que requieren asistencia (dentro de lo razonable) ya sea por el idioma o por discapacidad deben ponerse en contacto con 602.712.7316. Las solicitudes deben hacerse lo más pronto posible para asegurar que el equipo encargado del proyecto tenga la oportunidad de hacer los arreglos necesarios.

TABLE OF CONTENTS

Chapter 1	Organization, Responsibilities, and General Procedures	7
1.01	Purpose	7
1.02	Organization	7
1.03	Basic Responsibilities	7
1.04	General Procedures	8
Chapter 2	Accounting Unit	9
2.01	Purpose	9
2.02	Primary Functions	9
2.03	Responsibilities	9
2.04	Regional Transportation Plan (RTP) Certification	9
2.05	Project Obligation/Funding	9
2.06	Federal Funding – Preliminary Engineering	10
2.07	Federal Funding – Acquisition (Protective Buying, Hardship Acquisitions, Credits, Donations, Early Acquisition)	11
2.08	Payment Overview & Procedures	12
2.09	Acquisitions	13
2.10	Warrants	14
2.11	Recording of Instruments	14
2.12	Project Close-Out	14
2.13	Operating Budget	14
2.14	Expenditure Corrections / Journal Vouchers	15
2.15	Bi-Weekly Time Sheet (BTS)	15
2.16	Travel	15
2.17	Supplies and Equipment	16
2.18	Equipment/Building Maintenance and Repair	16
2.19	Excess Land Sales	16
2.20	Site Clearance Deposits	16
2.21	Salvaged Property Accounting	17
2.22	Property Loss / Damage – Insurance Recovery	17
2.23	Receipts Database	17
2.24	Property Boss (software)	18
2.25	Deposits	18
2.26	Refunds	18
2.27	Reports	19
Chapter 3	Contracts Unit	19
3.01	Purpose	19
3.02	Primary Functions	19
3.03	Responsibilities	19
3.04	Requests for Contracted Services	20
3.05	Requests for Work Assignment Bids	22
3.06	Work Assignment Monitoring	22
3.07	Attorney General’s Office Request for Services	22
3.08	Property Management Support	23
Chapter 4	Records Unit	24
4.01	Purpose	24
4.02	Primary Functions	24
4.03	Responsibilities	24
4.04	Scope of the Records Center	24
4.05	Procedures	24
Chapter 5	Exhibits	30

To return to the Main Table of Contents ~ [Click Here](#)

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 Operations Section Manager under the general direction of the Deputy Right of Way Administrator for Real Estate, consists of three (3) major areas of responsibility: Accounting, Contracting and Records.

The Right of Way Operations Table of Organization ~ [Click Here](#)

The Accounting Unit is divided into a Statewide and a Regional Transportation Plan area and provides all financial support to the Right of Way Group. The Contracts Unit provides contract support to the Group for both procurement and consultant contracts. The Records Unit provides archival support for the Group's records. In the absence of the Manager, a Section Supervisor is 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:

- Preparing the biannual certification of the Regional Transportation Plan Freeway Program (RTPFP) for acquired acreage and estimated remaining system costs for right of way for submittal to the Regional Freeway Systems Office
- Preparing the annual Statistical Report Form on Acquisitions and Relocations for submittal to FHWA
- Preparing the annual FHWA-532 Report for Financial Management Services
- Providing oversight of the Five-Year Transportation Facilities Construction Program as it relates to the Right of Way Group
- Monitoring of all federal funds used on Right of Way projects
- Monitoring Right of Way activities on all projects
- Preparing and monitoring the operating budget for the Right of Way Group
- Processing and maintaining payment and accounting documentation of all Right of Way Group expenditures
- General record keeping, inventory and requisition of equipment, supplies, and forms
- Providing oversight and administration for contracts used by the Group
- Providing contractual support to the Transportation Section of the Attorney General's Office
- Supporting the Property Management Section with managing financial aspects of their leases and procuring necessary goods and services for Department owned properties
- Providing management, control, and storage of permanent Right of Way files

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 department, monitoring Right of Way Federal Activities and preparing the biannual certifications of the RTPFP.

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

This chapter describes 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, accounting for all revenue and expenditures of the Group, obligating and tracking all program related items and preparing financial reports for the Right of Way Group.

