

**RECORDS RETENTION AND DISPOSITION SCHEDULE**  
**VDOT Specific Schedule No. 501-005: Structure and Bridge**

Agency: Department of Transportation  
Division: Structure and Bridge Division

**Table of Contents**

Page	Section
2	Central Office General

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

*David R. Gehr*

State Approval

*C. Preston Huff, CRM*

Agency Head OR Deputy

*Malcolm T. Kuluy*

State Records Administrator

Division Administrator

Comptroller or Deputy

*Bruce R. White, CRM*

OCT 07 1997

Agency Records Manager

Effective Date

**RECORDS RETENTION AND DISPOSITION SCHEDULE**  
**VDOT Specific Schedule No. 501-005: Structure and Bridge**

Effective Date:

Page 2 of 13

Agency: Department of Transportation

19-Jun-97

Division: Structure and Bridge Division

Subunit: Central Office

Records Series Title and Description	RS# Scheduled Retention and Disposition
<p><b><u>AASHTO Standards Specifications for Highway Bridges</u></b></p> <p>Documents enhancement, clarifications and establishment of modifications to American Association of State Highway and Transportation Officials (AASHTO) Standards Specifications for Highway Bridges. Modifications are provided to consultants as well as internal designers. This is a history file.</p>	<p>1040 Maintain each specification as long as a structure covered by it exists.</p>
<p><b><u>As-Built Plans (Aperture Cards)</u></b></p> <p>These are the microfilmed (aperture cards) of the marked-up versions of the Bridge Design Plans. The annotations on the plans refer to such items as material quantities or any noted discrepancies from the original plans. Typically, developers, builders or others submit these to the Resident Engineer upon completion of a bridge. This file refers to any project managed by Central Office Staff.</p>	<p>1020 Retention is Permanent. Retain in VDOT or transfer to the Archives (Library of Virginia) when the bridge has been taken out of the Bridge Inventory. A good quality paper copy may be used for Archives copy instead if desired. (Note: The production of the VDOT microfilm may not have been consistently in accordance with generally accepted practices for producing archival quality microfilm. Destroy the set of Fulton aperture cards and discontinue practice of sending a set of cards to Fulton).</p>
<p><b><u>As-Built Plans (Paper, Mylar, or Linen) - (After ARMS)</u></b></p> <p>These are the marked-up versions of the Bridge Design Plans. The annotations refer to such items as material quantities or any noted discrepancies from the original plans. This file refers to any project managed by Central office Staff.</p>	<p>1018 Scan into ARMS and return originals to owner area for disposition. (For Central Office owned plans - Destroy originals after QC, Indexing, and Acceptance).</p>
<p><b><u>As-Built Plans (Paper, Mylar, or Linen) - (Before ARMS)</u></b></p> <p>These are the marked-up versions of the Bridge Design Plans. The annotations refer to such items as material quantities or any noted discrepancies from the original plans. This file refers to any projects managed by the Central Office staff. These plans are generally forwarded to S&amp;B Central Office for microfilming.</p>	<p>1019 Microfilm and place into aperture cards and return originals to owner area for disposition. (For Central Office owned plans - Destroy originals after QC, Indexing and Acceptance). (Distribute cards as follows: One - Applicable District; One - S&amp;B File Room. Note: Destroy the set of Fulton aperture cards and discontinue practice of sending a set of cards to Fulton).</p>
<p><b><u>As-Built Plans - Digital Media (ARMS)</u></b></p> <p>These are the As-Built Plans that have either been scanned into ARMS or are captured from CADD. The annotations on the plans refer to such items as material quantities or any noted discrepancies from the original plans.</p>	<p>1021 Transfer to As-Built Plans (Aperture Cards) upon removal of bridge from the Bridge Inventory. Remove image from ARMS.</p>

## RECORDS RETENTION AND DISPOSITION SCHEDULE VDOT Specific Schedule No. 501-005: Structure and Bridge

Effective Date:

