

## 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.