



LIBRARY OF VIRGINIA

Archives, Records, and Collections Services
800 E. Broad St., Richmond VA 23219
(804) 692-3600

RECORDS RETENTION AND DISPOSITION SCHEDULE

SPECIFIC SCHEDULE NO. 501-010

Transportation, Dept. of
Traffic Engineering Division

The schedule on the attached page(s) is approved with agreement to follow the records retention and disposition policies listed below:

AGENCY APPROVAL

STATE APPROVAL

AGENCY HEAD OR DEPUTY _____
AGENCY RECORDS OFFICER Laurence K. Davis

STATE ARCHIVIST Samuel G. Treacy
COMPTROLLER OR DEPUTY _____

EFFECTIVE SCHEDULE DATE: AUG 13 2015

POLICIES FOR RECORDS RETENTION AND DISPOSITION

1. This schedule is continuing authority under the provisions of the Virginia Public Records Act, § 42.1-76, et seq. of the Code of Virginia for the retention and disposition of the records as stated on the attached page(s).
2. This schedule supersedes previously approved applicable schedules.
3. This schedule is used in conjunction with the Certificate of Records Destruction (RM-3 Form). A signed RM-3 Form must be approved by the designated records officer and on file in the agency or locality before records can be destroyed. After the records are destroyed, the original signed RM-3 Form must be sent to Library of Virginia (LVA).
4. Any records created prior to 1913 must be offered, in writing, to LVA before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from LVA. A copy of the offer must be attached to the RM-3 Form when it is submitted to LVA.
5. All known audits and audit discrepancies regarding the listed records must be settled before the records can be destroyed.
6. All known investigations or court cases involving the listed records must be resolved before the records can be destroyed. Knowledge of subpoenas, investigations, or litigation that reasonably may involve the listed records suspends any disposal or reformatting processes until all issues are resolved.

7. The retentions and dispositions listed on the attached page(s) apply regardless of physical format, i.e., paper, microfilm, electronic storage, optical imaging, etc. Unless prohibited by law, records may be reformatted at agency or locality discretion. Microfilming must be done in accordance with 17VAC15-20-10, et seq. of the Virginia Administrative Code, "Standards for the Microfilming of Public Records for Archival Retention." All records must be accessible throughout their retention period in analog or digital format. Whether the required preservation is through prolongation of appropriate hardware and/or software, reformatting, or migration, it is the obligation of the agency or locality to do so.
8. Custodians of records must ensure that information in confidential or privacy-protected records is protected from unauthorized disclosure through the ultimate destruction of the information. Ultimate destruction is accomplished through shredding, pulping, burning, and overwriting or physically destroying media. Deletion of confidential or privacy-protected information in computer files or other electronic storage media is not acceptable. Records containing Social Security numbers must be destroyed in compliance with 17VAC15-120-30.
9. Under the Virginia Public Records Act, § 42.1-79, LVA is the official custodian and trustee of all state agency records transferred to the Archives, Library of Virginia. LVA may purge select records in accordance with professional archival practices in order to ensure efficient access.
10. Unless otherwise directed, files are closed out at the end of each calendar or fiscal year as appropriate. Retention periods start at that time.



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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Automated Traffic Recorder (ATR) Monitoring File</u> This series documents the construction and maintenance of short-term traffic counter sites. This series may include, but is not limited to: any records pertaining to the construction and maintenance of these sites.	001943	1 Year after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Continuous Monitoring Sites File</u> This series documents the construction and maintenance of permanent-site traffic counters by a contractor. This series may include, but is not limited to: any records pertaining to the construction and maintenance of these sites.	001942	1 Year after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Correspondence - Position Statements and Information</u> This series documents the Division's official position concerning traffic engineering issues and requests for information received from the Districts, other Divisions, and the Public. This series may include, but is not limited to: standardized or form letters, and memos.	001623	10 Years after end of calendar year	Non-confidential Destruction
<u>Corridor Safety Improvement Program File</u> This series documents Traffic Engineering division's targets for study of certain highway corridors that have a high number of severe accidents. This series may include, but is not limited to: notifications.	001963	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Cut-Through Traffic Studies</u> This series documents the studies undertaken by the Central Office, and their findings, when cut-through traffic studies are initially conducted by the District and no agreement on a solution can be reached at the District level. This series may include, but is not limited to: letters, memorandums, technical reports, correspondence, engineering studies, and supporting documentation.	001944	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction



