

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

Agency: Department of Transportation
Division: Traffic Engineering Division

Table of Contents

Page	Section
2	Districts

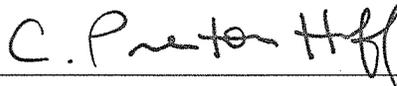
This schedule is continuing authority under the provisions of the Virginia Public Records Act 42.1-76 et seq. Code of Virginia, for the retentions and disposition of the records as stated. This schedule supersedes previously approved applicable schedules. Request approval on Form RM-3, Certificate of 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

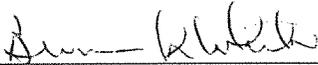


Constance S. Sorrell, Assistant Commissioner for Administration

State Approval



C. Preston Huff, CRM, State Records Administrator



Bruce L. White, CRM, Agency Records Manager

APR 26 2000

Effective Date

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

Effective Date: APR 26 2000

Page 2 of 14

Agency: Department of Transportation

09-Dec-98

Division: Traffic Engineering Division

Subunit: Districts

Records Series Title and Description	RS#	Scheduled Retention and Disposition
<p><u>Construction/Maintenance Project Files (SAAP only)</u></p> <p>Documents the design of and cost estimates prepared for traffic control device maintenance projects and their installation. These projects include pavement markings, signs, sign panels, post foundations, etc. The districts are responsible for the project design, cost estimating and the proposal. The Construction Division receives the proposal and puts it out for bid. After the bid is awarded the residency is responsible for project administration. The district is contacted by the residency for guidance in interpreting the contract. The files remain within the district and are used for reference in preparing future projects. SAAP refers to Special Advertisement and Award Procedure.</p>	2062	Retain for five (5) years after project is completed, then destroy.
<p><u>Counties and Towns Files</u></p> <p>Correspondence and documents received from a county, town or locality located within a given district concerning requests for traffic studies, signage and road projects and VDOT's response.</p>	1972	Retain until no longer administratively useful, then destroy.
<p><u>Fatality and Major Accident File</u></p> <p>Documents accident sites located within a district, and the inspection, review and recommendations made by the district for improving the safety at the site. These files may contain information for accidents that occur during a VDOT project.</p>	1973	Retain until problem is resolved, then destroy.
<p><u>Fixed Object Inventory - Database/Spreadsheet</u></p> <p>Database or spreadsheet file that contains the same information as found in Records Series #2057. Information is printed out for use during inventory work. Printout is annotated and is used to update the computer files.</p>	2110	Retain until no longer administratively useful, then destroy.
<p><u>Fixed Object Inventory - Paper</u></p> <p>Inventory of every fixed object such as trees and rock/boulders located in the "recovery zone" alongside a primary route. This inventory documents an object that will require removal at some future date. The information is used in conjunction with the Hazard Elimination Safety Projects (see RS # 2017). Information is maintained in a spreadsheet file that lists the objects by county and route.</p>	2057	Retain until updated, then destroy.

