Repository of Online Archived Documents (ROAD)

- In your web browser type in: https://road.azdot.gov/

- Or, go to the main ADOT web page at www.azdot.gov and select the *"ROAD"* icon on the left side as shown below.

- ✓ A good idea is to Bookmark the ROAD web page for future use!
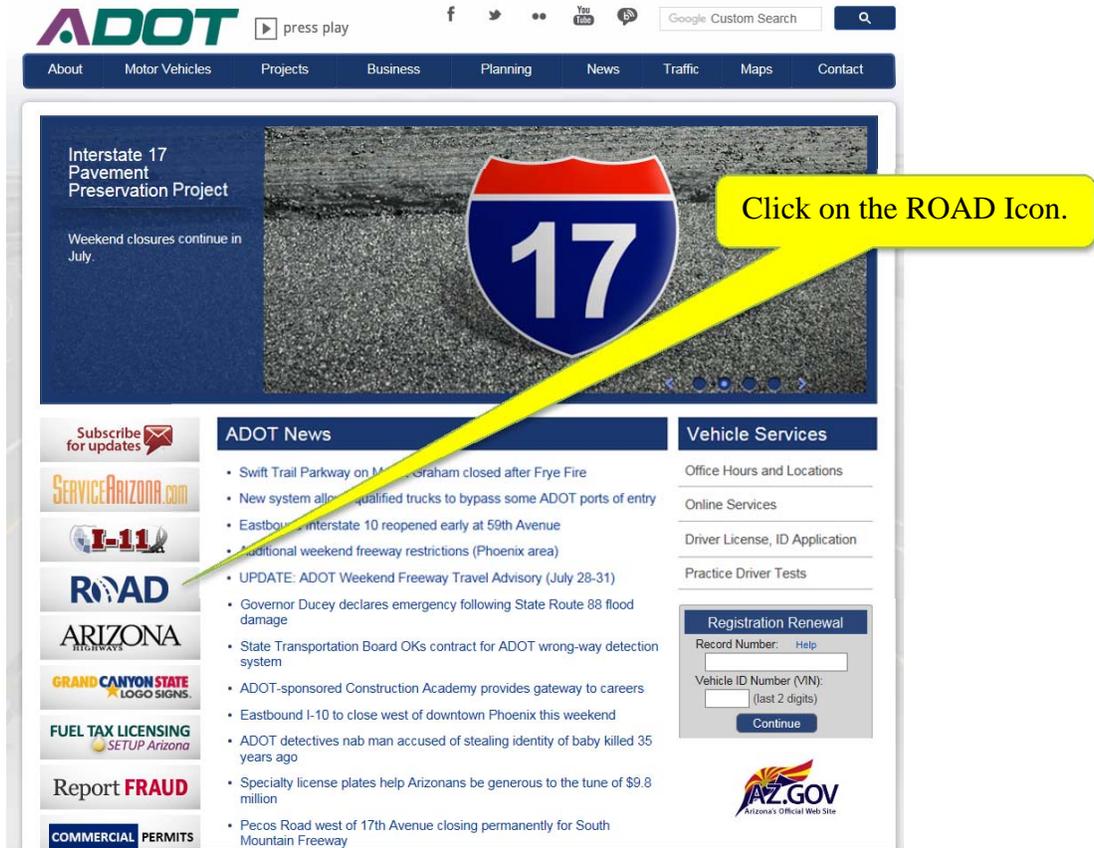
- Select *"I Agree"* to the ADOT Terms of Use agreement (if you agree of course!).
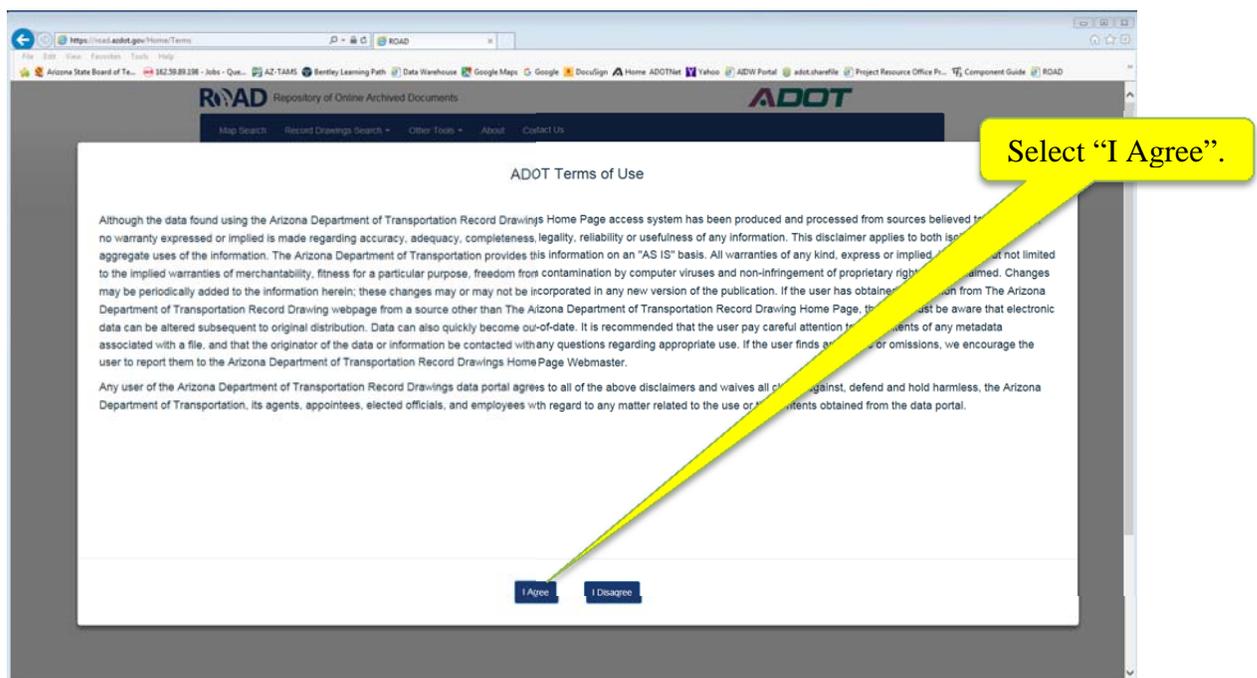
- Click on "*Record Drawings Search*" option located in the menu to activate the Search dropdown.

