

RECORDS RETENTION AND DISPOSITION SCHEDULE
VDOT Specific Schedule No. 501-003: Districts

Agency: Department of Transportation
Division: Materials Division

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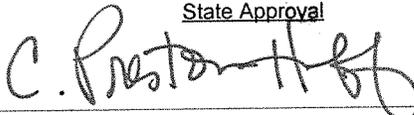
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This schedule is continuing authority under the provisions of the Virginia Public Records Act 42.1-76 et seq. Code of Virginia, for the retentions and disposition of the records as stated. This schedule supersedes previously approved applicable schedules. Request approval on Form RM-3, Certificate of Records Disposal, for the destruction of record series noted in this schedule. Any records created prior to the Constitution of 1902 must first be offered to the LVA before applying these disposition instructions.

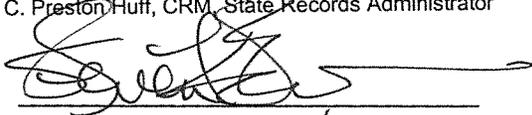
Agency Approval


Constance S. Sorrell, Assistant Commissioner for Administration

State Approval


C. Preston Huff, CRM, State Records Administrator


Bruce L. White, CRM, Agency Records Manager


Comptroller or Deputy
JAN 26 2001
Effective Date

RECORDS RETENTION AND DISPOSITION SCHEDULE VDOT Specific Schedule No. 501-003: Districts

Effective Date: **JAN 26 2001**

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27-Nov-00

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Records Series Title and Description	RS#	Scheduled Retention and Disposition
<p><u>"H" Orders</u></p> <p>Documents the purchase of products by each residency in the District under a competitive bid contract, e.g. central-mix, asphalt, rock, stone, sand, posts, guardrail, sodium, and calcium chloride, that are delivered to a residency location. Central-mix and asphalt are delivered to a project site and are used by the residency to perform road maintenance work. Verifies the correct amount of product tonnage received. Used for reference to prepare and forward to a residency location a copy of the documents that the residency claims it did not receive for the purchase and delivery of central-mix or asphalt.</p>	2400	Retain for three (3) years or until audit is completed, whichever is longer, then destroy.
<p><u>Boring Log</u></p> <p>Documents the location, identification, and load-bearing capacity of the various soil and/or rock types within the limits of a major road project. Used for the design of roadway foundations, cut and fill slopes, soil stabilization and retaining systems, and structure foundations.</p>	2362	Retain permanently within VDOT.
<p><u>Boring Plan Sheets</u></p> <p>Documents a profile or side view of a proposed road or bridge and the soil beneath it based on the results of soil borings. It is used to provide the project contractor with a visual description of the type(s) of soil beneath a proposed road or bridge. The Sheet is a copy of an original in the complete set of Plans for a project and is used for reference in the event of an emergency.</p>	2363	Retain for five (5) years after project is completed, then destroy.
<p><u>Borrow Pit File</u></p> <p>Documents the preliminary identification and lab test results of soil from potential borrow pit sites for agency road projects. The File was formerly used by District materials section staff to inform agency project inspectors where qualified borrow pit sites were located. Because each project contractor is solely responsible at present for locating qualified borrow pit sites, the File is used for reference of its soil information.</p>	2364	Retain for as long as administratively useful, then destroy.

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<p><u>Calibration File - Furnace/Ovens</u></p> <p>Documents the calibration of a plant's oven settings at the time of sample testing. Used by the District to set the agency's testing lab ovens at the same calibration settings as the plant producer. Used to compare the agency's and plant producer's test results. Data are entered into the asphalt section of the Materials (MAT) System database that can calculate the calibration factor to determine if a price adjustment is required.</p>	2397	Retain until producer plant's mix design is no longer used, then destroy.
<p><u>Capital Outlay File</u></p> <p>Documents information about the construction of the District materials section's building and additions to the building, e.g. type of brick, pipe, ventilation. Used for reference when another addition or improvement to the building is proposed. The District Materials section's file is a copy and the original is retained by the Capital Outlay Section, Administrative Services Division-Central Office.</p>	2366	Retain for five (5) years, then destroy.
<p><u>Certification - Concrete Batchers</u></p> <p>Documents the original examination administered by the agency and taken by concrete producer plant employees to become agency certified concrete batchers who are responsible for loading concrete into trucks. File is used for reference to determine the District's certified concrete batchers.</p>	2371	Retain current original examination until superseded or obsolete, then destroy.
<p><u>Certification - Plants</u></p> <p>Documents the asphalt, aggregate, and cement producers in the district that are under contract or certified to do business with VDOT. Used by district staff to conduct semi-annual inspections of the producers' plants.</p>	2346	Retain until superseded, then destroy.
<p><u>Certification File - Weighperson</u></p> <p>Documents a certificate of qualification and a certification test administered to a weighperson, i.e. a person responsible for weighing trucks and materials, at a producer plant or producer quarry for the certificate of qualification required by the agency according to its Bonded Weight Program Weighperson Training Manual. Used to ensure that the weighperson is knowledgeable of the plant's or quarry's equipment and the agency's standards and that the equipment for weighing is adequate. Verifies the weighpersons who are certified.</p>	2485	Retain for four (4) years, then destroy.

