



RECORDS RETENTION AND DISPOSITION SCHEDULE
 SPECIFIC SCHEDULE NO. 501-018
 THE VIRGINIA DEPARTMENT OF TRANSPORTATION
 ASSET MANAGEMENT DIVISION

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

AGENCY APPROVALSTATE APPROVAL

AGENCY HEAD OR DEPUTY

STATE RECORDS ADMINISTRATOR

AGENCY RECORDS OFFICER

COMPTROLLER OR DEPUTY

EFFECTIVE SCHEDULE DATE AUG 29 2005

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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 Disposal* (Form RM-3). A signed RM-3 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 must be sent to Library of Virginia (LVA).
4. Any records created before the Constitution of 1902 came into effect (January 1, 1904) must be offered, in writing, to the LVA before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from the LVA. A copy of the offer must be attached to the RM-3 form when it is submitted to the 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."
8. Custodians of records must insure that information in confidential or privacy protected records is protected from unauthorized disclosure through the ultimate destruction of the information. Normally, destruction of confidential or privacy-protected records will be done by shredding or pulping. "Deletion" of confidential or privacy-protected information in computer files or other electronic storage media is not acceptable. Electronic records must be "wiped" clean or the storage media physically destroyed.



THE LIBRARY OF VIRGINIA

RECORDS MANAGEMENT AND IMAGING SERVICES DIVISION
(Form RM-2 Aug 98)

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9. Under the *Virginia Public Records Act*, (§ 42.1-79) the Library of Virginia is the official custodian and trustee of all state agency records transferred to the Archives, Library of Virginia. The Library may purge select records in accordance with professional archival practices in order to ensure efficient access.



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Accident Repair Cost File

Tracks and verifies accident repair costs on State-owned vehicles. Costs are entered into the Equipment Management System (EMS) system to document total operating cost of the vehicle. Repair costs per vehicle are summarized and sent to the Safety and Health Division, Central Office. Types of repairs are usually but not limited to bodywork that can be repaired at VDOT or by an outside vendor. File is retained for auditing purposes, to answer inquiries by the Safety and Health Division, and to verify the EMS data input.

2768 Retain until disposal of vehicle, then destroy.

Accounts Payable

This series documents the monies to be paid by the agency. The series consists of purchase orders, invoices, billings, and other related documents.

4118 Retain three (3) years or until audit, whichever is longer, then destroy.



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Accounts Receivable

Accounts receivables for damages to state roadway assets, such as guardrail damages caused by vehicular accidents, and other accounts receivables including permit fees. Used to enter data in FMS II and to provide claim details not contained within the FMS II system.

4090 Retain three (3) fiscal years or until audit, whichever is longer, then destroy.

Air Emissions Permit and Reporting File

Documents Fulton's air-emission reporting and permitting documentation. Fulton has a site boiler and painting booths that emit small levels of air pollutants. An Exclusionary General Air Permit is applied for annually, and excludes the facility as a major source of air pollution.. File is available to the Department of Environmental Quality (DEQ) upon request.

2769 Retain on site for five (5) years, then destroy.
Refer to 9VAC5-500-190b

Audit Reports – Audit Workpapers

This series documents both the internal and external response to auditing of the agency's financial records. The series is used in preparation for the official state audits by VDOT's Internal Audit Division as well as audits by the Auditor of Public Accounts, JLARC, etc.

4119 Retain three (3) years after completion of final report, then destroy.



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Audit reports -- Duplicates

This series consists of reference and working copies of the audit report.

4120 Retain as long as administratively necessary, then destroy.

Automated Fuel System Module Code Worksheets

Documents coded numbers that are programmed into a fuel usage device/module that is installed into State-owned vehicles. This device is part of the Automated Fuel System (Gasboy) and electronically authorizes a user to pump gas into the vehicle and records fuel volume extracted at the pump. Each device receives a unique number, which is recorded on worksheets and placed in a secure file in the District equipment shop. File is referenced when reprogramming modules are necessary.