- As shown below there are two search options, *State Projects* or *Local Projects*.

For projects located on the State Highway System, select State Projects. For projects located on local roadways (or not on the State Highway System), select Local Projects.

- Type in the TRACS number or a Project Number in the *"Keyword"* search box and select *"Search"*. Or, if you only know the Route & Milepost or other information enter it in the boxes provided.

- To get the best results it is sometimes best to search in an area outside of your exact limits. For example searching for a project on I-10 at MP 147, a project may have started at MP 142 and went to MP 165. It still covers the information located at MP 147, but by using the exact location of MP 147, you may not pull up projects that start before or outside of the location you are searching for.

- There are several ways to search for projects. The easiest is by using the TRACS Number or Project Number and search using a Keyword. If you are using a project number, sometimes it is best to search for the last part of the project number (i.e. use keyword search for "3(211)T", instead of the entire project number "NH-STP-010-3(211)T"). If you do not know the TRACS number or Project Number see the **Map Search Option** section below.

If there are no projects in the database, please contact the Project Resource Office for additional help. The Project Resource Office contact information is included at the end of this document.

- Once you have located the project you are searching for, click on the PDF file shown below in the red circle. This will open a download box as shown below.

The best way to open this document is to click the down-arrow next to the *"Save"* button and select *"Save as"*. Then save the file to a known location where you can open the PDF file after you save it (i.e. a project folder).

Save the file in a location where you can locate it later.
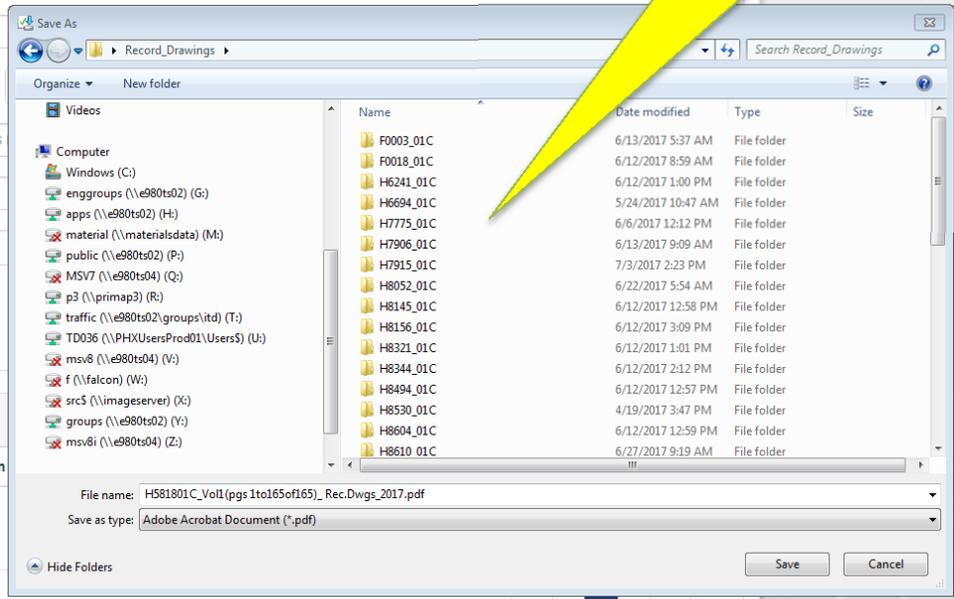
MAP SEARCH OPTION

Another way to search for project is by using the *"Map Search"* function.