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<p><u>Certification Program File</u></p> <p>Documents the registration and payment received for contractor and producer employees attending Materials Division's certification schools. Tracks and monitors the payment of school registration fees and provide the Materials Division in the Central Office with the name and social security number for attendees in each school.</p>	2369	Retain for five (5) years or until audit is completed, whichever is longer, then destroy.
<p><u>Certified Scale Status Report</u></p> <p>Documents for each producer plant and quarry in the District, the plant or quarry name and identification number, location, certified weighperson name, sealed, serviced, scale company, monitor date, the last date scales were certified by the Virginia Department of Agriculture Weights and Measures, and the expiration date of the surety bond. The Report is prepared semi-annually at the request of the Materials Division-Central Office and a copy is forwarded to the Central Office and to the Department of Agriculture. The File is used to track and monitor certification problems. It is also used for reference and as evidence that the Certified Scale Status Report was prepared.</p>	2370	Retain for two (2) years, then destroy.
<p><u>Concrete Evaporation Rate File</u></p> <p>Documents the weather conditions during the day when the top layer of concrete is poured on a bridge under construction. Used to enter weather condition information on a Coding Form, Form TL-28, for entry into the Materials (MAT) System electronic database. The File is used for reference to determine if concrete that cracked was poured during dry and windy conditions because concrete poured during these conditions will result in the contractor being liable for the cracked concrete.</p>	2660	Retain until information has been verified in the electronic database, then destroy.
<p><u>Construction Plan Sheets</u></p> <p>Documents graphically on half-size plan sheets the type and method of construction and the materials used in current state-wide road projects. Used by the District materials section staff to track and monitor the construction of road projects to ensure that they are constructed according to Agency guidelines.</p>	2384	Retain until completion of the project, then destroy.

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<p><u>Contracts - Drilling Services</u></p> <p>Documents in the contracts between drilling company contractors and the agency the line item charges that a contractor may bill the agency. Used for reference to ensure that a contractor's line item charges to the agency conform with the terms of the contract.</p>	2385	Retain for three (3) years after completion and/or termination of contract or agreement, or until audit, whichever is longer, then destroy.
<p><u>Contracts - Maintenance Projects/Highway Upgrades</u></p> <p>Documents contracts for maintenance projects in a county and maintenance projects throughout the District. Tracks and monitors the progress of the project.</p>	2424	Retain in terms of contract or three (3) years after expiration of contract, whichever is greater, then destroy.
<p><u>Design File - Sketches</u></p> <p>Documents the landslide or sink hole corrective action sketch design for construction and residency maintenance projects. Used as evidence of successful or failed corrective action. Used for reference if corrective action fails.</p>	2417	Retain for five (5) years after project is completed, then destroy.
<p><u>Equipment Location File</u></p> <p>Documents project inspector sign-out receipts for field equipment. Information on receipts is entered into a database used to generate a report on the location of the equipment.</p>	2390	Retain until equipment is returned, then destroy.
<p><u>Equipment Reference File</u></p> <p>Documents original purchase, repair parts purchase, calibration, operational guidelines, warranty information, and replacement parts for equipment located in a laboratory. File is used for reference when there is a problem with equipment. Used for reference to determine the name, address, and telephone number of equipment sales and/or service vendors. Used to complete the repair or replacement of the equipment.</p>	2389	Retain for the life of the equipment, then destroy.

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<p><u>Field Notes - Geology</u></p> <p>Documents field observations made by District materials section geology staff during the investigation of a project site. Used to make reports and recommendations concerning soil surveys, project geology, and slope designs.</p>	2399	Retain permanently within VDOT.
<p><u>Field Notes - Structures and Soil</u></p> <p>Documents field notes for work on soil and major or minor structures, including bridges, walls, pipes and box culverts. Information is documented by project and includes the date, location, and type of soil or rock investigated. Used during investigations of structural failure.</p>	2391	Retain permanently within the Agency.
<p><u>Independent Assurance Sampling (IAS) Comparison</u></p> <p>Documents a comparison of the District materials section's test results or sampling on materials that are ten percent of the project inspector's test results or sampling on materials. Verifies that the materials section performed the comparison sampling that is required by the Federal Highway Administration (FHWA) on Federally funded road projects. Used for reference to provide a copy of the IAS Comparison to the FHWA upon request.</p>	2402	Retain for five (5) years after project is completed, then destroy.
<p><u>Inspections - Asphalt and Aggregate Scales</u></p> <p>Documents the semi-annual inspections of scales in asphalt and aggregate plants that weigh materials. Documents producer plants' surety bonds that insure delivery of the materials promised by the producer plant. Used for reference to determine the dates of the most recent scale inspections and the producer plants that have a surety bond.</p>	2354	Retain for three (3) years, then destroy.
<p><u>Inspections - Bonded Weigh Program</u></p> <p>Documents the agency's weighmonitors' visits to producers' plants and quarries to inspect weigh scales for accuracy, verify that the weighperson is performing their duties according to agency standards and specifications, administer examinations for weighperson certification, and deliver the legal load list to the producer plant or quarry. Tracks and monitors problems for examination by the Division Administrator during his annual visit to the District.</p>	2361	Retain for five (5) years, then destroy.