2756 Retain until superseded, then destroy all tangible media by shredding or pulping. Electronic media and copies should be retained only on network drives and must be deleted simultaneously with tangible media destruction..

Budget Records-Work Papers/Reports

This series documents the budgeting procedures of the agency. It consists of working papers relating to the preparation of the budget and report that deal with the control of expenditures within the agency and division.

4121 Retain three (3) years after the biennium to which the records relate, then destroy.



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Complaints – Pesticide/Fertilizer Use

Documents citizen complaints or requests for information concerning pesticides and/or fertilizers applied to VDOT rights of way.

2219 Retain for three (3) years after resolution or closure, then destroy.

Computer Application Change Request – Equipment Management Systems

Documents the official request to the Information Technology Division for an enhancement revision to be made to EMS or any other database that is used by the Equipment Section's personnel.

2760 Retain for one (1) year after revision or enhancement is successfully completed, then destroy.

Contract Action Files and Modifications

Files consist of a wide variety of contract related documentation covering numerous cancellations, issues and events such as vendor meetings

4094 Retain three (3) years after contract award (See Series 4092) to successful bidder, or closure, then destroy.



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Contracts -Other

Documents all bid and contract activities not directly related to road maintenance. Includes copy of the RFP/IFB, original proposal/bid award information, agreement, as-built plans, etc., as well as possible supplemental agreements, contract administration review reports by the Attorney General, Fiscal, or Civil Rights feasibility studies.

4092 Retain three (3) years after completion and/or termination of contract or until audit whichever is longer, then destroy.

Contracts – Maintenance General

Documents all bid and contract activities. Includes copy of the RFP/IFB, original proposal/bid award information, agreement, as built plans, etc. as well as possible supplemental agreements, contract administration review reports by the Attorney General, Fiscal, or Civil Rights feasibility studies.

4122 Retain three (3) years after award to successful bidder, closure, cancellation, or until audit whichever is longer, then destroy.

Contracts – Renewals

Documents contract renewals for an established renewal period. Asset Management is the Office of Record for these renewals. Copies are forwarded to ASD or Construction Division Contracting Officer.

4123 Retain in accordance with terms of contract or three (3) years after termination, then destroy.



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Correspondence – Routine Administrative – Not Specified Elsewhere

Documents incoming and outgoing letters, memoranda, faxes, notes, and their attachments of a routine administrative nature, not listed as a specific category on this schedule, in any physical format including but not limited to paper, and electronic formats.

4124 Retain three (3) years, then destroy.

Database – Automated Fuel System (Gasboy)

Database and paper input documents denoting fuel transactions at the Fulton facility. Records the amount of fuel taken from tank and the account that will be charged. Gasboy is a pilot program that uses a credit card type transaction to replace fuel tickets (ED-14). If program is successful, it will be introduced statewide.

2790 Delete or destroy entire electronic file or individual paper records three (3) years after pilot complete.

Database – Equipment Budget

Documents an in-house database in electronic format and paper input forms used by Equipment Section to track budget requests and approvals for rental equipment. Used for quick reference.

2787 Delete or destroy entire electronic file or individual paper records when no longer administratively useful.



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<p><u>Database – Equipment Management System (EMS)</u> The primary function of this database is to track equipment inventory and to establish a program that ensures preventive maintenance is performed thoroughly, consistently, and in a timely manner. EMS contains detailed information on the equipment inventory, equipment location, work orders, schedule for preventive maintenance, equipment costs, and tracks equipment that has been lost, stolen or surplused. Files are both electronic and paper used for input.</p>	2759	Delete or destroy entire electronic file or individual paper records for each piece of equipment when no longer administratively useful.
<p><u>Database – Requisition Manager</u> Documents an in-house database that tracks the status of equipment requisitions. Information from the original requisition is entered into the database to track requisition number, district, equipment description, cost, vendor, and estimated delivery time. Used as quick reference to answer inquiries from the districts and other divisions.</p>	2788	Delete or destroy entire file or individual records when no longer administratively useful.