- To use the *"Map Search"* option, from the main ROAD portal window menu, select *"Map Search"* located in the menu as shown below.
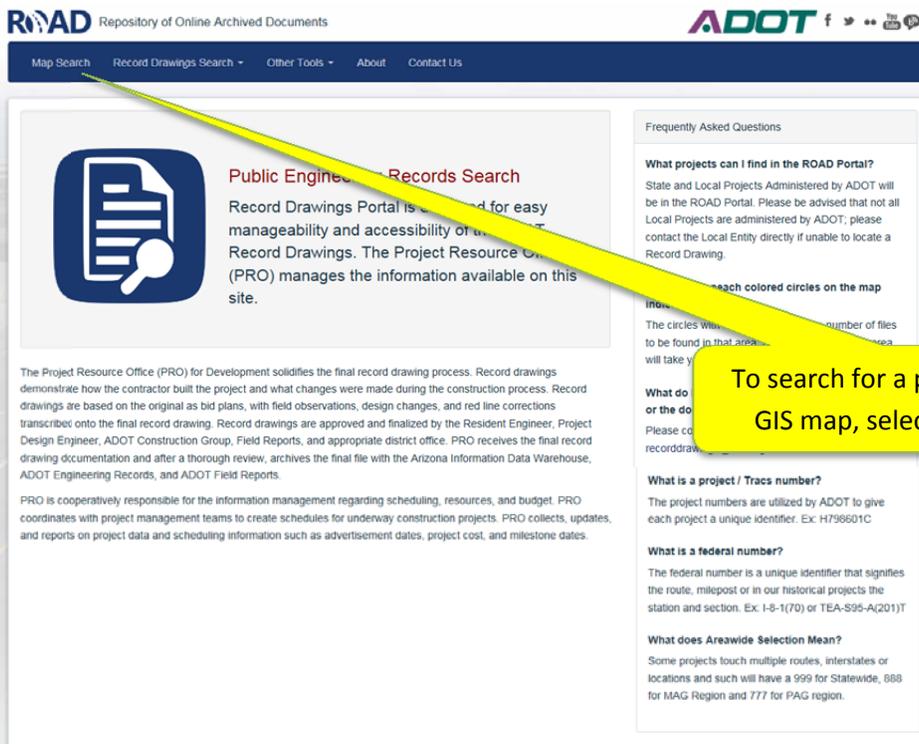

To search for a project using the GIS map, select Map Search.