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Inspections - Concrete Plants

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Retain for five (5) years after completion of the project or when outdated or replaced whichever comes first, then destroy.

Documents the inspection of a concrete producer plant and the agency project site where the concrete produced at the inspected plant was tested and delivered. Used to ensure that the concrete batching operations at the plant; the concrete testing at the project site; and the concrete handling, placing, and curing techniques are within the agency's specifications.

Inspections - District Laboratories

2415

Retain for two (2) years, then destroy.

Documents the annual inspection of the district materials section's laboratories by the Materials Division-Central Office. Used to replace or adjust equipment and train the staff on the procedures to conform to the standard. Used for reference to answer inquiries from materials producers about the validity of a materials test, e.g. the test equipment is calibrated and operating correctly.

Inspections - Pugmill Plants

2460

Retain for two (2) years, then destroy.

Documents the annual inspection of each producer pugmill plant in the District to determine if the plant's pugmill used to add moisture to central-mix aggregate, a mix of large to small to powdered stones, and the plant's lab equipment are in compliance with the agency's specifications. Tracks and monitors problems with materials supplied to the agency for its road projects by the producer pugmill plant and as evidence that the inspection was completed.

Inspections - Treated Lumber Test Report File

2480

Retain for three (3) years, then destroy.

Documents inspections of lumber mills by a District materials section technician to ensure that the chemicals used in treating lumber delivered to the agency to make fences, guardrails, etc., for its road projects is in compliance with the agency's specifications. The original inspection forwarded to the residency is used by project inspectors to verify that the lumber used for their projects is in compliance with the agency's specifications. A copy of the inspection retained in the District materials section is used for reference to confirm that the inspection was performed and in the event the residency loses the original inspection.

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<p><u>Inspections - Vehicle Scales</u></p> <p>Documents semi-annual state government and private enterprise inspections of producer plant and producer quarry vehicle scales used to weigh asphalt and aggregate materials to ensure that the scales are correctly measuring weight. Used to ensure that the inspections are performed semi-annually. Used for reference to verify the date of the last inspection.</p>	2482	Retain for two (2) years, then destroy.
<p><u>Inventory File - Industrial Materials</u></p> <p>Documents all agency approved materials suppliers in the district that supply fencing, wood posts, pre-cast items, plastic pipe, and guard rails. Used to ensure that all materials supplied to the agency for its road projects have been pre-tested and approved by the agency according to its specifications.</p>	2403	Retain until superseded or obsolete, then destroy.
<p><u>Investigations - Concrete Cylinders</u></p> <p>Documents investigations conducted by the agency's lab of a concrete cylinder after failure. Used to make a price adjustment for concrete delivered by the producer plant or require the plant to re-pour the concrete depending on the severity of the failure. Tracks and monitors producer plants that have delivered concrete with an above average failure rate in concrete cylinder compression tests.</p>	2377	Retain for five (5) years after project is completed, then destroy.
<p><u>Investigations - Experimental Asphalt</u></p> <p>Documents studies on experimental pavement mixes and pavement problems. Used to collect information about pavement performance. Used to support recommendations for or against specific pavement mixtures used in agency road construction or maintenance projects that are being considered for use in future projects.</p>	2471	Retain for as long as administratively useful, then destroy.
<p><u>Investigations - Geological Studies</u></p> <p>Documents geological studies about problems on existing roads and structures that are conducted by the District materials section staff for the District maintenance section or the maintenance organization at the residency. Used by the maintenance section or residency to plan and conduct road projects to correct the problems identified and described in the geological studies.</p>	2423	Retain permanently within VDOT.

