



**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. 501-013**

Transportation, Dept. of  
Tolling Operations Division

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

AGENCY APPROVAL

AGENCY HEAD OR DEPUTY

*James O. Elford*  
*Lawrence K. Davis*

AGENCY RECORDS OFFICER

STATE APPROVAL

STATE ARCHIVIST

*Sandra G. Zundweg*

COMPTROLLER OR DEPUTY

EFFECTIVE SCHEDULE DATE: **FEB 11 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>Buildings and Grounds Files</u> This series documents the use, performance, maintenance, repair, or servicing of residency buildings or grounds, including budget information. This series may include, but is not limited to: work orders, warranties, and vouchers.	001979	3 Years after creation	Non-confidential Destruction
<u>Daily Revenue Audit Log</u> This series documents problems in the toll lane, maintenance and repairs, unusual occurrences, and toll revenue overages and shortages for each lane. This series may include, but is not limited to: logs.	001971	3 Years after end of calendar year	Non-confidential Destruction
<u>Daily Shift Log</u> This series document daily activities such as lane openings or closings, air conditioning repair, gate or vault maintenance as reported by the on duty supervisor of the toll booths. This series may include, but is no limited to: logs	001900	3 Years after end of calendar year	Non-confidential Destruction
<u>Disbursement Reports</u> This series documents the previous day's revenue collected from Fast Tolls (Automated Vehicle Identification) and the fees that the Fast Toll Service Center charged for its services. This series may include, but is not limited to: reports	001928	3 Years after end of calendar year	Non-confidential Destruction
<u>Equipment Rental/Hired Files</u> This series documents the use of hired/rented equipment and crews by VDOT. This series may include, but is not limited to: payments, justifications, and correspondence.	001982	3 Years after end of state fiscal year	Non-confidential Destruction
<u>Hourly Traffic Reports</u> This series documents amounts of hourly traffic by listing the classification of the vehicles (number of axles), AVI transactions, revenue totals, and daily violations at each lane. This series may include, but is not limited to: reports.	001927	3 Years after end of state fiscal year	Non-confidential Destruction

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<u>Identification Card Receipts</u> This series documents the issuance of a new identification card or replacement card to toll collectors. This series includes, but is not limited to: identification cards.	001956	1 Year after expiration	Confidential Destruction
<u>Lane Assignment Log</u> This series documents the daily assignment of toll collectors to specific lanes, any unusual occurrences and the time they occurred. This series may include, but is not limited to: logs.	001918	2 Years after end of calendar year	Non-confidential Destruction
<u>Money Bag Assignments</u> This series documents the daily assignment of toll collectors to specific lanes, including money bags and any unusual occurrences and the time they occurred. This series may include, but is not limited to: toll collector, money bag, and deposit information.	001908	1 Year after end of state fiscal year	Non-confidential Destruction
<u>Money Bag Inventories</u> This series documents the pickup and return of toll lane money bags by armored car contractor representatives. This series may include, but is not limited to: inventory reports.	001955	3 Years after end of state fiscal year	Non-confidential Destruction
<u>Non-Revenue Toll Fares</u> This series documents the number of passes of authorized personnel exempt from paying tolls.	001901	3 Months after creation	Non-confidential Destruction
<u>Non-Revenue Toll Reports</u> This series documents the summary of the total number of passes of authorized personnel through all the tolls without requiring toll payments. This series may include, but is not limited to: toll reports and passes of authorized personnel exempt from paying tolls.	001949	3 Years after creation	Non-confidential Destruction



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<u>Patron Complaint Files</u> This series documents resolution of patron complaints regarding transactions or incidents at the toll booths. This series may include, but is not limited to: complaints and resolutions.	001922	2 Years after closed	Non-confidential Destruction
<u>Quarterly Vault Inventories</u> This series documents which vault is in use and which vault is closed, out for repair, or in storage. This series may include, but is not limited to: inventories.	001911	1 Year after end of calendar year	Non-confidential Destruction
<u>Security Surveillance Video Recordings: Inside Facility</u> This series documents the recording of all activities inside toll bridge offices and toll lanes to provide security coverage and verification. This series may include but is not limited to: EDR 1600 video recordings supported by EDA800 hard drives	001907	6 Months after creation	Non-confidential Destruction
<u>Security Surveillance Video Recordings: Outside Facility</u> This series documents the recording of all activities outside toll bridge offices and toll lanes to provide security coverage and verification. This series may include but is not limited to: EDR 1600 video recordings supported by EDA800 hard drives.	200333	1 Year after creation	Non-confidential Destruction
<u>Statements of Revenue and Transactions</u> This series documents toll booth monthly revenue and vehicle transactions, including monthly breakdown of the location, classification of vehicles, number of transactions, and revenue collected . This series may include, but is not limited to: reports	001936	2 Years after end of state fiscal year	Non-confidential Destruction
<u>Toll Audit System</u> This series documents and tracks transactions and revenue collections. This series may include, but is not limited to: vehicles, number of transactions, axle counts, totals, and summaries.	001996	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction



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<u>Toll Collector's Schedule</u>  This series documents toll collector's work schedules and their shifts. This series may include, but is not limited to: names and shifts.	001909	2 Years after end of calendar year	Non-confidential Destruction
<u>Tort Claims (Copies)</u>  This series documents citizens complaints of damage to personal property by the road system. This series may include, but is not limited to: complaints, forms, and resolutions	001967	3 Years after end of calendar year	Confidential Destruction
<u>Unusual Occurences Reports</u>  This series documents any incident that affects the amount of money collected at the lane or vault and the daily deposit. This series may include, but is not limited to: incident reports.	001929	3 Years after end of state fiscal year	Non-confidential Destruction
<u>Vault Inventory Report</u>  This series documents the pickup and return of toll lane vaults by armored car contractor representatives . This series may include, but is not limited to: vault locations.	001919	3 Years after end of state fiscal year	Non-confidential Destruction