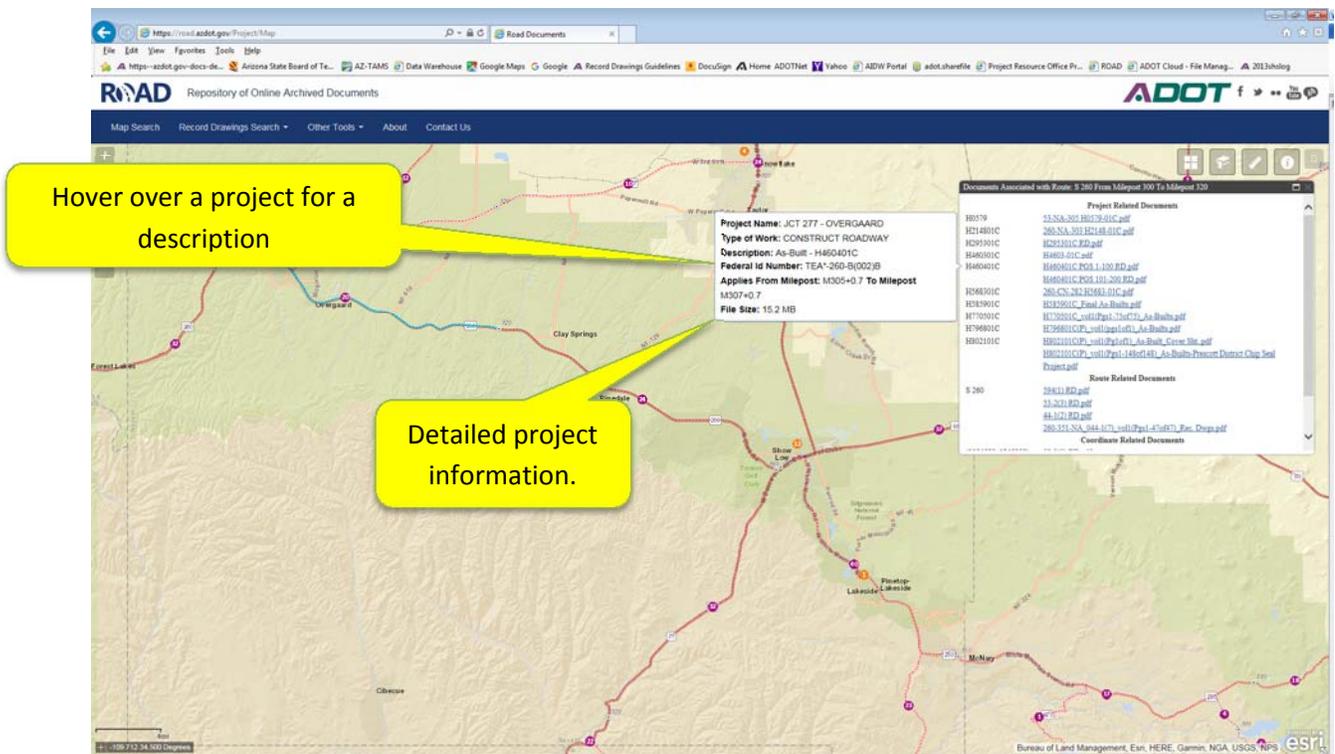- As shown below, selecting the Map Search option will bring up a GIS map of the State of Arizona. You can zoom in and out by using the scroll button on your mouse, or pan by selecting the map and moving your mouse either left, right, up or down.
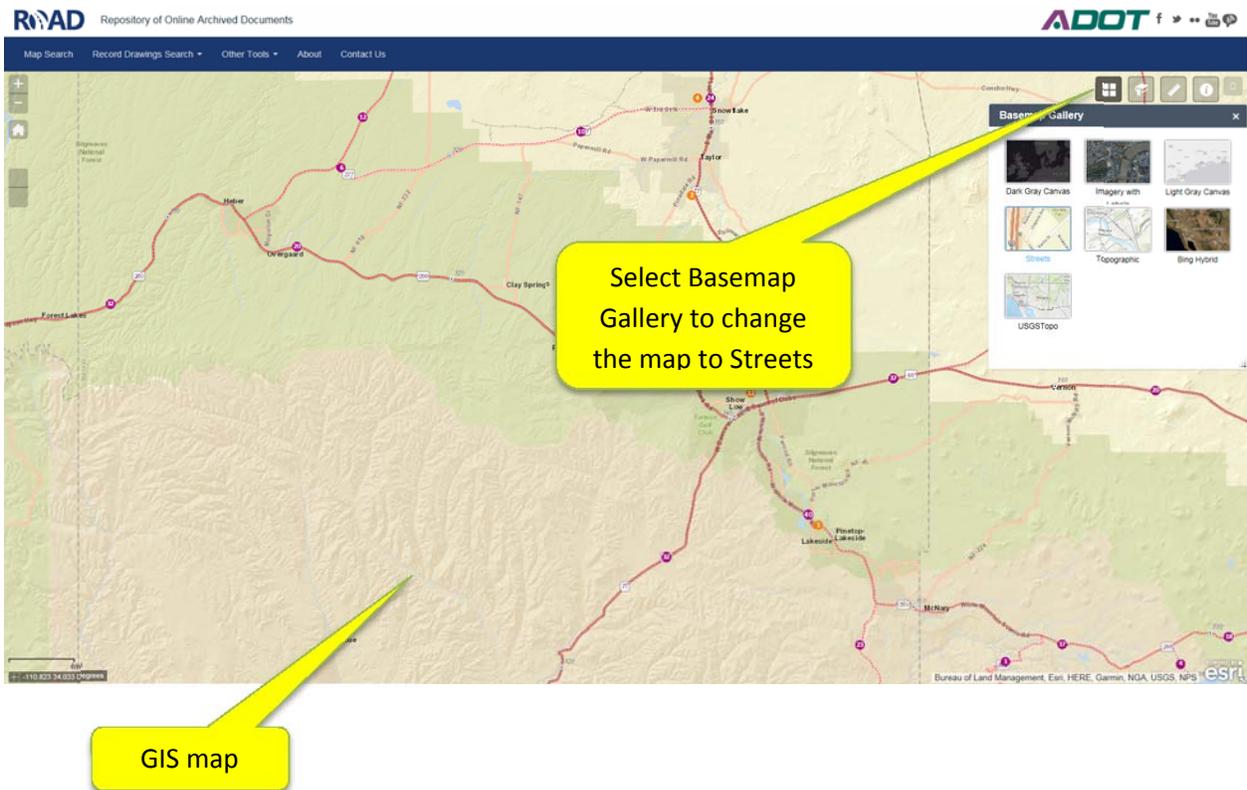
Using the Basemap Gallery, you can change the map to a different basemap. Selecting the Streets map seems to provide a good alternative to locating the street names.