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<p><u>Investigations - Major Structures (Bridge Foundation and Walls)</u></p> <p>Documents geologist recommendations for underground bridge structure design and major retaining walls for agency road projects based on bridge coring tests conducted to determine the strength of the soil. Used for reference to reduce time and expense in conducting major structure investigations on similar projects in the same location in the future.</p>	2405	Retain permanently within VDOT.
<p><u>Investigations - Minor Structures</u></p> <p>Documents the investigations and design recommendations to support minor structures, i.e. pipe and box culverts. Recommendations are based on lab test results from soil and rock samples obtained from the area where the culvert will be built. Used for reference to reduce time and expense in conducting minor structure investigations on similar projects in the same location in the future.</p>	2406	Retain for fifteen (15) years, then destroy.
<p><u>Investigations - New Quarry</u></p> <p>Documents an investigation including tests of a producer quarry prior to its use as a materials supplier to the agency. The report of the investigation is used to determine whether the quarry contains suitable materials for use by the agency.</p>	2429	Retain until quarry is no longer a supplier to the agency, then destroy.
<p><u>Investigations - Soil Survey</u></p> <p>Documents soil information and pavement design recommendations for agency road projects. Soil investigations are used by the staff of the District materials section to write the pavement recommendations because the strength of the soil will determine the strength, depth, and mixture of the pavement. Used for reference when there is a proposed change for a road (e.g. widening).</p>	2407	Retain permanently within VDOT.
<p><u>Investigations - Special</u></p> <p>Documents an investigation of unique geological situations that are present before, during or after construction of an agency road project, e.g. landslides, slope failures, sink holes. Used for reference for investigations of similar unique geological situations in the future.</p>	2408	Retain permanently within VDOT.

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<p><u>Investigations - Underground Storage Tank (UST)</u></p> <p>Documents investigations of soil contamination from underground storage tanks on a proposed agency road project route. Used to notify the District Environmental section about the extent of the soil contamination and to recommend procedures to correct the problem. Environmental Division, Central Office, has official copy (see RS #2953)</p>	2409	Retain 3 years after final action, then destroy.
<p><u>Investigations - Well Damage Claims</u></p> <p>Documents investigations conducted by the District materials section's geologist of claims or problems filed by individuals of alleged damage to their water wells that may have occurred due to work such as blasting conducted by the agency on a road project site. Used by the geologist to make a determination of whether or not the agency is responsible for damage to the well. Used by the geologist to prepare a report about the investigation and determination of responsibility.</p>	2487	Retain for five (5) years after case closure, then destroy by shredding or pulping.
<p><u>Job Mix Formula File</u></p> <p>Documents job mix formulas approved by the agency for use on its road projects. Used to determine whether the contractor is providing the agency with material according to specifications.</p>	2412	Retain until superseded or obsolete, then destroy.
<p><u>Laboratory Logbook - Test Samples</u></p> <p>Documents for each current agency road project in the District the number of asphalt samples taken and the dates they were taken from the project site. Used to ensure that the asphalt work area in the District materials section conducts the required sampling for each road project in compliance with the agency's specifications. Used for reference to answer inquiries during the finals processing for the project.</p>	2464	Retain for five (5) years after the log book is completed, then destroy.

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Laboratory Notebook - Finals

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Retain for five (5) years, then destroy.

Documents the status of the Materials Notebook that is submitted by the project inspector when the project is completed to include the date when submitted, the name of the project inspector, the name of the project contractor, the project start and end dates, and the date when the Notebook was verified and forwarded to the District Location and Design section for the project's finals processing. Used by the District to coordinate the project's finals processing with the Location and Design section. Used as verification of when the Materials section completed their finals processing.

Laboratory Test Worksheets

2416

Retain for three (3) years after project completion, then destroy.

Documents in handwritten form the actual measurements, e.g. weight of materials of a given sieve size. Used to perform the computations to obtain the laboratory test results.

Latex Calibration File

2418

Retain for one (1) year after completion of the project, then destroy.

Documents approval of the latex mix design and the agency's calibration check of the mixture when it is being mixed in the truck. Used to ensure that the latex mix is calibrated to the agency's specifications.

Latex Cylinder Breaks File

2419

Retain for five (5) years after project is completed, then destroy.

Documents that the latex cylinder samples were forwarded to the district Materials section and were tested for compliance with the agency's specifications when latex is placed on a bridge as a pavement overlay. Tracks and monitors the quality of the latex delivered by the materials supplier.