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Emergency/Disaster Files – Declared, Undeclared, and Manmade

Documents actions taken to maintain traffic flow and repair roads, bridges, when damage is caused by natural causes (flood, fire, hurricane, etc.) or man (vandalism, intrusion, terrorism, etc.) whether declared a disaster by the federal government, local officials, etc. Files include application forms, approximate budgets, expense reports, schematic drawings, structural plans, photographs, etc. Federal Highway Administration (FHWA) and Federal Emergency Management Administration (FEMA) funds to reimburse VDOT for activities are provided for declared and man-made disasters. State or local funding may be provided for undeclared disasters.

4096 Retain financial and program records for three (3) years following final payment, then destroy. Refer to 44CFR13.42; 49CFR18-42; FEMA's "Public Assistance Guide" (FEMA 322), Chapter 5.

Employee Suggestion Program File – Ideas at Work

Documents the review of the Employee Suggestion Program, Ideas at Work Program. Program, which provides an avenue for VDOT employees to present cost saving suggestions. Suggestions are forwarded to Human Resources who provide the due date for response.

2785 Retain for three (3) years after due date provided by Human Resources, then destroy.



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Employee Suggestion Program File – Maintenance
Operations Research (MOR) File

Suggestions are reviewed by management for possible implementation. Some suggestions involve a major operational change that requires a review and approval by the Employee Suggestion Review or MOR committees. File is retained to answer inquiries from Human Resources and committee members.

2795 Retain for three (3) years after rejection or completion of project.

Equipment Activity File (ED-4)

Documents physical location of all major equipment in VDOT's inventory. Commonly referred to as the ED-4 Transfer File, these records are used to document when equipment is received and when it was transferred to another location. Information is keyed into the Equipment Management System (EMS). Hard copy is retained for quick reference during inventory and auditing activities.

2777 Retain for three (3) years after transfer of equipment or until agency level audit, whichever is longer, then destroy.



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Equipment Delivery Verification File

Documents the final equipment/vehicle inspection to ensure that all requested items and safety equipment, i.e. radio, trailer hitch, roll bar, etc. have been installed and are in good working order prior to the item being delivered to the assigned District. File is retained for possible safety investigations.

2763 Retain for three (3) years following final inspection, then destroy.

Equipment Inventory File

Documents monthly and annual major equipment inventory activities. File is used to identify equipment that has been lost, stolen, transferred, or surplused throughout the year. Each year data are used to conduct a physical inventory and findings are reported to the Equipment Division at Fulton.

2767 Retain for three (3) years or until agency-level audit, whichever is longer, then destroy.

Equipment Research Project Files – Purchased Equipment

Documents research and/or testing conducted by the Equipment Section's Mechanical Engineers on various projects involving beta testing of equipment such as new sickle blade mowers when equipment is to be purchased based on project.

2761 Transfer to RS#2780 when decision to purchase is made. Retain one (1) year then destroy.



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<p><u>Equipment Research Project Files – Rejected Equipment Documents</u> research and/or testing conducted by the Equipment Section’s Mechanical Engineers on various projects involving beta testing of equipment such as new sickle blade mowers when equipment is to be purchased based on project.</p>	4158	Retain one (1) year after date decision is made not to purchase, then destroy.
<p><u>Equipment Specification / Purchasing File</u> This record series is comprised of both equipment specifications and related purchasing documents.</p>	2780	Retain for three (3) fiscal years after purchase, then destroy.
<p><u>Equipment Surplus File</u> Contains documentation recording the surplus and sale of equipment items. File is referenced to answer inquiries as to the condition of the equipment and what the item sold for at the public auction. This information is helpful when pricing future surplus equipment.</p>	2772	Retain for three (3) years after final disposition of property, then destroy.
<p><u>Equipment Titles</u> Documents the original title for all equipment and vehicles permanently assigned to VDOT. File is used as proof of ownership.</p>	2776	Retain until final disposition of the vehicle, then destroy.