2.03 Responsibilities

The general responsibilities of the Accounting Unit include, but are not limited to:

- Preparing the biannual certification of the Regional Transportation Plan Freeway Program (RTPFP) for acquired acreage and estimated remaining system costs for right of way
- Obligating and reconciling Five-Year Transportation Construction Program Items and Subprograms specific to the Group
- Approving and verifying funding for Parcel Control Transmittal forms
- Recording of instruments
- Entering items in the Parcel Tracking System (PATS)
- Processing of purchase orders, requisitions, travel vouchers, inter-agency and intra-agency transfers and deposits
- Preparing and monitoring the operating budget for the Right of Way Group
- Processing and maintaining payment and accounting documentation for all Right of Way Group expenditures
- Maintaining Accounting Database
- Requisitioning equipment, supplies, and forms
- Preparing routine and special financial reports.

2.04 Regional Transportation Plan (RTP) Certification

This biannual 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 acreage, obligations and costs. This report is submitted internally to the Regional Freeways System Office twice a year, in January and July.

2.05 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:

- 710XX (fill in FY) – R/W Acquisition, Appraisal & Plans & Titles Preparation

For the RTP program, items numbers can be either project or corridor specific. On corridors that are not to be constructed until later years, monies can be allocated 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:

- 426XX(fill in FY) – R/W Advance Acquisition
- 427XX(fill in FY) – R/W Plans & Title
- 428XX(fill in FY) – 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 weekly basis and are used to track project activity and ensure sufficient funding is in place. Funding allocation requests are made through the Project Review Board (PRB) meeting by the Project Manager.

2.06 Federal Funding – Preliminary Engineering

The initial request for federal funding will normally be for Preliminary Engineering (PE) activities. PE is broken down into three types, Single-Phase (typically pavement preservation, Phase I or Phase II. All PE activities are coordinated through Project Management (Right of Way Project Coordinators) to the Project Manager.

- Phase I PE activities can include; surveying, base mapping, appraisals, existing and new title reports, research, staff time, supplemental service employees and other charges up to and including the environmental document.
- Phase II Preliminary Engineering requests are used for Right of Way plans and early parcel acquisition on projects that require an Environmental Impact Statement (EIS) or Environmental Assessment (EA) or where there may be multiple alternatives.
- Single Phase PE is used for projects covered by a Categorical Exclusion (CE) environmental document subject to the following conditions: the PE work cannot have an adverse environmental impact, the PE work will not limit reasonable alternatives, and no final design work will be done until the environmental document is completed.

Acquisition and relocation activities are covered under a separate FHWA funding request that is processed through the Right of Way Project Coordinator to the Project Manager. Copies of all forms and guidelines covering Federal Aid funding are maintained by the ADOT Finance Group on their internal website, <https://adotnet.az.gov/node/1594>.

The Operations Section Accounting Unit is responsible for the tracking of Right of Way funding. When a new project is under development, the Operations Section works with the Project Coordinator to discuss specifics of the project related to timing and dollar requirements. The Accounting Unit verifies funding is in place either through the subprogram or an individual program item for PE activities.

NOTE: Until formal authorization is received from the FHWA, any charges incurred on a project are not eligible for federal reimbursement.

2.07 Federal Funding – Acquisition (Protective Buying, Hardship Acquisitions, Credits, Donations, Early Acquisition)

Acquisition and relocation activities are covered under a separate FHWA funding request that is processed through the Right of Way Project Coordinator to the Project Manager.

The Operations Section Accounting Unit assists the Project Coordinator in tracking any protective buying/hardship acquisitions, credits for donations of property and early acquisition reimbursements.

NOTE: Until formal authorization is received from the FHWA, any charges incurred on a project are not eligible for federal reimbursement.

2.08 Payment Overview & Procedures

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, etc.

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

All payments are made on a system generated purchase order, State of Arizona Purchasing Card, Inter-agency transfer, Travel Voucher, State of Arizona Travel Card (ghost card), , or Requisition, which converts to a Purchase Order.

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

All new vendors have the authority to enter themselves in the State of Arizona ProcureAZ system as a vendor. To assist new relocation payees that do not have access to a computer, a [State of Arizona Substitute W-9 & Vendor Authorization Form](#) (Exhibit 5.01) is required. The completed form is scanned to the Accounting Unit for review and is then entered in 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. Once the vendor is set up the W-9 form is destroyed.

All payments processed through ProcureAZ, the State payment system, start out as a Requisition. For non-contracted purchases totaling less than \$10,000.00 a Direct Open Market Requisition is written. For goods and services covered by a State of Arizona procurement contract, a Release is written. Both a Direct Open Market and a Release are converted to a Purchase Order after approval by the Operations Section Manager.

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

Inter-agency transfers are first processed in the Accounting Database maintained by the Accounting Unit and then forwarded to the ADOT General Ledger Section.