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

Effective Date: APR 26 2000

Page 3 of 14

Agency: Department of Transportation

09-Dec-98

Division: Traffic Engineering Division

Subunit: Districts

Records Series Title and Description	RS#	Scheduled Retention and Disposition
<p><u>Flagging Certification File</u></p> <p>Documents that a VDOT employee is certified to serve as a flagman for a work crew. The flagman carries the card while on duty. The district maintains a second card in case of loss and to identify employees due for recertification. Flagging certification is a VDOT requirement that is contained within the VDOT Work Area Protection Manual. The certification card is valid for two (2) years.</p>	2060	Retain until superseded by recertification, then destroy.
<p><u>Guardrail File - Database/Spreadsheet</u></p> <p>Database or spreadsheet file that contains the same information as found in Records Series # 2056. Information is printed out and annotated during inspections. Annotations are used to update the computer file.</p>	2111	Retain until no longer administratively useful, then destroy.
<p><u>Guardrail File - Paper</u></p> <p>Inventory of each guardrail located within a district. Information includes installation contracts, guardrail type, attachment types, total length and cost per location. Districts use the information to prioritize repairs or replacements. Information is maintained in a spreadsheet format that is broken down by county and route.</p>	2056	Retain until superseded, then destroy.
<p><u>Hauling Permits - Copies</u></p> <p>Permits are issued either by the residency or the district for vehicles that exceed weight, height or length limitations. Permits are sent to the Maintenance Division-Central Office with a copy remaining in the district for reference purposes. Weekly and monthly reports are issued for tracking purposes. The monthly report is also sent to the Maintenance Division-Central Office.</p>	2058	Retain for one (1) year or until no longer administratively useful, whichever is longer, then destroy.
<p><u>HES (Hazard Elimination Safety) File</u></p> <p>Documents the study and cost/benefit analysis used in the selection of projects for federal funding under the HES (Hazard Elimination Safety) Program. Traffic Engineering-Central Office generates an annual report of all hazardous locations within the state. This report is distributed to the districts. Each district will conduct a study and cost/benefit analysis for each location. Once the study and cost benefit analysis is completed a HES application is completed by the district and forwarded to Central Office along with the engineering study and cost/benefit analysis. Central Office reviews and prioritizes the various applications for funding. Central Office will notify each district as to which studies have received funding. See also Traffic Engineering-Central Office RS #1668, 1669, 1670 and 1675.</p>	2017	Retain for five (5) years, then destroy.

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

Effective Date: APR 26 2009

Page 4 of 14

Agency: Department of Transportation

09-Dec-98

Division: Traffic Engineering Division

Subunit: Districts

Records Series Title and Description	RS#	Scheduled Retention and Disposition
<p><u>Incident Management Plans</u></p> <p>A detailed operational plan that defines state and local agencies' roles and responsibilities during a traffic incident that may require the closure of a roadway, bridge or tunnel resulting in a detour around the incident site. Each district develops a plan and distributes a copy to VDOT's Traffic Management System as well as other state and local agencies that may be involved.</p>	2019	Retain until superseded, then destroy.
<p><u>Intersection Studies</u></p> <p>Studies conducted in response to a citizen, locality or Central Office request. Determines whether or not traffic lights or signs should be installed at an intersection. The original study is sent to Central Office, a copy is sent to the residency where the intersection is located and a copy is maintained in the district.</p>	2020	Retain for five (5) years, then destroy.
<p><u>Machinery/Vehicles - Equipment Checklist</u></p> <p>Documents the daily and weekly inspection and routine maintenance of truck parts and systems by the truck operator. Daily checklists are performed in the morning and afternoon. Weekly checklists are completed only if any of nine service items have been performed during the week.</p>	2001	Retain until vehicle/equipment is disposed of, then destroy.
<p><u>Machinery/Vehicles - Equipment Files</u></p> <p>Reference material such as manuals, warranty information, parts lists, maintenance schedules, instructions, etc.</p>	2002	Retain until equipment is disposed of, then destroy.
<p><u>Machinery/Vehicles - Equipment Parts Order File</u></p> <p>Documents the requisitioning of and invoicing for equipment parts ordered by the district. Districts refer to the file when reordering parts or determining parts availability.</p>	2004	Retain until equipment is disposed of, then destroy.