19-Jun-97

Agency: Department of Transportation

Division: Structure and Bridge Division

Subunit: Central Office

Records Series Title and Description	RS#	Scheduled Retention and Disposition
<p><b><u>Bridge (Division) Project Files (Paper) - (Active)</u></b></p> <p>This is a key records series in the division which documents all work performed to design and construct a bridge or structure. This is the "official" project file which is maintained in the Division file room but there are other related project files kept by the Design Unit. Files contain correspondence; Bridge Data Sheet and Bridge Layout Sheet* (both are stapled to the situation plan); Operational Check List*; Computation folder (Design Calculations, Design Summary, Geology BC Report and / or Geology Boring Log Sheet)*; etc. [Note: * indicates that these items are not required in Central Office for projects done by the District]. See S&amp;B Manual (IV-1-05.01-1) for more information.</p>	1035	Scan into ARMS and return originals to owner area for disposition.
<p><b><u>Bridge (Division) Project Files (Paper) - (Inactive)</u></b></p> <p>This is a key records series in the division which documents all work performed to design and construct a bridge or structure. This is the "official" project file which is maintained in the Division file room but there are other related project files kept by the Design Unit. Files contain correspondence; Bridge Data Sheet and Bridge Layout Sheet* (both are stapled to the situation plan); Operational Check List*; Computation folder (Design Calculations, Design Summary, Geology BC Report and / or Geology Boring Log Sheet)*; etc. [Note: * indicates that these items are not required in Central Office for projects done by the District]. See S&amp;B Manual (IV-1-05.01-1) for more information.</p>	1034	Destroy five (5) years after finals are posted. (Note: A designer from Division may review the file before destruction to relocate certain documents that may be useful in other records series such as the Bridge Inspection Reports. Those selected documents can then be moved to that records series.)
<p><b><u>Bridge (Division) Project Files - Digital Media (ARMS)</u></b></p> <p>This is a key records series in the division which documents all work performed to design and construct a bridge or structure. This is the "official" project file which is maintained in the Division file room but there are other related project files kept by the Design Unit. Files contain correspondence; Bridge Data Sheet and Bridge Layout Sheet* (both are stapled to the situation plan); Operational Check List*; Computation folder (Design Calculations, Design Summary, Geology BC Report and / or Geology Boring Log Sheet)*; etc. [Note: * indicates that these items are not required in Central Office for projects done by the District]. See S&amp;B Manual (IV-1-05.01-1) for more information.</p>	1036	Destroy five (5) years after finals are posted. (Note: A designer from Division may review the file before destruction to relocate certain documents that may be useful in other records series such as the Bridge Inspection Reports. Those selected documents can then be moved to that records series.)

**RECORDS RETENTION AND DISPOSITION SCHEDULE**  
**VDOT Specific Schedule No. 501-005: Structure and Bridge**

Effective Date:

Agency: Department of Transportation  
 Division: Structure and Bridge Division

19-Jun-97

Subunit: Central Office

Records Series Title and Description	RS# Scheduled Retention and Disposition
<p><b><u>Bridge (Section) Project Files - Paper</u></b></p> <p>Typically a Design Unit will keep some documentation about a project which pursuant to division procedures do not go into the official Bridge (Division) Project Files. Bridge (Section) Project Files contain: most recent road plans (only necessary sheets); documentation related to quantities, geometry, estimates, Geology BC Report (if no special notes added concerning foundation design recommendations), etc.</p>	<p><b>1037</b> Destroy five (5) years after finals are posted.</p>
<p><b><u>Bridge Analysis Ratings System</u></b></p> <p>Files that contain information on most of the state's bridges and structures. System compiles data that is used to analyze and rate the safe load carrying capacity of a bridge in accordance with the AASHTO Manual for Condition Evaluation of Bridges, Section 6. Data includes bridge length, width, strength, and material. Rating identifies structure load capacity. Rating is included in the National Bridge Inventory (NBI) report to the federal government.</p>	<p><b>1007</b> Destroy (delete) all references to a specific bridge entry upon removal of the span from the Bridge Inventory.</p>
<p><b><u>Bridge Analysis Ratings - Printouts</u></b></p> <p>Printouts are used as reference data. Sometimes the printouts will be included in other records series within the S&amp;B Division.</p>	<p><b>1008</b> Destroy when outdated or replaced.</p>
<p><b><u>Bridge and Culvert Standard Plans</u></b></p> <p>Standard Plans are reference plans, (also called standard detail plans). S&amp;B Division Central Office is the office of record for such plans. Examples of this series are obsolete or generic plans which illustrate standards for concrete and steel beams on bridges. Some of these plans have been microfilmed over the years and some are on CADD.</p>	<p><b>1011</b> Maintain each Standard as long as a structure that was built to it exists.</p>
<p><b><u>Bridge As-Built Plans - Cities</u></b></p> <p>These are copies of As-Built Plans for bridges that are constructed by cities. The As-Built Plans are requested by VDOT so that the plans may be microfilmed. The original plans are then returned to the city.</p>	<p><b>1032</b> Microfilm and place into aperture cards or scan into ARMS. Return original plans to the city. (See: As-Built Plans - Aperture Cards or As-Built Plans - Digital Media - ARMS as applicable for further disposition).</p>