The payment request (Transmittal Form for Acquisition or Claim Form for Relocation) and supporting documentation is scanned and attached electronically to the expenditure document in the State of Arizona AFIS system or ProcureAZ system. The hard copy documentation is held in the Right of Way Accounting unit until processing is complete. Payments are processed on warrants, which are picked up daily by the Right of Way Accounting Unit from Accounts Payable. The warrants are verified against the documentation, copied, and a copy of each warrant is attached to the respective documentation. The warrants are then either sent out via identified mailing instructions or the agent is contacted for hand delivery. Proof of Delivery for each payment is attached with the documentation when the Proof of Delivery is received back in the Accounting Unit.

For inter-agency transfers, a copy of the [Journal Voucher](#) (Exhibit 5.02) is printed from the Accounting Database and scanned and emailed to General Ledger along with pertinent backup. Once the transfer is completed in AFIS by General Ledger, they will email a reference number to the requesting Accountant.

Parcel files are returned to the Acquisition/Relocation Unit until the instruments, an escrow closing statement and title insurance policy are received, and recorded documents entered into the Right of Way Parcel Tracking System (PATS). The parcel file is given to the designated accountant in Operations Unit for review and then given to the Right of Way Administrator for a final review of all contents before forwarding to the Records Center. For relocation payments, the original payment documentation is returned to the Acquisition/Relocation Unit and a scanned copy is retained in the Relocation File within the Records Center.

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

2.09 Acquisitions

Acquisition payment activities are broken down into three distinct categories: Direct Purchase, Order of Immediate Possession and Condemnation. Each category has specific processing requirements.

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.

ORDER OF IMMEDIATE POSSESSION

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. A copy of the payment made including all backup documentation, the issued warrant copy and/or wire transfer form to be scanned and emailed to the Attorney General's Office. The scanned documents will be emailed to the attorney on the order and their secretary.

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. Any disparities are addressed by the Condemnation Unit.

Interest calculations for judgments are done on a [Computation of Interest form](#) (Exhibit 5.03) and cross referenced with a Computation of Interest spreadsheet. Sufficient time is calculated on the interest computation to allow for a 5 day processing cycle.

A copy of the payment made including all backup, the issued warrant copy and/or wire transfer form and Computation of Interest form are to be scanned and emailed to the Attorney General's Office. The scanned documents will be emailed to the attorney on the order and their secretary.

2.10 Warrants

Warrants issued by the State of Arizona are valid for six (6) months from date of issue. 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 5.04). 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 5.05) 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 5.06) 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.

2.11 Recording of Instruments

Instruments are recorded 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.

2.12 Project Close-Out

Each month, Project Accounting in ADOT Administration sends out the Monthly Closeout Draft to all R/W Section Managers to determine project status.

From the responses to the Closeout Draft, 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 funds with a federal interest will be placed on Title 23 eligible projects.

Once a project is ready to close, 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.

Project status can be checked in AFIS.

2.13 Operating Budget

The operating budget for the Right of Way Group is broken down into two sections; an administrative budget and a construction budget. The administrative operating budget covers payroll expenses for admin positions and supplies, non-capital and capital expenditures that are not charged to a project. The construction budget funds payroll expenses for two positions in Property Management and all in-state travel and vehicle expenses for the Group.

2.14 Expenditure Corrections / Journal Vouchers

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 [E-Forms](#).

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

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.

2.15 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).

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 of the Finance Group.

2.16 Travel

All travel is covered by the State of Arizona Accounting Manual, Section II-D and ADOT Policies and Procedures, [FIN-6.02T Travel Authorization Policy](#) and all subsets. Links to necessary forms are contained within the [ADOT Policy FIN-6.02T](#). Travel Rates can be found at [ADOT Policy FIN-6.02R](#)

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.

Usage of the State of Arizona Corporate Travel Card (ghost card) for out-of-state travel is coordinated through the Administration Section and requires substantial justification and numerous levels of approval.

2.17 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, if necessary. 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 Right of Way Administrator.

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.

2.18 Equipment/Building Maintenance and Repair

The Accounting Unit is responsible for requesting equipment maintenance and repair on copiers, microfiche readers, lektrievers and fax machines. The Administrative Assistant III 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.

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

2.19 Excess Land Sales

Sales of land acquired by the Right of Way Group which are determined to no longer be needed for highway purposes (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 AFIS using 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 expenditure and not revenue. All sales are processed on deposits.

2.20 Site Clearance Deposits

The total from site clearance deposits is credited to the Cash Receipts Security/Earnest Deposit CSH Fund. 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.

2.21 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 Infrastructure Delivery and Operations 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 go back to the project if it is open, or utilized on Title 23 eligible projects.

2.22 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 go back to the project if it is open, or utilized on Title 23 eligible projects.

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.