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

Effective Date: APR 26 2000

Agency: Department of Transportation
 Division: Traffic Engineering Division

09-Dec-98

Subunit: Districts

Records Series Title and Description	RS#	Scheduled Retention and Disposition
<p><u>Machinery/Vehicles -Truck Maintenance History File</u></p> <p>Documents the daily safety checks and routine maintenance performed by the district on each truck rented from the Equipment Division and used by Traffic Engineering.</p>	1999	Retain until truck returned to Equipment Division, then transfer Daily Rental Operators Check List to Equipment Division and destroy EMS Preventive Maintenance Due Reports.
<p><u>Overhead Sign Structures</u></p> <p>Documents the inspection of all overhead sign structures within a district by Traffic Engineering. Series contains inspection findings and recommendations. Inspections are now conducted by Structure and Bridge Division through a contractor. Traffic Engineering-District is responsible for the maintenance and repair of the structures.</p>	2021	Retain until superseded, then destroy.
<p><u>Paint Claims</u></p> <p>Documents the investigation of a citizen's claim against VDOT for road paint damage to the citizen's car. Upon receipt of a claim Traffic Engineering-District will inspect the car, photograph it and complete the necessary claim forms. This information is then sent to the Attorney General at Central Office. A copy is retained for reference purposes.</p>	1978	Retain for one (1) year after settlement of claim, then destroy.
<p><u>Project Files - Construction/Maintenance</u></p> <p>Documents Traffic Engineering's input to a VDOT construction or maintenance project from the design phase through construction. Traffic Engineering reviews all proposed construction/maintenance projects and provides recommendations for turn lanes, crossovers, entrances, work zones, traffic signals, pavement marking, etc. During the project Traffic Engineering will monitor work safety and assist in solving non-standard problems that may arise during the project, as well as tracking the project's status. This file is maintained for reference purposes.</p>	2053	Retain for three (3) years after project is completed, then destroy.
<p><u>Route Files</u></p> <p>Documents all traffic engineering study activity performed on a route section that is not at an intersection nor project related.</p>	2022	Retain until outdated or no longer administratively useful, then destroy.

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

Effective Date: APR 26 2000

Agency: Department of Transportation
Division: Traffic Engineering Division

09-Dec-98

Subunit: Districts

Records Series Title and Description	RS#	Scheduled Retention and Disposition
--------------------------------------	-----	-------------------------------------

<u>Signals - Preventive Maintenance</u>	2037	Retain until superseded, then destroy.
---	------	--

Monitors the annual preventive maintenance performed on all traffic signals within a district. The file serves as a reference to check when the last preventive maintenance was performed and to schedule repairs.

<u>Signals - Signal Files</u>	2033	Retain for three (3) years after sign is removed, then destroy.
-------------------------------	------	---

Documents the traffic signal installation process. Districts receive a request for the installation of a traffic signal from the residency. The district will conduct a study to determine the need for a signal. If the study warrants the installation of a traffic signal a file is created which will include plans, cost estimates, justifications, timings and other documentation that may pertain to that signal. Each signal is assigned a unique location number. The file is used to check the status of installation and upon completion of the installation is referenced when queries are received from the public

<u>Signals - Signal Intersection Plan File</u>	2050	Retain until superseded, then destroy.
--	------	--

Original plans drawn by Traffic Engineering or consultants for use in determining traffic signal placement and construction materials. The plans may be part of a L&D road project or independent of L&D. If part of an L&D project copies are sent to L&D for incorporation into the project plans. Traffic Engineering uses the plans to check specifications, traffic control devices location and revisions.

<u>Signals - Signal Inventory Report</u>	2036	Retain until superseded, then destroy.
--	------	--

Computer printout that lists the location of all traffic signals within a district. The printout lists the location and signal type by county. Report is annotated by hand when new signals are updated.

<u>Signals - Signal Inventory Report (Database/Spreadsheet)</u>	2125	Retain until no longer administratively useful, then destroy.
---	------	---

Database or spreadsheet file that contains the same information as found in Records Series #2036. Information is printed out for use during inventory work. Printout is annotated and is used to update the computer files.

