NORTHBRIDGE TRANSIT AUTHORITY

Appendix A — Site Inventory

Fleet Telematics and Depot Records Modernization

Solicitation	RFP-2026-0417
Project	Fleet Telematics and Depot Records Modernization
Issued by	Northbridge Transit Authority, Office of Procurement
Issue date	March 2, 2026
Response due	April 17, 2026 at 2:00 p.m. local time
Document type	Solicitation appendix

This document is fictional and was generated for software demonstration and end-to-end testing. It is not a real solicitation, no real vendor is named, and no submission is requested. All names, addresses, prices and events are invented.

1 Site Inventory

The table below lists the Authority's depots and the estimated records volume at each site. Volumes are planning estimates and will be confirmed during discovery. Linear feet include shelving and aisle space attributable to records.

Site	Depot	Records volume	Boxes	Scanners	Network
D-01	Central Depot	720 linear ft	480 boxes	2	Standard
D-02	Riverside Depot	985 linear ft	660 boxes	3	Offline mode required
D-03	Eastgate Depot	1250 linear ft	840 boxes	4	Standard
D-04	Harbor Point Depot	1515 linear ft	1020 boxes	2	Standard
D-05	Meadowbrook Depot	1780 linear ft	1200 boxes	3	Offline mode required
D-06	Northfield Depot	2045 linear ft	1380 boxes	4	Standard

Appendix A - Site inventory, planning estimates only.

Each depot maintains a records room with restricted access. Two depots, Riverside and Meadowbrook, have intermittent connectivity and require offline indexing. The Authority will provide power and network drops at each scanner location.

2 Records Series

2.1 Series group 1

Series	Date range	Volume	Retention
Procurement files	2015-2026	312,000 pages	7 years after close
Maintenance work orders	2018-2026	840,000 pages	5 years
Vehicle inspection reports	2019-2026	465,000 pages	3 years

Series in this group contain records with access restrictions. The Bidder shall apply series-level access control and shall log every export. Retention rules are configuration and may be changed by the Authority without a software release.

2.2 Series group 2

Series	Date range	Volume	Retention
Vehicle inspection reports	2019-2026	465,000 pages	3 years
Incident reports	2016-2026	98,000 pages	10 years
Training records	2020-2026	210,000 pages	Duration of employment + 3

Series in this group contain records with access restrictions. The Bidder shall apply series-level access control and shall log every export. Retention rules are configuration and may be changed by the Authority without a software release.

2.3 Series group 3

Series	Date range	Volume	Retention
Training records	2020-2026	210,000 pages	Duration of employment + 3
Correspondence	2017-2026	475,000 pages	4 years

Series in this group contain records with access restrictions. The Bidder shall apply series-level access control and shall log every export. Retention rules are configuration and may be changed by the Authority without a software release.

2.4 Series group 4

Series	Date range	Volume	Retention
Procurement files	2015-2026	312,000 pages	7 years after close
Maintenance work orders	2018-2026	840,000 pages	5 years
Vehicle inspection reports	2019-2026	465,000 pages	3 years

Series in this group contain records with access restrictions. The Bidder shall apply series-level access control and shall log every export. Retention rules are configuration and may be changed by the Authority without a software release.

2.5 Series group 5

Series	Date range	Volume	Retention
Vehicle inspection reports	2019-2026	465,000 pages	3 years
Incident reports	2016-2026	98,000 pages	10 years
Training records	2020-2026	210,000 pages	Duration of employment + 3

Series in this group contain records with access restrictions. The Bidder shall apply series-level access control and shall log every export. Retention rules are configuration and may be changed by the Authority without a software release.

2.6 Series group 6

Series	Date range	Volume	Retention
Training records	2020-2026	210,000 pages	Duration of employment + 3
Correspondence	2017-2026	475,000 pages	4 years

Series in this group contain records with access restrictions. The Bidder shall apply series-level access control and shall log every export. Retention rules are configuration and may be changed by the Authority without a software release.

2.7 Series group 7

Series	Date range	Volume	Retention
Procurement files	2015-2026	312,000 pages	7 years after close
Maintenance work orders	2018-2026	840,000 pages	5 years
Vehicle inspection reports	2019-2026	465,000 pages	3 years

Series in this group contain records with access restrictions. The Bidder shall apply series-level access control and shall log every export. Retention rules are configuration and may be changed by the Authority without a software release.

2.8 Series group 8

Series	Date range	Volume	Retention
Vehicle inspection reports	2019-2026	465,000 pages	3 years
Incident reports	2016-2026	98,000 pages	10 years
Training records	2020-2026	210,000 pages	Duration of employment + 3

Series in this group contain records with access restrictions. The Bidder shall apply series-level access control and shall log every export. Retention rules are configuration and may be changed by the Authority without a software release.

2.9 Series group 9

Series	Date range	Volume	Retention
Training records	2020-2026	210,000 pages	Duration of employment + 3
Correspondence	2017-2026	475,000 pages	4 years

Series in this group contain records with access restrictions. The Bidder shall apply series-level access control and shall log every export. Retention rules are configuration and may be changed by the Authority without a software release.

2.10 Series group 10

Series	Date range	Volume	Retention
Procurement files	2015-2026	312,000 pages	7 years after close
Maintenance work orders	2018-2026	840,000 pages	5 years
Vehicle inspection reports	2019-2026	465,000 pages	3 years

Series in this group contain records with access restrictions. The Bidder shall apply series-level access control and shall log every export. Retention rules are configuration and may be changed by the Authority without a software release.