2.23 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](#) (Exhibit 5.07) 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\Accounting\Deposits\FY XX\Receipts Received Log FY XX.

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.

2.24 Property Boss (software)

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 5.08) 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\Accounting\Deposits\FY XX. This report is used by the Accounting Unit to prepare the deposit.

2.25 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 5.09) is prepared showing the breakdown by funding source and revenue/expenditure code. Deposit information is entered into the Statewide accounting system (AFIS) A [Deposit Ticket](#) (Exhibit 5.10) and [Batch Header Record](#) (Exhibit 5.11) 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 5.12) 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).

2.26 Refunds

Revenue Refunds are done to refund overpayments received by the Right of Way Group and for redistribution of property taxes 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.

2.27 Reports

On a weekly basis a Transaction Report is prepared listing all payments generated for Acquisition, Relocation and Condemnation. On a monthly basis, revenue and expenditure reports are run using Infoadv in AFIS and Property Boss. 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 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 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.

Chapter 3 Contracts Unit

3.01 Purpose

This chapter describes 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. The Unit also provides contractual support to the Transportation Section of the Attorney General's Office and supports the Property Management Section by procuring services for properties owned by the Department and managing all financial information related to leases.

3.03 Responsibilities

The general responsibilities of the Contracts Unit include, but are not limited to:

- Act as a liaison between the Right of Way Group and contractors, ADOT Procurement, Engineering Consultants Section and Attorney General's Office.
- Provide contract administration for appraisal/review appraisal services, title services, plans services, acquisition and relocation services, hearing officers, demolition, asbestos abatement and property management.
- Assist in the preparation and processing of requests to contract for new services, rebid existing contracts or extend current contracts.
- Monitor contracts for expiration dates and monitor work assignments for due dates.
- Obtain quotes for various work assignments authorized under contracts awarded by Procurement and Engineering Consultants Section.
- Issue purchase orders for services authorized under contracts awarded by Procurement. Verify federal funding is used correctly on all contracts.
- Review all Task Orders issued through Engineering Consultant Section contracts for contract compliance.
- Review invoices for compliance with contracted rates and process for payment upon appropriate approval.
- Prepare and submit reports relative to contracts.
- Maintain file of contracts, work assignments, and related documentation.
- Prepare and process expert witnesses letter contracts, appraisal updates or other supporting requirements requested by the Attorney General's office for condemnation proceedings.
- Provide guidance in obtaining property management services currently not under contract.
- Maintain the property management software (Property Boss).
- Receive tenant checks for ADOT rental properties and R/W land sales, log in Checks database and Property Boss, and prepare deposits.

3.04 Requests for Contracted Services

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

All requests must contain the following information:

- A Scope of Work, which includes 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.
- 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.

The Contracts Unit coordinates the review of draft solicitations by appropriate Right of Way staff and forwards to Procurement or Engineering Consultants Section, as applicable.

The Contracts Unit coordinates the timing of the solicitation, recommends review panel members, and provides any general information or assistance that may be required by Procurement or Engineering Consultants Section.

The Contracts Unit receives electronic copies of the completed contracts and archives them in the appropriate G: drive folder.

3.05 Requests 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 on-call 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.
4. When the work is completed, an invoice is received. Contracts Unit verifies the work was done, reviews the invoice for accuracy and sends to Accounts Payable for payment.

Engineering Consultant Section Contracts

1. The RW Project Monitor sends a scope of work with 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 from the consultant, the Contracts Unit reviews all submitted documents for accuracy and contract compliance, sends to the R/W Contract Monitor, Operations Accounting and the Right of Way Administrator for approval, and forwards the final paperwork to Engineering Consultants Section for processing.
3. Engineering Consultants Section processes the paperwork as a contract modification and forwards the executed contract modification to the Contracts Unit when it is finalized.
4. Consultants send payment reports either monthly or as work reaches certain milestones. Contracts Unit reviews the payment report for accuracy, obtains management approval and forwards the payment report to Engineering Consultants Section for processing.

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 Services

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. 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 and expert witnesses, and furnishes the information required on the applicable [Request for Misc Condemnation Services Form](#) (Exhibit 5.13). Expert witness consultants may be requested without a bidding process.
 - a. If the Appraiser or Expert Witness has a current contract through Procurement, their services are utilized through that contract. If not, a Letter Contract is written.
 - b. If work is to be assigned to a contracted appraiser, the Contracts Unit obtains a bid to be approved by the R/W Condemnation Liaison prior to issuing the applicable ordering document.
 - c. If work is to be performed by firms that do not have a current Procurement contract for those services, the Attorney General's Office and/or the R/W Condemnation Liaison provides the Contracts Unit with a fee schedule to be incorporated in the 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.
4. All invoices are reviewed for accuracy then forwarded to Accounts Payable for processing.