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

Effective Date: APR 26 2000

Page 7 of 14

Agency: Department of Transportation

09-Dec-98

Division: Traffic Engineering Division

Subunit: Districts

Records Series Title and Description	RS#	Scheduled Retention and Disposition
<p><u>Signals - Temporary Signals</u></p> <p>Documents the request for a temporary signal for use in a work zone, usually bridge work. The request comes from Structure and Bridge Division. Traffic Engineering will inspect the location, make sketches and develop recommendations for the installation of temporary signals in the work zone. The file is referred to when other requests for temporary signals are received.</p>	2061	Retain until no longer administratively useful, then destroy.
<p><u>Signals - Traffic Signal Investigation Log</u></p> <p>Documents the notification, investigation and repair of a malfunctioning traffic signal. Districts are notified by citizens, cities, counties, localities, towns, police or VDOT of a signal problem. A log sheet is completed for each signal problem. The log sheet captures the date and time of the call, the traffic signal's location and the problem. Once repairs are completed the problem and solution are noted on the log.</p>	2051	Retain for three (3) years, then destroy.
<p><u>Signals - Traffic Signal Timing File</u></p> <p>Hard-copy file that records each traffic signal's timing and phasing, the maintenance performed on it and a copy of the signal drawing. The information in this file serves as a backup for the MARC (Monitor And Report Console) System.</p>	2035	Retain for three (3) years, then destroy.
<p><u>Signs/Pavement Markings - Crew Diaries</u></p> <p>Documents and tracks the daily work performed by a district's sign and pavement marking crews, the materials and equipment used, work location, weather and work activity. Completed on a daily basis for each crew this record is used to complete employee time sheets and for reference when complaints are received or tort/liability claims are filed.</p>	1975	Retain for two (2) years, then destroy.
<p><u>Signs/Pavement Markings - Defective Sign Report File</u></p> <p>Documents requests received for the replacement of defective or damaged signs. Requests may be made by either the Residency or the general public. The Districts maintain the file for reference purposes and proof that work was completed.</p>	2066	Retain for three (3) years, then destroy.

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

Effective Date: APR 26 2000

Page 8 of 14

Agency: Department of Transportation

09-Dec-98

Division: Traffic Engineering Division

Subunit: Districts

Records Series Title and Description	RS#	Scheduled Retention and Disposition
<u>Signs/Pavement Markings - Interstate Sign Shop Drawings</u> A computer database that contains sign dimensions, sign types and specification for each sign located along interstate roadways. Sign data from the original plans are entered into the database after sign is completed. Drawings are destroyed after data are entered into the database. Districts use the information for reference purposes when a sign is replaced or a new one is required.	2068	Destroy paper plans after data are entered and verified. Maintain database until superseded.
<u>Signs/Pavement Markings - Interstate Sign Shop Drawings (Database/Spreadsheet)</u> Database or spreadsheet file that contains the same information as found in Records Series # 2068. Information is used for reference purposes when a sign is replaced or a new one is required.	2112	Retain until no longer administratively useful, then destroy.
<u>Signs/Pavement Markings - Inventory Log Database</u> Lists the location of all signs and pavement markings within a district. Documents for signs the type, size, supports used, mile post, route number. Pavement marking inventory documents routes with line painting, length, location and date painted. Information is updated monthly (see RS # 2011) and printouts are made which are annotated by the inspectors. Annotated printouts are also used to update the database.	2012	Retain printouts until database is updated and information is verified, then destroy. Maintain database until superseded.
<u>Signs/Pavement Markings - Inventory Log File</u> Lists the location of all signs and pavement markings within a district. Documents for signs the type, size, supports used, mile post, route number. Pavement marking inventory documents routes with line painting, length, location and date painted. Information is updated monthly and may be entered into a database file. (See RS # 2012)	2011	Retain updated forms until data is entered into database and verified, then destroy.

