Traffic Records for State Highway Safety Office Leadership

Executive Level Briefing

I. What is Traffic Records?

II. Agencies Impacted
   A. Why is Traffic Records Important? (who are the stakeholders/who benefits from the data?)
   B. Where do the State’s Six Traffic Records Databases Reside? 
      (if possible, diagram relationship among managing agencies)
   C. Decisions/Agencies Reliant on Traffic Records Data
      (describe how the data are used)

III. Funding for Traffic Records
   A. State (source and amount)
   B. Federal (source and amount; signature required on behalf of your jurisdiction)

IV. High Level Projects (New or Significant)
   A. Project A (name, agency lead, funding, timeline, benefit to State)
   B. Project B (name, agency lead, funding, timeline, benefit to State)
   C. Project C (name, agency lead, funding, timeline, benefit to State)

V. Key Contact for State Traffic Records Databases
   A. Highway Safety Office (i.e. Traffic Records Coordinator )

Main Points

- Activities - that cross agency Secretaries/Commissioners/Directors
- Projects of significance – funding, benefit to constituents, legislatively driven, major issues and problems
- Funding – amounts and funding mechanisms (sources)
- Key contacts - who to call to get a data question answered

The above information may be useful when compiling the traffic records submission in a transition briefing book which serves to inform a new governor and the cabinet.