## RECORDS RETENTION AND DISPOSITION SCHEDULE VDOT Specific Schedule No. 501-005: Structure and Bridge

Effective Date:

Agency: Department of Transportation

19-Jun-97

Division: Structure and Bridge Division

Subunit: Central Office

Records Series Title and Description	RS#	Scheduled Retention and Disposition
<p><b><u>Bridge Design Plans (Original Paper/Mylar/Linen) - (Active Projects)</u></b></p> <p>These are completed bridge and structure design plans for construction. Completion of Bridge Design Plans refers to completion of the design not construction. Upon completion of construction the plans are marked-up and are then referred to as As-Built Plans. Bridge Design Plans are arranged in the file room by plan number. See S&amp;B Manual (IV-2-20.00) for more information.</p>	1012	Scan into ARMS and return originals to owner area for disposition.
<p><b><u>Bridge Design Plans (Original Paper/Mylar/Linen) - Shelf Projects</u></b></p> <p>These are completed bridge and structure design plans for construction. Completion of Bridge Design Plans refers to completion of the design not construction. These plans have not been scheduled for construction. Bridge Design Plans are arranged in the file room by plan number. See S&amp;B Manual (IV-2-20.00) for more information.</p>	1014	Retain until construction is scheduled and completed or they are no longer administratively needed, then destroy.
<p><b><u>Bridge Design Plans (Original Paper/Mylar/Linen) - (Inactive Projects)</u></b></p> <p>These are completed bridge and structure design plans ready for construction. Completion of Bridge Design Plans refers to completion of the design not construction. Upon completion of construction the plans are marked-up and are then referred to as As-Built Plans. Bridge Design Plans are arranged in the file room by plan number. See S&amp;B Manual (IV-2-20.00) for more information.</p>	1013	Microfilm and place into aperture cards and return originals to owner area for disposition.
<p><b><u>Bridge Design Plans - Digital Media (ARMS)</u></b></p> <p>These are the CADD plans that are captured in ARMS, or those original plans that were scanned into ARMS. Generally these will be completed bridge and structure design plans. Completion of Bridge Design Plans refers to completion of the design not construction. See S&amp;B Manual (IV-2-20.00) for more information. See also the records series entitled Bridge Preliminary Design Plans.</p>	1015	Upon taking a bridge out of the Bridge Inventory output the applicable plans to microfilm or paper and retain permanently. Retain in VDOT or transfer to the Library of Virginia. Remove the image from ARMS.

## RECORDS RETENTION AND DISPOSITION SCHEDULE VDOT Specific Schedule No. 501-005: Structure and Bridge

Effective Date:

Page 6 of 13

Agency: Department of Transportation

19-Jun-97

Division: Structure and Bridge Division

Subunit: Central Office

Records Series Title and Description	RS#	Scheduled Retention and Disposition
<p><b><u>Bridge Design Plans - CADD</u></b></p> <p>These are the CADD plans (currently generated using MicroStation software). At certain stages "an electronic copy" of the plan is sent to ARMS for record-keeping purposes.</p>	1016	Maintain in an electronic format permanently at VDOT.
<p><b><u>Bridge Inspection Reports (Paper) - (Copies From Districts)</u></b></p> <p>Documents physical inspection process of bridges and culverts in accordance with federal and state requirements, as well as AASHTO procedures. Includes design details and structure condition with drawings, color photographs, nondestructive evaluations data, correspondence, etc. Bridges are typically inspected every two years and box culverts every four years, however, if the condition of the bridge or culvert is less than desired more frequent inspections will be conducted. Distribution of the report is: Original - District; Copy - S&amp;B Division - Central Office; Copy - Residency. Inspection Report requirements are outlined in 23CFR650.309 and an explanation of how data is to be compiled is detailed in AASHTO Manual for Condition Evaluation of Bridge Section 3. See also S&amp;B Manual (94-27.4) for a good explanation of these reports. Reports are now generated from the Computerized Inspection Program (CIP) which is uploaded to the VAX from which the numerical data is migrated to HTRIS.</p>	1001	Maintain the two (2) most recent Inspection Reports. Destroy previous reports.
<p><b><u>Bridge Preliminary Design Plans</u></b></p> <p>This is the early version of the Bridge Design Plans. Such plans are routed to applicable parties, i.e., Districts, Residencies, etc. for comments. These plans are replaced by the Bridge Design Plans.</p>	1017	Scan or transfer into ARMS and destroy when outdated or replaced (by revision or design).
<p><b><u>Bridge Situation Plans (Aperture Cards)</u></b></p> <p>These are the microfilmed bridge situation plans containing topographical information required for the bridge layout which is prepared from a site survey and transmitted (on paper) to S&amp;B from L&amp;D.</p>	1024	Retain permanently at VDOT. A good quality paper copy may be used for permanent retention if desired. (Note: the production of the VDOT microfilm may not have been consistently in accordance with generally accepted practices for producing archival quality microfilm. Destroy the set of Fulton aperture cards and discontinue practice of sending a set of cards to Fulton).