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<p><u>Log - Total Ton Sampling</u></p> <p>Documents for each agency road project the date, sample number, and the total tons of asphalt raw materials and asphalt mixed materials that were sampled. Verifies that the current amount of sampling is being performed. Used in the project finals process to determine the project contractor's final payment.</p>	2479	Retain for five (5) years after project is completed, then destroy.
<p><u>Materials Producer File</u></p> <p>Documents information about each materials producer or supplier to the agency or the agency's contractors in the district. Used for ease of reference compared to the Project File to answer inquiries about a particular product that was shipped from the producer facility.</p>	2426	Retain for as long as administratively useful, then destroy.
<p><u>Non-Destructive Testing Files (NDT)</u></p> <p>Documents requests for and the results of non-destructive testing, including falling weight deflectometer (FWD) tests, roughness tests, and skid tests that are conducted for a general survey or at investigative sites. Used to track pavement problems and monitor improvements.</p>	2431	Retain for five (5) years, then destroy.
<p><u>Nuclear Moisture Density Gauge - Transfer Receipts</u></p> <p>Documents the location and transportation of each nuclear moisture density gauge owned by the agency at the District Materials section. Tracks and monitors the location of testing equipment containing nuclear material and reports all movements of the testing equipment to the Materials Division-Central Office that maintains a copy of the testing equipment movements or a copy is forwarded to the Materials Division-Central Office. Retained as reference to answer queries from the U.S. Nuclear Regulatory Commission (NRC).</p>	2398	Retain for three (3) years, then destroy.
<p><u>Nuclear Radiation Exposure Acceptance Statements</u></p> <p>Documents an employee's notification and acceptance at the time of hire that they will be required to operate equipment that will expose them to radiation. Documents an employee's training in the operation of the equipment. Used to mitigate the agency's liability in litigation involving the employee.</p>	2438	Retain for six (6) months after separation or transfer, then destroy by shredding or pulping.

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<p><u>Nuclear Radiation Exposure Badge Reports</u></p> <p>Documents radiation exposure to VDOT employees who use testing equipment containing nuclear material. Used to monitor exposure to employees and prevent them from being exposed to radiation in an amount that exceeds the limits recommended by the U.S. Nuclear Regulatory Commission (NRC). Used to investigate a spike or sudden large amount of radiation exposure to an employee. Retained as reference during an NRC audit to ensure VDOT is monitoring its employees for radiation exposure. May be used for litigation involving an employee.</p>	2433	Retain until the NRC terminates the license, then destroy.
<p><u>Pavement Design File</u></p> <p>Documents the pavement design and calculations for each road construction and maintenance project prepared by a pavement designer including the requests for pavement designs and calculations by residencies and the District location and design section. Used for reference to answer inquiries about the pavement design and for future projects where the same design may be required.</p>	2441	Retain for ten (10) years or until no longer administratively useful, whichever is longer, then destroy.
<p><u>Pavement Distress Management System (PDMS) - Diskettes</u></p> <p>Documents an electronic database containing information obtained from the pavement videos that identify longitudinal, transverse, and alligator cracks on the roadway. Information is compared to the District's maintenance budget to determine the amount of work that can be completed during the construction season.</p>	2442	Retain for as long as administratively useful, then destroy.
<p><u>Pavement Distress Management System (PDMS) - Video Tapes</u></p> <p>Documents videotapes of longitudinal, transverse, and alligator cracks on the pavement of primary and interstate roadways. Used to prioritize repair work for the upcoming construction season and to enter information into PDMS.</p>	2444	Retain for as long as administratively useful, then destroy.

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<p><u>Pavement History File</u></p> <p>Documents the Pavement Data System Reporting Form (M-20) sent to the Districts from the residencies. Used in the Districts for budgeting of projects to correct pavement problems. Also used to verify that pavement conditions entered into HTRIS are correct. Data include type of pavement, date pavement applied, project contractor, route number, and mile point for each primary and secondary road in the District.</p>	2443	Retain permanently within VDOT.
<p><u>Pavement Overlay File</u></p> <p>Documents the type and quality of pavement materials, i.e. concrete, asphalt, slurry, applied to District roads including locations and dates. Used by District materials section staff when conducting on-site road inspections and to make corrections to the Highway Traffic Record Information System (HTRIS) a statewide electronic database.</p>	2446	Retain for five (5) years, then destroy.
<p><u>Pavement Schedule File</u></p> <p>Documents the recommendations of the pavement staff in the District materials section about the District roads that are in greatest need of repair and should be added to the residencies' road maintenance schedules. Recommendations are forwarded to the residencies. Used by each residency together with its road maintenance budget to determine its road repair schedule.</p>	2447	Retain for five (5) years, then destroy.
<p><u>Photographs File</u></p> <p>Documents interesting conditions, samples, problems, or practices discovered during an investigation, e.g. geologic conditions, improper construction practices, or roadway problem areas. Used as supporting documentation in reports and to conduct training presentations.</p>	2448	Retain for as long as administratively useful, then destroy.
<p><u>Plans - Quality Assurance/Quality Control</u></p> <p>Documents quality assurance and quality control plans for all agency-certified employees of materials suppliers in the District that are submitted by the suppliers to the District materials section and updated as employees change. Used for reference to identify agency-certified employees of materials suppliers at agency road project sites.</p>	2461	Retain until superseded, then destroy.