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<u>Field Inspection & Recommendations File</u> This series documents Traffic Engineering recommendations for a project design from an operational and safety perspective. This series may include, but is not limited to: correspondence	001962	2 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Highway Rail Safety Improvement Program - Projects</u> This series documents the identifications and prioritizations of, as well as the funding for, Traffic Engineering Highway Rail Safety Improvement Program projects. This series may include, but is not limited to: forms and correspondence.	002041		Permanent, In Agency
<u>Highway Rail Safety Improvement Program: Special Studies</u> This series documents Traffic Engineering Highway Rail Safety Improvement Program special studies requested by public officials, politicians or locality officials. This series may include, but is not limited to: railroad crossing studies and findings.	002042	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Highway Safety Improvement Program: Annual Report</u> This series documents VDOT's annual report to the Federal Highway Administration on safety improvement efforts, including the Highway Safety Improvement Program, Bicycle Pedestrian Safety Program, and the Railway-Highway Grade Crossing Improvement Program. This series may include, but is not limited to: reports.	001673		Permanent, Archives
<u>Highway Safety Improvement Program: Project Proposal File</u> This series documents applications for highway safety projects. This series may include, but is not limited to: application forms, bicycle and pedestrian safety proposals.	001670	2 Years after decision	Non-confidential Destruction

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<u>Incident Management Plans</u> This series documents detailed operational plans that define state and local agency 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. This series may include, but is not limited to: incident management plans.	002019	5 Years after issuance	Non-confidential Destruction
<u>Intersection Studies</u> This series documents studies in response to a citizen, locality or internal request to determine whether or not traffic lights or signs should be installed at an intersection. This series may include, but is not limited to: reports, roadway descriptions, traffic analysis, summaries and recommendations.	002020	5 Years after issuance	Non-confidential Destruction
<u>Logo Signing Program</u> This series documents the use, types, locations, mile markers, roadways, and GPS coordinates of logo signs that are placed along Virginia highways by contractors. This series may include, but is not limited to: evaluations, work orders, and support documentation	001628		Permanent, In Agency
<u>Overhead Sign Structures</u> This series documents studies conducted in response to a citizen, locality or Central Office request and determines whether or not traffic lights or signs should be installed at an intersection. This series may include, but is not limited to: studies and correspondence	002021	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Pre-Approved Traffic Control Device Listing</u> This series documents detailed listings of traffic control devices that are eligible for use on a project and (or which) are issued quarterly. This series may include, but is not limited to: Approved Products lists and a Rescinded Products list from the Traffic Control Device database	001631		Permanent, In Agency



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<u>Railroad Crossing Inventory File</u> This series documents all public grade crossing locations. This series may include, but is not limited to: inventories and photographs.	002044	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Route Files</u> This series documents all traffic engineering study activity performed on a route section that is not at an intersection nor project related. This series may include, but is not limited to: studies.	002022	0 Years after no longer administratively useful	Non-confidential Destruction
<u>Signals - Signal Files</u> This series documents the traffic signal installation process. This series may include, but is not limited to: plans, cost estimates, and other documentation.	002033	3 Years after equipment, facility, or property sold or no longer in use	Non-confidential Destruction
<u>Signals: Preventive Maintenance</u> This series documents annual preventive maintenance performed on all traffic signals. This series may include, but is not limited to: reports and spreadsheets.	002037	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Signals: Signal Intersection Plan File</u> This series documents original plans by Traffic Engineering or consultants for use in determining traffic signal placement, construction materials, and may become incorporated into project plans. This series may include, but is not limited to: plans.	002050	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Signals: Temporary Signals Investigation Log</u> This series documents the notification, dates, times, locations, problems, and repairs completed on a malfunctioning traffic signal. This series may include, but is not limited to: log sheets.	002051	3 Years after end of calendar year	Non-confidential Destruction



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<u>Signals: Traffic Signal Timing File</u> This series documents each traffic signal's timing and phasing. This series may include, but is not limited to: logs and drawings	002035	3 Years after end of calendar year	Non-confidential Destruction
<u>Signs/Pavement Markings: Interstate Sign Shop Drawings</u> This series documents the dimensions, types, and specifications of signs and pavement markings located along interstate roadways. This series may include, but is not limited to: plans and drawings	002068	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Signs/Pavement Markings: Miss Utility Ticket File</u> This series documents the calls made to "Miss Utility" in case a utility line is broken or hit by a sign crew. This series may include, but is not limited to: tickets	002059	1 Year after end of calendar year	Non-confidential Destruction
<u>Signs/Pavement Markings: Quality Control Report (C-85)</u> This series documents warranty disputes and monitors the durability of pavement markings. This series may include, but is not limited to: forms.	002008	6 Years after end of calendar year	Non-confidential Destruction
<u>Special Safety Studies: Truck Assessment</u> This series documents truck studies conducted at the request of individuals or government officials. This series may include, but is not limited to: reports, roadway descriptions, traffic analysis, summaries and recommendations.	001947	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Special Studies: Subdivision Plan Review File</u> This series documents consultant traffic impact studies and commercial site plans for subdivisions. This series may include, but is not limited to: studies, plans, and recommendations.	002030	5 Years after event	Non-confidential Destruction