## RECORDS RETENTION AND DISPOSITION SCHEDULE VDOT Specific Schedule No. 501-005: Structure and Bridge

Effective Date:

Agency: Department of Transportation

19-Jun-97

Division: Structure and Bridge Division

Subunit: Central Office

Records Series Title and Description	RS#	Scheduled Retention and Disposition
<p><b><u>Bridge Situation Plans (Paper) - (Inactive)</u></b></p> <p>A bridge situation plan containing topographical information required for the bridge layout is prepared from a site survey and transmitted to S&amp;B from L&amp;D. These plans are also called Site Plans or Contour Plans. See S&amp;B Manual (IV-1-05.01) for information pertaining to processing Bridge Situation Plans. (Note: With implementation of ARMS the Bridge Situation Plans may be available electronically thereby possibly negating the need for microfilming).</p>	1023	Microfilm and place into aperture cards and return originals to owner area for disposition. For Central Office owned plans - Destroy originals after QC, Indexing, and Acceptance. Distribute cards as follows: One - Applicable District; One - S&B File Room. (Note: Destroy the set of Fulton aperture cards and discontinue practice of sending a set of cards to Fulton.)
<p><b><u>Bridge Situation Plans (Paper) - (Active)</u></b></p> <p>A bridge situation plan containing topographical information required for the bridge layout is prepared from a site survey and transmitted to S&amp;B from L&amp;D. These plans are also called Site Plans or Contour Plans. See S&amp;B Manual (IV-1-05.01) for information pertaining to processing Bridge Situation Plans. (Note: With implementation of ARMS the Bridge Situation Plans may be available electronically thereby possibly negating the need for microfilming).</p>	1022	Scan into ARMS and return originals to owner area for disposition.
<p><b><u>Bridge Situation Plans - Digital Media (ARMS)</u></b></p> <p>These are the Bridge Situation Plans that have either been scanned into ARMS from CADD. The official record of the Bridge Situation Plans is in the L&amp;D Central Office and the future plans will be to electronically sent to S&amp;B through CADD.</p>	1025	Transfer to Bridge Situation Plans (Aperture Cards) upon removal of bridge from the Bridge Inventory. Remove image from ARMS.
<p><b><u>Computerized Inspection Program (CIP)</u></b></p> <p>This is a PC based system which is uploaded to the DEC VAX. The alphabetic and numeric ratings from the inspections are exported from the VAX into HTRIS. The ratings are exported but the verbiage remains on the PC's in the Districts.</p>	1049	Destroy (delete) individual entries when no longer administratively required.
<p><b><u>Critical Recommendation Files</u></b></p> <p>This records series contains both copies and originals of the Critical Recommendations for Posting, Repair and / or Strengthening forms that are kept in three ring binders in the Division office. Documents critical problems that must be addressed within 30 days.</p>	1009	Maintain for the life of the bridge or structure. Destroy upon removal from the Bridge Inventory.