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<p><u>Plant File</u></p> <p>Documents for each producer plant or quarry in the District the plant's or quarry's surety bond, weigh monitor report, and legal load determination. Used to ensure that the plant/quarry is bonded and weigh monitored and all its trucks have a determined load limit.</p>	2450	Retain for five (5) years, then destroy.
<p><u>Preliminary Engineering File</u></p> <p>Documents the preliminary engineering work on projects that have not gone to construction. The File is used to do all engineering work prior to construction and during construction it is used to correct any problems that were mis-engineered prior to construction. It is referenced to answer inquiries about proposed projects where no field work has been done that are in close proximity to a current or completed project.</p>	2453	Retain permanently within VDOT.
<p><u>Project File - Central-Mix Aggregate</u></p> <p>Documents the tonnage and lab test results for central-mix aggregate delivered by producer plants to the agency for road projects in the district. Tracks and monitors the delivery and quality of central-mix aggregate used in the agency's road projects.</p>	2367	Retain for five (5) years after project is completed, then destroy.
<p><u>Project File - Concrete</u></p> <p>Documents the quantity of concrete poured each time at an agency's road project site and the compressive strength of the concrete tested at periodic distances in feet. Tracks and monitors the quantity and compressive strength of concrete used in the agency's road projects.</p>	2382	Retain for five (5) years after project is completed, then destroy.
<p><u>Project File - Density Testing</u></p> <p>Documents the required testing of the density level of the soil and pavement by the project inspector. Used by the project inspector to ensure that the density of the pavement being applied by the contractor conforms to the agency's specifications. Used by the District materials section to ensure that the project inspector is conducting the density testing and to make adjustment points to the contractor's final payment.</p>	2456	Retain permanently within VDOT.

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Project File - Materials

2457 Retain for five (5) years after project is completed, then destroy.

Documents the type (concrete, asphalt, aggregate, or steel), standards, and specifications of materials used in the construction of Federal and state funded Agency road, bridge, and sign structure projects. Tracks and monitors the construction of each project to ensure that the materials used conform to the Agency's standards and specifications. Retained in case of litigation.

Project File - Source of Materials

2470 Retain for five (5) years after project is completed, then destroy.

Documents that materials delivered to an agency road project were shipped from an agency-approved materials supplier. Used by the District materials section staff to ensure that materials suppliers for an agency road project are agency-approved suppliers. Used as a cross reference to a road project number.

Project Production Reports

2458 Retain for five (5) years, then destroy.

Documents the final report generated from the Materials (MAT) System statewide electronic database that tracks and monitors the materials quantity for each agency road project and compares the producer plant's original asphalt-mix design or recipe and lab test results with the test results of the Materials Division-Central Office Lab. Used to make recommendations on adjustment points to the contractor's final payment that is forwarded with the final report to the District location and design section.

Project Testing File

2459 Retain until completion of the project, then destroy.

Documents a copy of all lab test results in the project control work area of the district Materials section. Used by the project control work area staff to fulfill, coordinate, track, and monitor the district Materials section's obligations to control the materials sample taking for each agency road project.

Reports - Aggregate/Cement Hopper Scales

2348 Retain for one (1) year, then destroy.

Documents the calibration of the hopper or bin used by aggregate and cement plants to weigh quantities of aggregate and cement. An agency contractor inspects semi-annually the calibration of the hopper at each plant authorized to do business with the agency. Used to ensure that the hoppers are being inspected and that they are correctly calibrated.

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Reports - Asphalt Job Mix

2410 Retain for as long as administratively useful, then destroy.

Documents a report generated from the Materials (MAT) System electronic database that compares the plant producer's original asphalt job mix or recipe with the producer's routine batch sampling. Tracks and monitors the quality of the producer's asphalt products and to make adjustment points on the project contractor's final payment if the quality of the product is not within an acceptable deviation from the original asphalt job mix or recipe. Used for reference to answer inquiries during the finals processing for the agency road project in the District materials section and the District location and design section.

Reports - HTRIS Inventory

2404 Retain for as long as administratively useful, then destroy.

Documents annual report of the interstate, primary, and secondary road inventory on the Highway Traffic Record Information System (HTRIS) that is a statewide electronic database. Used to correct errors in the HTRIS database. Used for reference to obtain HTRIS information when performing road inspections and in the office when HTRIS is unavailable.

Reports - Pavement Condition

2440 Retain until no longer administratively useful, then destroy.

Documents annually report of the pavement conditions in the District on a computer printout generated from the Pavement Condition Survey Disk. Tracks and monitors the pavement ratings and makes comparisons between ratings for different years.

Reports - Pavement Master File

2445 Retain until no longer administratively useful, then destroy.

Documents computer printouts from the pavement subsystem of the Highway Traffic Record Information System (HTRIS), a statewide electronic database. Used to perform on-site road inspections to verify pavement type by mile point and date pavement applied for all interstate, primary, and secondary roads in the District.