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<u>Special Studies:Commercial Entrance File</u> This series documents requests for commercial entrances onto a Virginia roadway. This series may include, but is not limited to: studies, site plans, recommendations, reviews, and sketches	002029	0 Years after event	Non-confidential Destruction
<u>Special Studies:Traffic Simulation Models</u> This series documents multiple online traffic simulations used to test and analyze engineering studies of an intersection, route corridor, or for geometric improvements to a specified site. This series may include, but is not limited to: simulations, tests and analysis.	002031		Permanent, In Agency
<u>Special Studies:Traffic Studies</u> This series documents the studies made by the Districts in response to a request from a citizen, residency, or Central Office for a safety or speed study of a particular route. This series may include, but is not limited to: studies, recommendations and correspondence.	002028	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Speed Zone Records</u> This series documents investigations and studies for speed limit adjustments forwarded to Central Office Traffic Engineering Division for approval, and approved resolutions. This series may include, but is not limited to: signed final speed zone resolutions, investigations, studies, work papers, and supporting documentation.	001660		Permanent, In Agency
<u>Supplemental Signs</u> This series documents the guidelines and criteria used in granting the erection of a supplemental guide sign along Virginia roadways. This series may include, but is not limited to: correspondence, approvals, denials, and installations.	001627		Permanent, In Agency

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<u>Surface Transportation Assistance Act (STAA) History File</u> This series documents the process for approving or denying requests for inclusion of routes into the Surface Transportation Assistance Act (STAA) network. This series may include, but is not limited to: requests, data, and correspondence.	001954		Permanent, In Agency
<u>Surface Transportation Assistance Act (STAA) Route Study File</u> This series documents studies conducted at the request of trucking companies that wish to travel on non-Surface Transportation Assistance Act (STAA) routes. This series may include, but is not limited to: requests studies, videos and supporting documentation	001951	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Through Truck Restrictions File</u> This series documents the entire process involved in approving or denying a request for through-truck restrictions on secondary roads. This series may include, but is not limited to: requests, studies, and analyses, VDOT recommendations, and the resolution and decisions approving or denying the request.	001946	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Traffic Counting Service Contracts</u> This series documents contracts for traffic counting services administered by Traffic Engineering Division. This series may include, but is not limited to: contracts, bid reviews, bid tabulations, insurance certifications, and supporting documentation.	001939	5 Years after expiration	Non-confidential Destruction
<u>Traffic Counts</u> This series documents ongoing and special traffic counts data, as well as requests from citizens, community groups, or other interested parties to conduct a traffic count at a certain location to prove or disprove the need to pave a road, widen a road, etc. This series may include, but is not limited to: requests, studies, analyses, and decisions approving or denying the request.	002024	5 Years after end of calendar year	Non-confidential Destruction

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<u>Traffic Data Publication Files</u> This series documents information from permanent and temporary traffic count systems. This series may include, but is not limited to: reports.	001663		Permanent, In Agency
<u>Traffic Engineering Division (TEDS) Memoranda (Operational Directives)</u> This series documents operational directives relating to guidance provided on traffic operations when that guidance has not been provided or clarified by law. This series may include, but is not limited to: memoranda, and supporting documentation.	001629		Permanent, In Agency
<u>Traffic Engineering Priority File</u> This series documents Traffic Engineering responses to complaints about traffic engineering that have been received by either the VDOT Commissioner or the Secretary of Administration. This series includes, but is not limited to: correspondence and supporting documentation.	001620	10 Years after end of calendar year	Non-confidential Destruction
<u>Traffic Monitoring System Database: Reports</u> This series documents annual historic traffic volume estimates created by VDOT Traffic Engineering Division. This series may include, but is not limited to: reports.	001941		Permanent, In Agency
<u>Virginia Supplement to the Manual on Uniform Traffic Control Devices (MUTCD)</u> This series documents the promulgation of State Standards for traffic control devices that exceed minimum federal requirements, including any pertinent traffic control device design, installation, and operational details not covered in the Manual on Uniform Traffic Control Devices.	001630		Permanent, Archives



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<u>Virginia Surface Transportation Assistance Act (STAA) Truck Routing Map/Addendum</u> This series documents addenda that notify truckers of any changes to Surface Transportation Assistance Act (STAA) routes after annual publication of the map. This series includes, but is not limited to: maps, addenda, and any supporting documentation. 23CFR658.21	001948	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Virginia Work Area Protection Manual</u> This series documents the promotion of the uniform standards of traffic. It was originally published as Part VI of the Virginia Supplement to the Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD) prior to 1987.	001682		Permanent, Archives
<u>Weigh-In Motion (WIM) Database System</u> This series documents the traffic data VDOT gathers at remote traffic monitoring sites, transmits via modem to Central Office, downloads into the Weigh-In Motion (WIM) database, manipulates for report production, and updates to Federal Highway Administration. This series may include, but is not limited to: databases and reports.	001662		Permanent, In Agency
<u>Work Zones</u> This series documents Traffic Engineering designed work zones and detours that protect workers and citizens during road construction and maintenance. This series includes, but is not limited to: layouts.	002054	3 Years after project completion	Non-confidential Destruction