Project Listing

Select Circles for project list

Documents associated with the location.
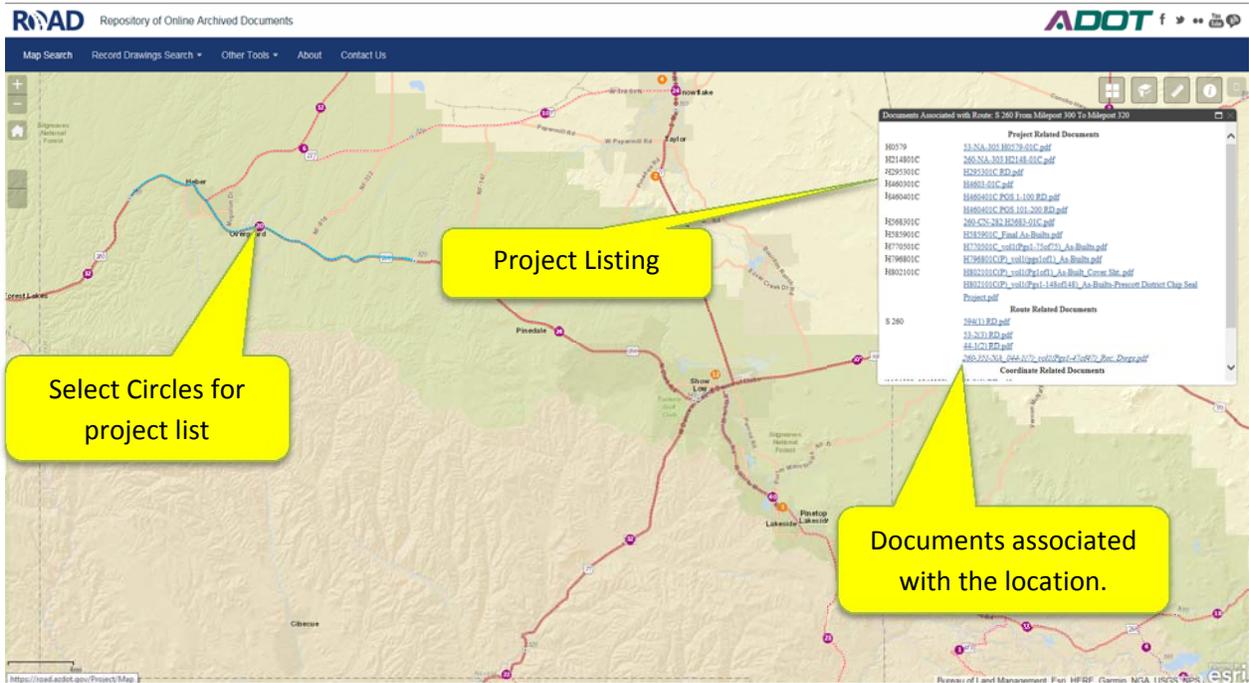
If you select a circle, a pop-up box will open and show you which projects are located in that particular area. If you hover your mouse over a project in the list, a description will show additional information on that project.

Hover over a project for a description

Detailed project information.

Along the top of the ROAD portal, under "Other Tools" are some additional tools that are helpful in searching for projects. Strip Maps and Blue Book are two options that can help locate older projects.

The Strip Maps function opens up the strip maps that were once available in Engineering Records. These Strip Maps show various projects that were done on each section of road.

The Blue Book is a PDF document that lists many of the older projects for various routes in the State.

The Project Resource Office is continually adding projects and functionality to the ROAD portal. The more you work within the ROAD portal searching for Record Drawings the easier it will be to use.

If you are working in the ROAD portal and find any errors or erroneous information, please feel free to contact us so that we can update the information. Thank you!

Please feel free to contact the Project Resource Office either through email at:
RecordDrawings@azdot.gov or by phone at: 602-712-7015.