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

Effective Date: APR 26 2000

Agency: Department of Transportation

Division: Traffic Engineering Division

09-Dec-98

Page 9 of 14

Subunit: Districts

Records Series Title and Description	RS#	Scheduled Retention and Disposition
<u>Signs/Pavement Markings - Miss Utility Ticket File</u> Documents the calls made to "Miss Utility", a centralized telephone contact that is sponsored by area utilities and agencies. This service is responsible for identifying utility lines in a specific area where digging or excavating is proposed. Utility line locations are marked using either a paint or dye. The district maintains the file in case a utility line is broken or hit by a sign crew in order to prove that a call was made to "Miss Utility".	2059	Retain for one (1) year, then destroy.
<u>Signs/Pavement Markings - Overlay File</u> Documents the request to paint pavement markings on newly re-surfaced roads upon completion of either a scheduled or unscheduled road overlay project, when the marking was done and the type of marking painted.	2013	Retain until surface is repaved, then destroy.
<u>Signs/Pavement Markings - Quality Control Report (C-85)</u> Documents on a single-page form the materials used, work completed, weather, temperature and the quality control measurements for a pavement marking project. Information is used during warranty disputes and to monitor the durability of the pavement markings.	2008	Retain for six (6) years or the life of the material warranty whichever is greater, then destroy.
<u>Signs/Pavement Markings - Road Inventory Sketch File</u> File contains current sketches of pavement markings for each route located within the district. Files are arranged by county and route number. Changes are indicated by the date of the change and the initials of the person making the change. Sketches are referenced prior to placing markings on new pavement. Previous sketches are used to verify the accuracy of new sketches.	2067	Retain until new sketch is verified, then destroy.
<u>Signs/Pavement Markings - Sign Files</u> Contains general information such as specifications and illustrations on all signs currently in use or proposed for use.	2009	Retain until superseded, then destroy.

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

Effective Date: APR 26 2000

Page 10 of 14

Agency: Department of Transportation

09-Dec-98

Division: Traffic Engineering Division

Subunit: Districts

Records Series Title and Description	RS#	Scheduled Retention and Disposition
<u>Signs/Pavement Markings - Sign Inventory Log/Card File (Database/Spreadsheet)</u> Database or spreadsheet file that contains the same information as found in Records Series # 2005. Information is printed out for use during inspections. Printout is annotated during the inspection and is then used to update the computer files.	2007	Retain until no longer administratively useful, then destroy.
<u>Signs/Pavement Markings - Sign Inventory Log/Card File</u> Documents for each route within a district the location, sign message, MUTCD #, post-size and other characteristics of the signs located along the route and is used to verify sign inventory and reflectivity inspections (night-sign inspections). Data may be used in conjunction with a database or spreadsheet file.	2005	Retain until superseded, then destroy.
<u>Signs/Pavement Markings - Special Marking File</u> Documents the use and placement of non-standard pavement markings due to road geometry.	2015	Retain until marking changed; then destroy.
<u>Signs/Pavement Markings - Spreadsheets, Overhead and Inventory</u> Tracks overhead costs and the inventory associated with the operation of the Sign Shop. Spreadsheet is updated when stock is received/issued and work orders are completed.	2006	Retain for three (3) years or until audit is completed, whichever is longer, then destroy.
<u>Signs/Pavement Markings - Supplemental Signing</u> Documents the requests made by museums, plantations, wineries and other tourist-oriented facilities for the installation of signage along interstates, and primary and secondary roads. Agreements are made and signed between the District and the facility requesting the sign. Signs and their installation are paid for by the facility.	2010	Retain for three (3) years after sign is removed, then destroy.