Seismograph Tapes File

2466 Retain for five (5) years after project is completed, then destroy.

Documents the measurement of vibration magnitude versus time in the form of "squiggly" lines on thermal or photo sensitive paper or seismograph tape. Used to advise a contractor to alter a road construction activity, e.g. blasting, pile driving, road traffic, if it has the potential to cause damage to a structure. Used to determine if road construction caused damage to a nearby structure that is the subject of a complaint or litigation.

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<p><u>Sodium Chloride Invoice File</u></p> <p>Documents the receipt of sodium chloride (road salt used to melt snow) by the agency from materials suppliers that is tested by the District materials section for compliance with agency specifications prior to distribution to District locations. Used to match the sodium chloride received to the supplier that delivered it for payment on the supplier's invoice based on the sodium chloride's compliance with agency specifications.</p>	2468	Retain for as long as administratively useful, then destroy.
<p><u>Soil Lab Results (Handwritten Originals)</u></p> <p>Documents handwritten original of lab test results from soil samples that are entered into the Materials (MAT) System, a statewide electronic database, that generates a report distributed to the work areas in the District materials section and placed in the Project File-Materials. Verifies the information on the computer report and makes corrections in the MAT System. Used for reference to answer inquiries by the section staff about the lab test results without accessing the Project File-Materials.</p>	2469	Retain for as long as administratively useful, then destroy.
<p><u>Surety Bond File</u></p> <p>Documents that a surety bond exists for each producer plant and producer quarry in the District. Used to ensure that each plant and quarry is bonded. Used to ensure that the agency will collect money if a problem occurs with the quality of materials delivered by a plant or a quarry to the agency for its road projects.</p>	2477	Retain for two (2) years, then destroy.
<p><u>Surface Treatment File</u></p> <p>Documents a quantity check and compatibility test of the surface treatment mix that is conducted by the project manager and submitted to the aggregate work area of the district materials section. Includes a surface treatment survey conducted by the aggregate work area to determine how the surface is wearing. Used by the district materials section's staff to correct problems with the surface treatment mix.</p>	2476	Retain for six (6) years, then destroy.
<p><u>Survey File - District Aggregate</u></p> <p>Documents information about rock and soil formations in the District gathered from samples taken during routine projects borings. Used to inform producers of pavement materials, (ie. soil, sand, stone, gravel) where to dig for these materials to increase supply and reduce costs. Retained for reference.</p>	2388	Retain for as long as administratively useful, then destroy.

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<p><u>Test Reports - "H" Order Projects</u></p> <p>Documents tests conducted on material samples used in Agency "H" Order projects that are usually entirely funded by the state. Examples include repairing pavement cracks, filling potholes, and replacing guardrails. Used to ensure that the contractor is supplying the VDOT with material that is in compliance with Agency specifications. Retained as reference to answer inquiries about the test results.</p>	2401	Retain for five (5) years, then destroy.
<p><u>Test Reports - Aggregate</u></p> <p>Documents reports of tests conducted by a materials section in one District on aggregate used for agency road projects in other Districts and as purchase order stock for the agency. Used to ensure that the aggregate is in compliance with the agency's specifications. Used for reference to identify producer quarries that are approved to supply aggregate to the agency for its road projects.</p>	2427	Retain for five (5) years, then destroy.
<p><u>Test Reports - Asphalt Concrete</u></p> <p>Documents producer's lab and agency's lab test reports from samples obtained from asphalt supplied to the agency for its road projects. Used by the District materials section's staff to monitor the asphalt supplied to the agency and assess a fine to the producer for products that vary from the plant mix design.</p>	2355	Retain for three (3) years after project completion, then destroy.
<p><u>Test Reports - Concrete Pavement</u></p> <p>Documents test results of the flexural strength of concrete pavement five to six days after concrete is placed. Used to determine when a recently paved road can be opened to traffic.</p>	2396	Retain for five (5) years, then destroy.
<p><u>Test Reports - Concrete Permeability</u></p> <p>Documents the results of concrete permeability tests conducted by the agency's lab at the Materials Division-Central Office on concrete cylinders and forwarded to the District materials section. Used to compare permeability test results with the information in Coding Form, Form TL-28, for accuracy. Used for reference if there is failure of concrete delivered by a producer plant to the agency for use in an agency road project.</p>	2378	Retain for five (5) years, then destroy.