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Fuel Card Issue File

Documents the requests, approvals, and issuance of fuel cards to VDOT employees. Serves as reference if a card is lost or stolen.

2778 Retain for three (3) years after card has been deactivated, then destroy.

Fuel Inventory

Documents annual fuel consumption used through the State by VDOT's ongoing operations. Documentation is examined annually to determine if operating costs are conducive to fuel revenue earnings. Price per gallon will be increased or lowered based on this calculation. File is retained to determine future budgeting needs.

2775 Retain for three (3) years after creation, then destroy.

Fuel Tickets

Documents Fulton's fuel use. Data from fuel ticket is entered manually into the FMS II database so that charges can be made to corresponding accounts. Tickets are also used for oil, grease, hydraulic oil or anti-freeze. Tickets are used for reference to verify or correct FMS II reports, and can be accessed during fuel inventories or audits.

2770 Retain for three (3) years, then destroy.



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Gas Tank Meter Readings

Documents fuel monitoring performed by Fulton personnel using the stick gauge method to spot possible fuel leaks. Information is used to reconcile fuel received and fuel issued.

2798 Retain for one (1) year, then destroy.
Refer to 40CFR280.45(b).

Hazardous Waste File

Documents the disposal of hazardous waste generated by the Fulton equipment shop. File is required to be retained by the U. S. Environmental Protection Agency (EPA). File is used to answer questions from the VDOT Environmental Division.

2757 Retain for three (3) years after disposal date, then destroy. Refer to 40CFR262.40.

Historical Marker File

Documents the installation and location of historical markers in each district. Tracks and monitors the Asset Management of each marker.

2163 Retain for three (3) years after removal of marker, then destroy.



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Incident Files

Documents safety incidents involving VDOT facilities that result in claims and payment to vendors and private citizens; traffic and travel conditions (snow, ice, flood, etc.) that impede traffic flow, prevent travel, and can cause related traffic accidents (including ferry operations) and all traffic incidents with or without hazardous materials involvement.

4097 Retain five (5) years after case closure or last action, whichever is greater, then destroy.

Inspections – Equipment Daily Check List

Documents inspection of VDOT equipment. Check list is signed by equipment operator to ensure that the equipment item has been inspected and is in working order. File is retained for possible safety investigations.

2762 Retain for one (1) year after inspection, then destroy.

Interagency Transfer (IAT) Invoice

Documents charges billed to other State agencies for vehicle repairs, equipment parts and labor. Copies of Interagency Transfers (IAT) and vouchers are used to enter information in FMS II and to ensure consistency between FMS II and CARS.

4099 Retain for five (5) years or until audited by the Auditor of Public Accounts, whichever is longer, then destroy. Refer to CAPP 20405.



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Inventory Condition Assessment System Database
 ICAS is the foundation of the Integrated Maintenance Management Program (IMMP). The system houses inventory and condition data for the statewide transportation network and provides a system for its access. ICAS provides comprehensive and current information on VDOT's maintainable assets.

4099 Retain for two (2) years after collection of field data, then destroy.

Invoice Report Files – Consultants/Contractors
 Documents history of specific contract payments to the consultant or contractor for acceptable deliveries. Examples include ICAS invoices containing two file sets: (1) invoice relating to the main portion of the contract and (2) invoices for Phase II – centerline contract portion.

4125 Retain three (3) years or unit audit, whichever comes first, then destroy.

Junkyard Files
 Documents the monitoring and status of junkyard violations and the responses or actions taken by VDOT and junkyard owners to correct or address the violations.

2183 Retain for five (5) years after close of junkyard, then destroy.



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Lockout/Tagout – Policies and Procedures

Documents written instructions for lockout/tagout procedures for equipment located at the Fulton Equipment Shop. Manual contains lockout/tagout procedures for each piece of machinery or equipment item and are applied when an employee performs any servicing or Asset Management.