3.08 Property Management Support

The Contracts Unit receives and logs all checks for Lease payments and land sales into the checks database. This includes entering new leases into Property Boss, coordinating with Leasing Agents when Leases are terminated, processing paperwork to release Security Deposits and payments back to Tenants and any other updates to Property Boss as needed.

Chapter 4 Records Unit

4.01 Purpose

This chapter describes 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 and preserve 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 annually 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 Operations Manager manages the records management program and serves as liaison to the Arizona State Library, Archives and Public Records (ASLAPR) [ARS 41-1346(A) (7)].

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.

4.05 Procedures

1. 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.”

2. Records Control

The ADOT Right of Way Records 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. Additionally, the Operations Manager, 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 for patrons needing access during non-business hours who have the necessary approval. Records Center staff currently includes an 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. 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 numbers set up by Project Accounting in ADOT Administration. 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 fiscal 2014) typically have a **File Close-Out Checklist** on or near the top of the left-hand side of the file folder. The File Close-Out 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 Close-Out 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 Archivist Assistant reviews all incoming material for completeness, accuracy and provenance (i.e. chain of custody) prior to filing them on the Records Center shelves. If any aspect of the file is missing, incorrect, or requires further clarification, the Archivist Assistant 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 Archivist Assistant uses the File Close-Out Checklist to index the contents of the parcel file. If the parcel was acquired through condemnation, the Archivist Assistant 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 Archivist Assistant 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 Archivist Assistant 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– 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 or 2) electronic format only. After right of way projects are fully completed and approved, they become candidates for Electronic Retention. Once the records are scanned, 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 in the Records Center.
 - d. Central Record File and Acquisition Transaction Package Merging:
 1. Acquisition Package Review – An acquisition package is finalized once the recorded documents are received from the title company. The package is then reviewed by the originating section, the Acquisition Section or the Condemnation Unit, for completeness and accuracy. The originating reviewer (i.e. the Agent or Condemnation Specialist) then sends the acquisition package to the Accounting Unit in R/W Operations. Accounting

staff then review the acquisition package for completeness and accuracy using the package's Parcel Transmittal coversheet and their internal procedures as a guide. If any acquisition package is determined to have missing items, errors, or is otherwise judged incomplete, the acquisition file remains in the Acquisition area pending a resolution. The acquisition package is only transferred to the Records Center after the Accounting unit confirms that it is complete.

Upon transfer to the Records Center, the Archivist performs a final review of the acquisition package using Records Center internal procedures and a File Close-Out Checklist. Acquisition packages confirmed as complete are merged with the corresponding central record file and placed on the shelves. Any acquisition packages with outstanding issues are transferred back to the Acquisitions Section for review. Records Center and Acquisitions staff will then work together to resolve any issues associated with an incomplete acquisition package so that it can eventually be merged with the central record and filed on shelves in the Records Center.

2. Regular Parcel Acquisition File – When the parcel acquisition process has been completed and the payment has been made to the grantor, the parcel acquisition 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 to the File Close-Out 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 – The condemnation acquisition file is returned to the Records Center 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 keeps all of the appraisal for all parcel files.
 - f. Scanned Records Indexing – The Archivist reviews the scanned records for completeness, accuracy, and representational quality. He/she uses the File Close-Out 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. 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 Records Center files. Individuals needing assistance with accessing scanned Records Center files should contact the Archivist.

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 parcel 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 5.14) located on the table by 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 the wire basket on the table by 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 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 Archivist updates the Parcel Checkout Log and the 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 Archivist will verify the file's location and create a new log entry and out-card.

4. Records Storage

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.

5. Record Retention

All Right of Way central records are retained in original form until the project has been closed by Project Accounting. Closed project records will be scanned to the Records Center folder on the G: Drive. Parcel files belonging to “open” projects are maintained in paper format and can also be scanned; however, only closed projects are eligible for electronic records.

Electronic Records is the preferred format for long term preservation of permanent records. All Original deeds and agreements are retained in the R/W Titles File Room in paper form after being scanned with the project files. Only records that have been completely transferred to electronic records are eligible for destruction with the exception of original deeds and agreements.

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. Please note that forms developed by the General Accounting Office frequently undergo revisions. To ensure usage of the correct form, please visit their website <http://www.gao.az.gov/>. [Click Here](#) to view the Exhibits for Chapter 5.

To Return to the R/W Manual Table of Contents ~ [Click Here](#).

To Return to the Operation Section Table of Contents ~ [Click Here](#)