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

Effective Date: APR 26 2000

Page 11 of 14

Agency: Department of Transportation

09-Dec-98

Division: Traffic Engineering Division

Subunit: Districts

Records Series Title and Description	RS#	Scheduled Retention and Disposition
<u>Signs/Pavement Markings - Work Orders, Pavement Marking (Ledger Book)</u> Compilation of data extracted from work orders. (see RS # 2016). Ledger book is used for easy reference and accident/paint claims.	2113	Retain until no longer administratively useful, then destroy.
<u>Signs/Pavement Markings - Work Orders, Pavement Marking</u> Documents the materials used, work completed, weather conditions, temperature and the quality control measurements for a pavement marking project. Information is transferred to a ledger book (see RS # 2113) for easy reference and is used for accident/paint claims. (See also RS # 2008)	2016	Retain work order for one (1) year, then destroy.
<u>Signs/Pavement Markings - Work Orders, Signs</u> Documents the work, materials and costs associated with the manufacture and installation of signs by the districts. Information is entered into PIMS for tracking purposes.	2014	Retain for three (3) years or until audit is completed, whichever is longer, then destroy.
<u>Signs/Pavement Markings - Work Requests, Pavement Marking</u> Documents requests received from residencies for pavement markings following completion of unscheduled pavement overlays. Record is maintained for reference purposes. (See also RS # 2067)	2064	Retain for three (3) years or until audit is completed, whichever is longer, then destroy.
<u>Signs/Pavement Markings - Work Requests, Signs</u> Documents the request for installation or removal of a sign within the district. Requests may be received from either Traffic Engineering or Maintenance. A sketch is made if the request is for sign installation. The district maintains the file for reference purposes and to answer citizen inquiries.	2063	Retain for three (3) years or until audit is completed, whichever is longer, then destroy.

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

Effective Date: APR 26 2000

Page 12 of 14

Agency: Department of Transportation

09-Dec-98

Division: Traffic Engineering Division

Subunit: Districts

Records Series Title and Description	RS#	Scheduled Retention and Disposition
<p><u>Special Studies - Commercial Entrance File</u></p> <p>Districts receive from the residency consultant traffic impact studies and/or commercial site plans. The district reviews the studies/plans to ensure that VDOT standards are applied correctly and that the entrances do not create undo hazards. A recommendation is written based upon the review and sent to the residency. The districts maintain a copy of the recommendations and studies/plans to answer questions and to see if the recommendations were implemented.</p>	2029	Retain until entrance upgraded, then destroy.
<p><u>Special Studies - Consultant Tracking File</u></p> <p>Record of a contract between VDOT and a consultant who will perform traffic engineering studies. These are fixed-term and fixed-dollar contracts. The file is used to ensure that the fixed-dollar amount of the contract is not exceeded during the life of the contract or to exceed an allowable percentage above that amount. File contains copies of the contact, consultant proposals, correspondence, billing statements, charge numbers, etc.</p>	2032	Retain in terms with contract or three (3) years after expiration of contract, whichever is greater; then destroy.
<p><u>Special Studies - Speed Zone Cards</u></p> <p>A historical index of all speed zone studies conducted within a district. Cards list the route, county, area, from and to mile posts, length of road studied, study completion date, recommendation, speed limit, commissioner's approval date and the date signage was erected. Whenever a speed limit is changed a new card is created and affixed to the front of the previous card. This information is also contained within a database, however the database contains only current information. The districts maintain the cards in order to have access to historical information.</p>	2025	Retain permanently within the District.
<p><u>Special Studies - Speed Zone Inventory Books</u></p> <p>An inventory listing of all speed limits for interstate, primary and secondary routes within a district. The district personnel use the information as a reference source when answering citizen queries on project planning. It is a hard copy printout of information contained within a database or spreadsheet file that is maintained by Traffic Engineering-Central Office.</p>	2026	Retain until superseded, then destroy.