2797 Retain until superseded, then destroy. Refer to "Control of Hazardous Energy", 29 CFR 1910.147.

Lockout/Tagout File

Contains "Approvals for Live Line Work" on machinery. File verifies that workers have been trained and acquired approval and will follow specific procedures to lockout hazardous energy while working on electrical equipment.

2799 Retain for three (3) years from date of Approval for Live Line Work, then destroy. Refer to "Control of Hazardous Energy", 29 CFR 1910.147.

Log – Ferry Boat

Details voyages of daily river ferry boat crossings. Lists any unusual incidents or occurrences.

4101 Retain five (5) years after last entry in log, then destroy. Refer to 49CFR1220.6.

Maintenance Cost Index (MCI)

The Maintenance Cost Index is a market basket of Asset Management cost indicators used to compute payments to localities for their maintenance of city streets and secondary roads. Local Assistance Division uses this information in allocating funds.

4102 Retain until no longer administratively useful then destroy entire file or individual records.


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<u>Manual – Landscape</u> Manual contains information on seeding recommendations, pesticides, erosion control and guidelines for planting.	2216	Retain until superseded, then destroy.
<u>Manuals – Equipment Parts and Services</u> Documents equipment service and parts manuals for Fulton's equipment, or other state-issued equipment that may be brought to Fulton's equipment shop for repairs. Manuals are retained until equipment item is sent to surplus for sale at auction.	2801	Retain until equipment is disposed of, then destroy.
<u>Manuals – Policies, Procedures, Guidelines</u> Documents all Asset Management policies, procedures, guidelines, practices, standards, and levels of service that act as direction for program operations. Revisions to manuals are added as needed and distributed to appropriate VDOT Districts/Sections/Divisions.	4126	Retain until superseded, then destroy.
<u>Mileage Reports – Annual</u> Documents the annual summary mileage report for VDOT pool cards statewide. Report is submitted to Fiscal, Fleet Management, and Safety and Health Divisions, where information is used for various other reports.	3058	Retain for three (3) years after date of report, then destroy. See RS 2783.



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Mileage Tickets - Travel Requests

Documents trip mileage for pool cars. VDOT employees signing out a pool car fill out tickets. Tickets will record starting and ending mileage as well as division, section account number and job number. Tickets are forwarded to the Information Technology Division at Central Office to be keyed into the FMS system for section budgets or project numbers to be charged for mileage. Tickets are returned to the Equipment Section where they are retained as backup documentation for mileage charges

2796 Retain for one (1) year after date of ticket, then destroy.

Monthly Reports – Budget

This series consists of electronic and other documents containing monthly budget report information used by the Asset Management Division to ensure up-to-date financial data. Files consist of financial or other budget related data on spreadsheets, database information, and cover letters.

4104 Retain five (5) years then delete or destroy entire file or individual records.

Monthly Reports – Consultant/Contract

Series consists of monthly reports documenting the work of the consultant, invoice copies, progress reviews, etc., of a specific contract.

4105 Retain in accordance with terms of the contract or three (3) years after termination, whichever is greater, then destroy.



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OSHA Reports

Documents cases of occupational injuries and illness. Used to fulfill the requirements of the Occupational Safety and Health Administration's labor and industry standards.

2774 Retain for five (5) years following the end of the fiscal year to which they relate, then destroy. Refer to 29CFR1960.73.

Permits – Waste Water Management

Documents the issuance of permits by the Department of Environmental Quality (DEQ) indicating appropriate wastewater and other waste monitoring. Series includes permits, as-built plans, Discharge Monitoring Reports (DMRs) issued each month listing limits and testing frequency as well as an operating manual.

4106 Retain for five (5) years after issuance of permit, then destroy. Refer to 9VAC25-180-70.

Permits – Hauling

Documents the issuance by the Central Office of single-trip hauling permits and the collection of the permit fees. Permits are required for all oversized (over-width, overweight) vehicles/loads. Permits are valid for thirteen (13) days or 1 to 2 years for blanket permits.