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<p><u>Test Reports - Concrete Samples</u></p> <p>Documents testing results of concrete samples by the Materials Division-Central Office received from a District. Used for reference if problems develop with the concrete used in an agency road project.</p>	2383	Retain for one (1) year, then destroy.
<p><u>Test Reports - Fine and Coarse Aggregate</u></p> <p>Documents test reports on samples of fine and coarse aggregate by cement producer plants in the District before the aggregate is mixed into cement to ensure that the mix will be in compliance with the agency's specifications. Verifies that the random sample testing was performed and ensures that the aggregate-mix is in compliance with the agency's specifications.</p>	2395	Retain for five (5) years, then destroy.
<p><u>Test Reports - Pre-Stress Concrete Beam</u></p> <p>Documents testing and approval of concrete beams used in bridge construction, including approval of the concrete-mix design and width and length of each concrete beam. Used for reference if problems result from the construction of a bridge.</p>	2452	Retain for five (5) years after project is completed, then destroy.
<p><u>Test Reports - Water Sampling</u></p> <p>Documents the agency's semi-annual lab test results for the pH content of water used by agency-approved producer concrete plants when mixing cement for the agency to ensure that the pH content of water is in compliance with the agency's specifications. Used to ensure that water testing is performed semi-annually. Used for reference to determine the date of the next required water test.</p>	2483	Retain for one (1) year, then destroy.
<p><u>Test Results - Bituminous Mixtures</u></p> <p>Documents test results of bituminous mixtures. Results are entered in a statewide electronic system that statistically analyzes the information together with the producers' lab test results and the job mix design to generate the Report of Asphalt Concrete, Form E-12-1714-01. Used to determine whether the producer is supplying material for the agency's road projects that conforms to the job mix design. Agency inspectors identify problems and report to the producer about what adjustments should be made and determine the standard deviation at the end of the project in order that a price adjustment to the producer may be made.</p>	2360	Retain for five (5) years, then destroy.

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Test Results - Central-Mix Aggregate

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Retain for five (5) years, then destroy.

Documents for central-mix aggregate, i.e. large and small stones and fine powder, producer plant's or quarry's lab test results that are entered in a statewide electronic system that statistically analyzes the information together with the agency's lab test results and the job mix design to generate the Report on Structural Concrete, Form E 12. The analysis is used to determine whether or not the producer is supplying material for the agency's road projects that conforms to the job mix design. Agency inspectors identify problems and report to the producer about what adjustments should be made. The File is used to determine the standard deviation at the end of the project in order that a price adjustment to the producer may be made.

Test Results - Concrete Compressor Strength

2372

Retain for five (5) after completion of the project, then destroy.

Documents the testing conducted on concrete used for agency road projects. Used to ensure that the concrete producer plant is delivering concrete to the agency with the Pounds Per Square Inch (PSI) required by the project contract. The File is used for reference if problems occur with the concrete and to compare the test results with the Coding Form, Form TL-28, for accuracy. Test determines whether or not the concrete supplied meets or exceeds contract specifications.

Test Results - Pavement Materials

2428

Retain for five (5) years, then destroy.

Documents the agency's lab test results from samples of pavement materials purchased by the agency from producer plants for use in the agency's road construction and maintenance projects. Monitors the quality of the producer plant's pavement materials, e.g. surface treatment, asphalt concrete, slurry seal, cold mix, to ensure that they are within the agency's specifications. Used for reference to determine the reason for good or poor pavement performance.

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Test Results Index Books

2478 Retain for five (5) years after date of last entry in the Book, then destroy.

Documents in an index book the test results by the agency's lab of sample aggregate and asphalt obtained from producer plants and producer quarries. Used to determine the name of the producer plant or producer quarry and the type of asphalt or aggregate mix the plant or quarry delivered to an agency road project as an alternative to searching for the information in the District materials section's Project File. Used for reference when there is a discrepancy about asphalt or aggregate volumes delivered to an agency road project or when documents are missing in the section's Project File.

Weigh Monitor Files

2484 Retain for five (5) years, then destroy.

Documents the certification, bonding, and testing of the weigh monitor station at each producer plant and producer quarry in the District that supplies materials to the agency for use in its road projects to ensure that the weighperson is certified, plant is bonded, vehicle scales weigh correctly, and weigh tickets are completed properly. Used to ensure that certification is performed every three years, bonding is performed annually, a weigh monitor report is prepared quarterly, and that problems are corrected. Used for reference to verify the certificate of the weighperson, bond of the producer plant or producer quarry, and the date of the last weigh monitor report. Used for reference to answer inquiries about the vehicle scale at a plant or quarry.

Wet Accident Reduction Program

2488 Retain for as long as administratively useful, then destroy.

Documents annual reports of "wet-pavement-hot spots" generated by the Materials Division-Central Office from the accident subsystem of the Highway Traffic Record Information System (HTRIS), a statewide electronic database, and computer generated reports of test vehicles breaking in wet and dry conditions on District roads. Used for review to identify potential slick spots on District roads that may become the subject of a maintenance or construction road project to be added to the current or following year's schedule. Used for reference to answer inquiries from staff in the Central Office, the District, and from citizens.