## RECORDS RETENTION AND DISPOSITION SCHEDULE VDOT Specific Schedule No. 501-005: Structure and Bridge

Effective Date:

Agency: Department of Transportation  
Division: Structure and Bridge Division

19-Jun-97

Subunit: **Central Office**

Records Series Title and Description	RS#	Scheduled Retention and Disposition
<p><b><u>Deferred Projects Files</u></b></p> <p>These are generally early stage type projects such as preliminary estimates and some bridge designs that have been placed on hold due to a lack of funding, public resistance, changes in prioritization, etc.</p>	1045	Transfer to off-site storage facility after one (1) year. Destroy after a total of twenty (20) years.
<p><b><u>Half Size Plans</u></b></p> <p>Half Size Plans are design plans which have been reduced to half of their original size for ease of use. Upon submission of the original design plans for advertisement a supply of half size plans are generated in the Central Office and returned to the originating location. Half size plans have historically been destroyed upon receipt of the aperture cards after the project has been built.</p>	1031	Destroy when outdated or replaced.
<p><b><u>Manual Of The Structure and Bridge Division</u></b></p> <p>This is the S&amp;B Division procedure and guideline manual which currently has nine volumes. Some of the topics include: Personnel; Training; Instructional Memos; Operations and Communications Procedures; Programming and Planning; Design Aids and Typical Details; Superstructure and Substructure Standards; Plan Preparation; CADD Design Aids; Computer Programs; Specifications, Policies and Procedures for Services of Outside Agencies; Bridge Inspection and Rehabilitation, metric design problem manual, etc. Note: Instructional and informational memorandums are issued for items which are not covered by specifications and office standards.</p>	1033	Retention is permanent (of the official set kept by the State S&B Engineer's Office). Retain in VDOT or transfer each significant revision or reissue of the manual series to the Archives (Library of Virginia). Other copies within VDOT may be destroyed when outdated or replaced.
<p><b><u>Moveable Bridge Inspection Files</u></b></p> <p>Files pertain to safety inspections of moveable bridges which are performed every six (6) months. Safety inspections are staggered with the District's inspection to ensure inspections every three months. Inspections cover ten bridges statewide and copies are sent to the District. See also Bridge Inspection Reports for additional information. Moveable bridges may also be referred to as Drawbridges. Office of record for this records series is the Suffolk District. These inspection reports are copies.</p>	1005	Maintain two (2) most recent inspection reports. Destroy previous reports.

**RECORDS RETENTION AND DISPOSITION SCHEDULE**  
**VDOT Specific Schedule No. 501-005: Structure and Bridge**

Effective Date:

19-Jun-97

Agency: Department of Transportation  
 Division: Structure and Bridge Division

Subunit: Central Office

Records Series Title and Description	RS#	Scheduled Retention and Disposition
<p><b><u>National Bridge Inspection Standards Compliance Review Reports</u></b></p> <p>Reports provided to FHWA which document the physical inspection process and ratings of all bridges and culverts in the state. Compliance Reviews are detailed reviews of a portion of the VDOT S&amp;B inspection program by federal reviewers. See 23CFR650.311 which details high level requirements regarding inspection standards.</p>	1006	Retention is permanent. Retain in VDOT or transfer to the Archives (Library of Virginia).
<p><b><u>Navigational Permit Files</u></b></p> <p>Files pertain to navigational requirements and the process of obtaining approvals from the U.S. Coast Guard to build bridges or structures crossing navigable waterways. Previous files used as reference data. Files contain permit drawings, aerial photographs, maps, Environmental Document, copy of water quality certificate or letter from the State Water Quality Board, copy of General Permit, copy of the Certificate of Project Consistency with Virginia Coastal Resources Management Program (VCRMP), listing of agencies involved in the project showing their contact person and telephone number. See S&amp;B Manual (III-2-02.01) and 23CFR650.801 for more information. Environmental Quality is the Office of Record for complete navigation file but Central Office S&amp;B maintains original permit drawings for projects done in Central Office.</p>	1039	Retain permanently at VDOT.
<p><b><u>New Product File (copies)</u></b></p> <p>This records series documents the Product File Committee's review and approval of new products and materials. Files consist of manufacturer and / or product information, correspondence, research reports, reports from Virginia agencies, VDOT, universities, other states, catalogs, specifications, drawings, formulas. Approved products and materials are added to the Product File. Office of Record is Materials Division.</p>	1042	Destroy five (5) years after outdated or replaced - whichever is later.
<p><b><u>On Call Consultant Contracts - Inspection</u></b></p> <p>On Call Consultant Contracts are for bridge inspection services. Contracts are typically for two or three years and are for \$2 million to \$3 million. There may be numerous releases against the contract for a given project. Files may include listings, original blanket purchase contract, agreements, etc.</p>	1232	DESTROY FIVE (5) years after expiration of contract.