2.11 Series group 11

Series	Date range	Volume	Retention
Vehicle inspection reports	2019-2026	465,000 pages	3 years
Incident reports	2016-2026	98,000 pages	10 years
Training records	2020-2026	210,000 pages	Duration of employment + 3

Series in this group contain records with access restrictions. The Bidder shall apply series-level access control and shall log every export. Retention rules are configuration and may be changed by the Authority without a software release.

2.12 Series group 12

Series	Date range	Volume	Retention
Training records	2020-2026	210,000 pages	Duration of employment + 3
Correspondence	2017-2026	475,000 pages	4 years

Series in this group contain records with access restrictions. The Bidder shall apply series-level access control and shall log every export. Retention rules are configuration and may be changed by the Authority without a software release.

2.13 Series group 13

Series	Date range	Volume	Retention
Procurement files	2015-2026	312,000 pages	7 years after close
Maintenance work orders	2018-2026	840,000 pages	5 years
Vehicle inspection reports	2019-2026	465,000 pages	3 years

Series in this group contain records with access restrictions. The Bidder shall apply series-level access control and shall log every export. Retention rules are configuration and may be changed by the Authority without a software release.

2.14 Series group 14

Series	Date range	Volume	Retention
Vehicle inspection reports	2019-2026	465,000 pages	3 years
Incident reports	2016-2026	98,000 pages	10 years
Training records	2020-2026	210,000 pages	Duration of employment + 3

Series in this group contain records with access restrictions. The Bidder shall apply series-level access control and shall log every export. Retention rules are configuration and may be changed by the Authority without a software release.

2.15 Series group 15

Series	Date range	Volume	Retention
Training records	2020-2026	210,000 pages	Duration of employment + 3
Correspondence	2017-2026	475,000 pages	4 years

Series in this group contain records with access restrictions. The Bidder shall apply series-level access control and shall log every export. Retention rules are configuration and may be changed by the Authority without a software

release.

2.16 Series group 16

Series	Date range	Volume	Retention
Procurement files	2015-2026	312,000 pages	7 years after close
Maintenance work orders	2018-2026	840,000 pages	5 years
Vehicle inspection reports	2019-2026	465,000 pages	3 years

Series in this group contain records with access restrictions. The Bidder shall apply series-level access control and shall log every export. Retention rules are configuration and may be changed by the Authority without a software release.

2.17 Series group 17

Series	Date range	Volume	Retention
Vehicle inspection reports	2019-2026	465,000 pages	3 years
Incident reports	2016-2026	98,000 pages	10 years
Training records	2020-2026	210,000 pages	Duration of employment + 3

Series in this group contain records with access restrictions. The Bidder shall apply series-level access control and shall log every export. Retention rules are configuration and may be changed by the Authority without a software release.

2.18 Series group 18

Series	Date range	Volume	Retention
Training records	2020-2026	210,000 pages	Duration of employment + 3
Correspondence	2017-2026	475,000 pages	4 years

Series in this group contain records with access restrictions. The Bidder shall apply series-level access control and shall log every export. Retention rules are configuration and may be changed by the Authority without a software release.

2.19 Series group 19

Series	Date range	Volume	Retention
Procurement files	2015-2026	312,000 pages	7 years after close
Maintenance work orders	2018-2026	840,000 pages	5 years
Vehicle inspection reports	2019-2026	465,000 pages	3 years

Series in this group contain records with access restrictions. The Bidder shall apply series-level access control and shall log every export. Retention rules are configuration and may be changed by the Authority without a software release.

2.20 Series group 20

Series	Date range	Volume	Retention
Vehicle inspection reports	2019-2026	465,000 pages	3 years
Incident reports	2016-2026	98,000 pages	10 years
Training records	2020-2026	210,000 pages	Duration of employment + 3

Series in this group contain records with access restrictions. The Bidder shall apply series-level access control and shall log every export. Retention rules are configuration and may be changed by the Authority without a software release.

2.21 Series group 21

Series	Date range	Volume	Retention
Training records	2020-2026	210,000 pages	Duration of employment + 3
Correspondence	2017-2026	475,000 pages	4 years

Series in this group contain records with access restrictions. The Bidder shall apply series-level access control and shall log every export. Retention rules are configuration and may be changed by the Authority without a software release.

2.22 Series group 22

Series	Date range	Volume	Retention
Procurement files	2015-2026	312,000 pages	7 years after close
Maintenance work orders	2018-2026	840,000 pages	5 years
Vehicle inspection reports	2019-2026	465,000 pages	3 years

Series in this group contain records with access restrictions. The Bidder shall apply series-level access control and shall log every export. Retention rules are configuration and may be changed by the Authority without a software release.

2.23 Series group 23

Series	Date range	Volume	Retention
Vehicle inspection reports	2019-2026	465,000 pages	3 years
Incident reports	2016-2026	98,000 pages	10 years
Training records	2020-2026	210,000 pages	Duration of employment + 3

Series in this group contain records with access restrictions. The Bidder shall apply series-level access control and shall log every export. Retention rules are configuration and may be changed by the Authority without a software release.

2.24 Series group 24

Series	Date range	Volume	Retention
Training records	2020-2026	210,000 pages	Duration of employment + 3
Correspondence	2017-2026	475,000 pages	4 years

Series in this group contain records with access restrictions. The Bidder shall apply series-level access control and shall log every export. Retention rules are configuration and may be changed by the Authority without a software

release.