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SPECIFIC SCHEDULE NO.: 186-001
AGENCY: Transportation, Secretary of
DEPARTMENT:
SUB-DEPARTMENT:
Approval Date: 02/27/2009

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RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. 186-001
Transportation, Secretary of

EFFECTIVE SCHEDULE DATE: 2/27/2009

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Administration Electronic Records</u> Electronic records document all aspects of the operation and decision-making processes of the Administration. Administration electronic records consist of electronic mail, calendars, word processing files, spreadsheets, and databases, in addition to digital photographs and other electronic documents created and received by the Offices of the Governor and Cabinet Secretaries.	000209	0 Years after end of calendar year	Confidential Destruction
<u>Appointments Calendar - Office of the Secretary</u> This series documents the scheduled appointments and activities of the Secretary of Transportation.	101258		Permanent, Archives
<u>Cabinet Meeting Records</u> This series contains materials collected at the Governor's Cabinet meetings by the Secretary and any annotations to the material made by the Secretary.	005439		Permanent, Archives
<u>Correspondence and Supporting Documentation - Assigned State Agencies</u> This series documents the correspondence sent and received by the office to and from state agencies assigned to the Secretariat. Files are arranged and separated by agency. Legislative files may be filed within this series or in series 100858, "Legislative Files."	101259		Permanent, Archives
<u>Correspondence and Supporting Documentation - Constituents</u> This series documents the receipt, forwarding or response to constituent correspondence.	005440		Permanent, Archives



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<u>Correspondence and Supporting Documentation - Office of the Secretary</u> This series documents the incoming and outgoing correspondence of the Secretary and Deputy Secretaries. Legislative files may be filed within this series or in series 100858, "Legislative Files."	100860		Permanent, Archives
<u>Correspondence and Supporting Documentation - Trade Associations</u> This series documents the correspondence and other interactions between the Office of the Secretary and various trade associations including the American Association of State Highway Transportation Officials (AASHTO). The Secretariat is a dues-paying member of the AASHTO, an organization that coordinates state highway department policies, actions and activities. This series consists of correspondence, agendas, meeting records and other supporting documentation.	005441	4 Years after end of term	Confidential Destruction
<u>Decision Memoranda and Briefs</u> This series documents the history of decision briefs sent by staff to the Secretary or the Governor for approval. This series includes decision memoranda and supporting documentation from assigned agency heads asking the Secretary's permission to perform a major function or policy initiative within their agency . This series also includes decision briefs and supporting documentation. This series may also be filed under 101259, "Correspondence and Supporting Documentation - Assigned State Agencies" or 100860, "Correspondence and Supporting Documentation - Office of the Secretary."	100859		Permanent, Archives
<u>Electronic Mail - Official Records</u> This series consists of any electronic mail which documents the actions of the Secretary or the Secretary's staff. Series consists of both incoming and outgoing electronic mail.	000210	0 Years after end of calendar year	Confidential Destruction



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<u>Federal Highway Reimbursement Anticipation Note (FRANS) Program Records</u> This series documents the solicitation and contracting for notes payable by anticipated future federal reimbursement to states under the Federal Highway Reimbursement Anticipation Note (FRANS) Program.	005469		Permanent, Archives
<u>Governor's Commission on Transportation Policy: Support Records</u> This series documents the activities of and support given to the Governor's Commission on Transportation Policy.	101262		Permanent, Archives
<u>Grant Anticipation Revenue Vehicles (GARVEE) Program Records</u> This series documents the approval and issue of bonds payable by anticipated future federal revenue payments to states under the Grant Anticipation Revenue Vehicle (GARVEE) Program.	101263		Permanent, Archives
<u>Legislative Files</u> This series consists of legislation and supporting documentation affecting the Office of the Secretary, as well as state agencies assigned to the Secretariat. This series may also be filed under 101259, "Correspondence and Supporting Documentation - Assigned State Agencies" or 100860, "Correspondence and Supporting Documentation - Office of the Secretary."	100858		Permanent, Archives
<u>Personal or Private Papers</u> This series includes papers of the Secretary and Secretary's staff that are not related to the conduct of the Commonwealth's official business. The series may include correspondence and notes with family or friends, personal business papers, and political organization/party papers.	000211	0 Years after no longer administratively useful	Non-confidential Destruction



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<u>Planning and Budget Files - Assigned State Agencies</u> This series documents the interactions between the Office of the Secretary and the Governor's staff, assigned state agencies, and the Department of Planning and Budget regarding the development and modification of the Commonwealth's budget. This series may also be filed under 101259, "Correspondence and Supporting Documentation - Assigned State Agencies" or 100860, "Correspondence and Supporting Documentation - Office of the Secretary."	101580		Permanent, Archives
<u>Projects and Studies - Aviation</u> This series documents the office's interaction and oversight of various projects and studies related to aviation, air traffic and airports.	101264		Permanent, Archives
<u>Projects and Studies - Demonstration Projects</u> This series documents the office's interaction and oversight of various unspecified or confidential projects and studies.	101265		Permanent, Archives
<u>Projects and Studies - Department of Motor Vehicles</u> This series documents the office's interaction and oversight of various projects and studies related to the Department of Motor Vehicles.	101266		Permanent, Archives
<u>Projects and Studies - Department of Transportation</u> This series documents the office's interaction and oversight of various non-highway projects and studies related to the Department of Transportation.	101267		Permanent, Archives
<u>Projects and Studies - FY 99 Audit</u> This series documents the office's interaction and oversight of various projects and studies related to FY 1999 audit of state government.	101268		Permanent, Archives

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<u>Projects and Studies - Highways</u> This series documents the office's interaction and oversight of various projects and studies related to highway planning, construction and use.	101269		Permanent, Archives
<u>Projects and Studies - National Governor's Association</u> This series documents the office's interaction and oversight of various projects and studies related to support of the National Governor's Association.	101270		Permanent, Archives
<u>Projects and Studies - Rail and Public Transportation</u> This series documents the office's interaction and oversight of various projects and studies related to the Department of Rail and Public Transportation.	101271		Permanent, Archives
<u>Projects and Studies - Virginia Port Authority</u> This series documents the office's interaction and oversight of various projects and studies related to the Virginia Port Authority.	101272		Permanent, Archives
<u>Public Relations, Activities and Visits</u> This documents planning for and preparation of public relations activities or visits sponsored or supported by the Office. This series includes flyers, publications, announcements, speeches, photographs and other related material.	005442		Permanent, Archives
<u>Secretary's Web Site</u> This series documents the history of the Secretary's web site. Series include files, images and related scripts of the official site of the Office of the Secretary. Web site is maintained by the Virginia Information Technologies Agency (VITA).	005443		Permanent, Archives



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<u>Special Projects and Studies</u> <p>This series documents the office's interaction with and oversight of various projects and studies. This series may include, but is not limited to, projects and studies associated with Governor's initiatives and specific organizations, issues and topics. This series may be used for permanent records that are not identified elsewhere on the Secretary's schedule.</p>	100857		Permanent, Archives
<u>Weekly Report Files</u> <p>This series consists of documentation pertaining to the weekly report that is provided to the Governor's Office. This series includes weekly reports provided by assigned state agencies and Cabinet reports prepared for the Governor. This series may also be filed under 101259, "Correspondence and Supporting Documentation - Assigned State Agencies" or 100860, "Correspondence and Supporting Documentation - Office of the Secretary."</p>	100856		Permanent, Archives