**RECORDS RETENTION AND DISPOSITION SCHEDULE**  
**VDOT Specific Schedule No. 501-005: Structure and Bridge**

Effective Date:

Agency: Department of Transportation  
 Division: Structure and Bridge Division

19-Jun-97

Subunit: Central Office

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Records Series Title and Description	RS#	Scheduled Retention and Disposition
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<u>On Call Consultant Contracts - Design Services</u>	1046	Destroy five (5) years after finals are posted.
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On Call Consultant Contracts are for design services. Contracts are typically for two or three years and are for \$2 million to \$3 million. There may be numerous releases against the contract for a given project. Files may include listings, original blanket purchase contract, agreements, etc.

<u>Overweight Permit Request Files</u>	1004	Destroy after three (3) years.
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This records series documents the process to deny or approve issuance of overweight or oversize vehicle hauling permits. The files contain advisory data, review of process and restrictions which include speed, load capacities, alternate routes and denials. Files are arranged by year and then month. Approximately 100 requests are received each month. Permits for Excessive Weight and Size are described in Code of Virginia 46.2-1139.

<u>PPMS Input Forms</u>	1047	Destroy upon verification of accurate entry.
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PPMS is a department-wide scheduling system utilizing computer terminals. The units of measure are initially entered into the system by the District S&B for all highway systems. Shortly after assignment, the Transportation Engineering Program Supervisor reviews the units of measure and makes adjustments as necessary by use of these forms. A separate form is coded for each "B" number. As additional revised data occurs the forms are revised. A copy of the original form or copy of revised form is sent to the Division S&B. District S&B sections generally input the data directly into District terminals. The use of the form is not required. See S&B Manual (IV-1-02.09.1)

<u>Product File</u>	1041	Destroy when outdated or replaced.
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This is a reference collection of various manufacturer's brochures, catalogs, pamphlets, information sheets, specifications, etc. of products and materials used in the design or construction of a bridge or structure.

**RECORDS RETENTION AND DISPOSITION SCHEDULE**  
**VDOT Specific Schedule No. 501-005: Structure and Bridge**

Effective Date:

Page 11 of 13

Agency: Department of Transportation

19-Jun-97

Division: Structure and Bridge Division

Subunit: Central Office

Records Series Title and Description	RS#	Scheduled Retention and Disposition
<p><u>Project Log Book</u></p> <p>Records series in the In-house Design Section which documents the work done on a specific project. Lists CADD drawing number, designer's initials, work dates, drawing / plan description, identifies new drawings, changes, or review of existing drawings. Logs are kept in a three ring binder and are filed chronologically within the binder.</p>	1038	Destroy five (5) years after finals are posted.
<p><u>Restricted Structures Maps</u></p> <p>These maps are furnished by the Office of Public Affairs and are given to S&amp;B during the first week of November and the first week of May of each year. There is one map for each District. Changes that have been received since the date of issue will be noted on the maps in red. See S&amp;B Manual (BR-86-35.1).</p>	1010	Destroy when outdated or replaced.
<p><u>Shop (Fabrication) Drawings - (Paper, Mylar, or Linen) - (Inactive)</u></p> <p>These are the drawings of particular fabricated features of a bridge or a structure such as a railing. Typically, shop drawings are generated by steel fabricators and / or other contractors and are approved by VDOT.</p>	1027	Microfilm and place into aperture cards. Destroy original paper, mylar, or linen drawings. Distribute cards as follows: One - Applicable District; One - S&B File Room. (Note: Destroy the set of Fulton aperture cards and discontinue practice of sending a set of cards to Fulton).
<p><u>Shop (Fabrication) Drawings (Aperture Cards)</u></p> <p>This is the microfilmed record (aperture cards) of the shop drawings.</p>	1028	Retain permanently at VDOT. A good quality paper copy may be used for the permanent record if desired. (Note: The production of the VDOT microfilm may not have been consistently in accordance with generally accepted practices for producing archival quality microfilm. Destroy the set of Fulton aperture cards and discontinue practice of sending a set of cards to Fulton).
<p><u>Shop (Fabrication) Drawings - Digital Media (ARMS)</u></p> <p>These are the drawings that have been scanned into ARMS.</p>	1029	Transfer to Shop (Fabrication) Drawings - (Aperture Cards) upon removal of the bridge from the Bridge Inventory. Remove image from ARMS.

