

Attachment 4.3 – Schedule of Records to be Transferred by the Operating Company to a Successor Organisation

- (i) general correspondence files and registers covering general enquires, complaints, requests for information,
- (ii) register of media enquiry forms,
- (iii) Design and design check register and all documents, Drawings and Certificates referenced therein, including as a minimum calculations for all major maintenance Schemes,
- (iv) all as-built Records including details of drainage outfalls and road inventories,
- (v) maintenance manuals including all policy standards but not commercial in confidence procedure or process manuals,
- (vi) inspection Records and Certificates for routine maintenance and management of APMS, Structures, electrical,
- (vii) street lighting maintenance Records,
- (viii) roads, Structures and ancillary infrastructure inventory,
- (ix) deflectograph, sideways coefficient routine investigation machine and high-speed road monitor reports and analyses,
- (x) surveys (ground investigation, topographical, environmental, traffic, closed circuit television,
- (xi) traffic regulation orders, compulsory purchase orders and other statutory orders,
- (xii) plans,
- (xiii) Drawings,
- (xiv) development control Records and files,
- (xv) registers and Records relating to third party claims and Damage to Crown Property,
- (xvi) land ownership details,
- (xvii) weather and weather station Records including as a minimum:
 - (a) data from weather stations,
 - (b) detailed inspection Records,
 - (c) calibration Records, and
 - (d) Records relating to Defects.
- (xviii) accident Records and reports,
- (xix) *New Roads and Street Works Act 1991* data, including as a minimum:
 - (a) the register of investigations and inspections in relation to the *New Roads and Street Works Act 1991* obligations, and
 - (b) the register of apparatus installed following the grant of permission in writing pursuant to Section 109 of the *New Roads and Street Works Act 1991*.
- (xx) road safety audits,

- (xxi) files and other Records required by the CDM Regulations,
- (xxii) abnormal load movements,
- (xxiii) final Statements of Intent for structural maintenance Schemes,
- (xxiv) contract documentation used in connection with Operations within the Unit,
- (xxv) Works (Site) activity Records,
- (xxvi) construction Records including as a minimum:
 - (c) Contract Administrators' reports,
 - (d) Records relating to the Construction Products Regulation, and
 - (e) materials test results.
- (xxvii) noise assessments Records,
- (xxviii) investigation Records including as a minimum skid resistance investigations,
- (xxix) Winter Service policy, strategy and Records,
- (xxx) Incident Response policy, strategy, Records,
- (xxxi) Multi Agency Response Team information folder,
- (xxxii) Carbon Management System Records,
- (xxxiii) reports on monthly Operations undertaken by the Operating Company,
- (xxxiv) Scheme specific and detailed information on each Scheme identified in the future budget programmes (to facilitate development of programmes and budgets for the first Annual Period),
- (xxxv) register and Records of tourist, truckstop and special events signing,
- (xxxvi) registers and Records in relation to delegated Statutory Functions,
- (xxxvii) inventory of all Scottish Minister's property in the possession of the Operating Company,
- (xxxviii) photographs; historical and contemporary, recording progress of works and Defects or taken for consultation or communication purposes,
- (xxxix) documents and information required to manage the pension aspects of any onward transfer of any person engaged or employed by the Operating Company or any relevant contractor, sub-contractor and or supplier of any tier, and
- (xl) any other Records identified by the Director and advised to the Operating Company in writing during the Contract Period.