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

Effective Date: APR 26 2000

Agency: Department of Transportation

09-Dec-98

Division: Traffic Engineering Division

Subunit: Districts

Records Series Title and Description	RS#	Scheduled Retention and Disposition
<p><u>Special Studies - Speed Zone Resolution File</u></p> <p>Copies of either resolutions or federal statutes that cause a change in speed limits. Central Office sends a copy of the resolution to the district which upon receiving the resolution will erect new signs. This file is maintained to answer queries from citizens, law enforcement agencies and others as to why and when a speed limit was changed. Speed limit changes are a result of district traffic safety studies.</p>	2027	Retain until superseded by new resolution or statute, then destroy.
<p><u>Special Studies - Subdivision Plan Review File</u></p> <p>Districts receive from the residency consultant traffic impact studies and/or commercial site plans. The district reviews the studies/plans to ensure that VDOT standards are applied correctly and that the entrances do not create undo hazards. A recommendation is written based upon the review and sent to the residency. The districts maintain a copy of the recommendations and studies/plans to answer questions and to see if the recommendations were implemented.</p>	2030	Retain for five (5) years after buildout, then destroy.
<p><u>Special Studies - Traffic Simulation Models</u></p> <p>On-line traffic simulations used to test and analyze engineering studies of an intersection, route corridor or for geometric improvements to a specified site. Simulations are created using data received from Transportation Planning, traffic counts, field observations, etc. Simulations are produced using the Traffic Software Integrated System which was developed by the Federal Highway Administration. Simulations, tests and analysis is downloaded onto read-only diskettes. Data from the diskettes can be re-installed in order to run future simulations of the same location.</p>	2031	Retain permanently within the District.
<p><u>Special Studies - Traffic Studies</u></p> <p>Documents the studies and recommendations made by a district in response to a request from either a residency or Central Office for a safety or speed study of a particular route. Studies are initiated by a citizen's request to either the residency or the Central Office which will then notify the district of the problem. The district will conduct either an engineering or speed study of the route. A report with recommendations is issued by the district to either the residency or Central Office. Speed zone study recommendations for a change in speed limits are handled by Traffic Engineering-Central Office who will write up the resolution for approval by the Transportation Board. Residencies are responsible for implementing engineering recommendations.</p>	2028	Retain until superseded by subsequent study for the same route, then destroy.

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

Effective Date: APR 26 2000

Page 14 of 14

Agency: Department of Transportation

09-Dec-98

Division: Traffic Engineering Division

Subunit: Districts

Records Series Title and Description	RS#	Scheduled Retention and Disposition
<p><u>STOSIP Project Files</u></p> <p>Documents the selection and completion of projects under the STOSIP program. STOSIP (State Traffic Operation and Safety Improvement Program) projects are similar to HES (Hazard Elimination Safety) Projects (see RS # 2017) except that they are state funded and smaller in scope. Districts are assigned a set amount of funds for these projects which are designed to improve traffic flow or safety. Traffic Engineering in conjunction with the Resident Engineers selects the projects which are then administered by the Residency. Upon completion and submission of a C-5 the District will notify Central Office that the project is completed.</p>	2023	Retain for five (5) years after project is completed, then destroy.
<p><u>Traffic Counts</u></p> <p>Record of ongoing and special traffic counts data compiled by the traffic counts staff within the district. Traffic counts are recorded either by a traffic counter on to a clicker board and a survey form or data disks. The information collected is used by VDOT to measure traffic growth, predict traffic trends, plan road improvements and to set signal timings. The traffic count data is transmitted to Traffic Engineering-Central Office which compiles and tabulates the data into a book format for sale to the public.</p>	2024	Retain for five (5) years, then destroy.
<p><u>Work Zones</u></p> <p>All construction and maintenance road work requires a work zone that will protect workers and citizens during the project. Traffic Engineering designs work zones based upon guidelines published in the Virginia Work Area Protection Manual. If it is a non-standard situation a custom layout is designed. If the construction or maintenance project requires the use of a detour then Traffic Engineering will design it. All layouts and detours are sent to the Residency. Traffic Engineering maintains this file for future projects and reference.</p>	2054	Retain for three (3) years after project is completed, then destroy.
<p><u>Wrong Way Driver File</u></p> <p>Districts receive from Traffic Engineering-Central Office a copy of all accident reports that involve a wrong way driver. Districts inspect the accident site to determine whether or not signage or pavement markings can be improved in order to eliminate the problem. Districts maintain the file in case of liability claims. (See also Traffic Engineering Central Office RS # 1671.)</p>	2018	Retain for three (3) years, then destroy.