## RECORDS RETENTION AND DISPOSITION SCHEDULE VDOT Specific Schedule No. 501-005: Structure and Bridge

Effective Date:

Page 12 of 13

Agency: Department of Transportation  
Division: Structure and Bridge Division

19-Jun-97

Subunit: **Central Office**

Records Series Title and Description	RS#	Scheduled Retention and Disposition
<p><u>Shop (Fabrication) Drawings - (Paper, Mylar, or Linen) - ( Active)</u></p> <p>These are the drawings of particular fabricated features of a bridge or a structure such as a railing. Typically, shop drawings are generated by steel fabricators and / or other contractors and are approved by VDOT.</p>	1026	Scan into ARMS and return originals to owner area for disposition.
<p><u>STI Code Book</u></p> <p>Records series is a reference set of two volumes containing federal and state data on bridges. The state book has no title. The federal title is "Recording and Coding Guide for the Structure Inventory and Appraisal of the Nation's Bridges" which was published in 1988 by the FHWA.</p>	1312	DESTROY when outdated or replaced.
<p><u>Structure Inventory (STI) - HTRIS (Bridge Inventory)</u></p> <p>The STI is a part of HTRIS (Highway Traffic Record Information System) that serves as the federally required Bridge Inventory. The data is both integrated into HTRIS and also is updated in batch mode. The Bridge Inventory is required pursuant to 23CFR650.311.</p>	1048	Update no later than 90 days after change in status of the structure for bridges directly under the State's jurisdiction and no later than 180 days after the change in status of the structure for all other bridges on public roads. Remove a specific entry (record) five (5) Years after destruction of the structure.
<p><u>Technical Committee Files</u></p> <p>There are numerous specialized committees in the Division. This records series pertains to the various files, correspondence, memorandum, minutes, etc. created by each of these committees. This records series is the official file of each of the committees and does not pertain to distribution copies.</p>	1043	Retain 1 year or until no longer administratively required, then destroy.
<p><u>Unassigned Projects Files</u></p> <p>These are generally early stage type projects such as preliminary estimates and some bridge designs that have not been assigned or designated for construction due to lack of funding, public resistance, changes in prioritization, etc.</p>	1044	Retain in Division until assigned or canceled or destroy after twenty (20) years, whichever comes first.

## RECORDS RETENTION AND DISPOSITION SCHEDULE VDOT Specific Schedule No. 501-005: Structure and Bridge

Effective Date:

Agency: Department of Transportation

19-Jun-97

Division: Structure and Bridge Division

Subunit: Central Office

Records Series Title and Description	RS#	Scheduled Retention and Disposition
<p><b><u>Underwater Inspection Reports (Paper)</u></b></p> <p>Underwater inspections are performed by a S&amp;B Division (Central Office) team of divers or contracted out to one of a few companies that perform this service. There are approximately 530 structures that receive this type of inspection. The cycle for underwater inspections is typically five years. Approximately 30 structures are inspected by consultants. Copies of these reports are sent to the applicable District and Residency. Inspection reports are outlined in 23CFR650.301</p>	1002	Scan reports and destroy originals after QC, Indexing, and Acceptance. Prior to scanning weed out obvious duplicates and any ephemeral documents such as envelopes.
<p><b><u>Underwater Inspection Reports - Digital Media (ARMS)</u></b></p> <p>Underwater inspections are performed by a S&amp;B Division (Central Office) team of divers or contracted out to one of a few companies that perform this service. There are approximately 500 structures that receive this type of inspection. The cycle for underwater inspections is typically five years. Approximately 30 structures are inspected by consultants. Copies of these reports are sent to the applicable District and Residency. Inspection reports are outlined in 23CFR650.301.</p>	1003	Maintain for the life of the Bridge or Structure. Destroy upon removal from the Bridge Inventory.
<p><b><u>Voided Bridge Design Plans</u></b></p> <p>On some of the larger, more complex and expensive bridge design projects, two versions of a bridge design will be created. These are bid and then one of the two designs is selected. A Voided Bridge Design Plan is the design that was not selected. These are however referred to from time to time by various VDOT sources. These are filed by Plan Number.</p>	1030	Retain five (5) years after completion of the project design or until no longer administratively needed - whichever comes later, then destroy.