4107 Retain for two (2) years after expiration, then destroy. Refer to Code of VA. § 46.2-1139 et seq.



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Permits – Land Use

Documents the issuance of land-use permits granted for utility and private (for both private and commercial use) entrances involving state-owned rights-of-way property. The information is used for reference and to settle disputes.

4108 Retain for three (3) years after expiration, then destroy.
Refer to 24VAC30-150-20.

Permits – Land Use/Temporary Signs

Documents the approval process for allowing the installation of temporary signs along the right of way.

2170 Retain for one (1) year after expiration of permit, then destroy.

Permits – Ledgers

Documents the receipt of fees for permits, permit renewals, licenses, or any monies received for services or applications and is used to verify receipt of funds.

2171 Retain for three (3) years after permit expiration, then destroy.

Permits – Outdoor Advertising Signs

Documents the outdoor advertising-sign permit process. All outdoor advertising signs are required to have a permit to comply with the Code of Virginia.

2157 Retain for one (1) year after expiration, then destroy.



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Permits – United States Coast Guard

Document authorization for VDOT to operate ferryboats on or near American waterways/coasts. Indicates all safety requirements have been met. Safety inspection reports, notification of compliance issues, and responses are also filed with the permits.

4109 Retain for five (5) years after expiration of permit, then destroy. Refer to 46CFR71.01.

Physical Site Audits (Geological Data)

Documents results of soil borings conducted to investigate for location of natural bedrock, and/or groundwater, which could affect Underground Storage Tanks (USTs) extraction or installation procedures. Information is used to determine cost, tank location, suitability, and for long term site planning.

3057 Retain for fifty (50) years, then destroy.

Pilot Programs

Documents overall performance or pilot programs conducted by the Asset Management Division which can be in conjunction and collaboration with the districts and/or the Virginia Transportation Research Council. Examples of pilot programs include studies on innovative pavement treatments, innovative bridge repairs, Natural Gas Vehicles, NAPA and the Automated Fuel System (Gasboy). Used to monitor program problems and successes and will help determine if program will be introduced for Statewide Operations.

2784

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



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Pool Car – Sign Out Log

Documents pool car activity. Log sheet is used as a quick reference to verify vehicle location and availability.

2782 Retain for two (2) years after last entry, then destroy.

Pool Car Recall File

Documents pool car recall notification and justification review from Fleet Management to VDOT on vehicles not meeting minimum mileage requirements. Equipment Section will notify appropriate sections within VDOT that one of their assigned vehicles is being recalled. Section has 30 days to return vehicle or write a justification letter to Fleet Management. Justification letter will be reviewed and VDOT will be advised as to the final vehicle disposition. File is retained to answer inquiries from Districts and Fleet Management.

2764 Retain for three (3) years after recall notification and justification review has been received, then destroy.

Project File – Landscape Design

Documents design process of drawing and plans completed on CADD or in hard copy. Includes design changes and updates.

2223 Retain until landscape area is redesigned, then destroy.


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Project Files – Asset Management

Documents maintenance projects that are administered by Asset Management. Used to track project progress. Documents design, development, control or monitoring of a specific project or group of projects. Includes deliverables, videotapes, and other project related materials. Contracts reflect road repair work as opposed to road building and are separately funded.

4110 Retain for three (3) years after project completion or until settlement of all outstanding claims, whichever is longer, then destroy.

Radio Billing File (ED-13)

Documents monthly charges (ED-13) for the use of radio equipment. Verifies that the Equipment Section notified sections of their monthly charges. Monthly rental charges are entered into the FMS II System where section accounts will be charged. File is retained for quick reference to respond to inquiries.

2781 Retain for three (3) years, or until agency-level audit, then destroy.

Radio Equipment Requests

Documents the request, justification, and authorization for radio equipment to be ordered and installed into pool cars and rental vehicles. Requests are received from other divisions located at Central Office. If approved, radios will be ordered and installed, and added to the radio billing inventory.

2800 Retain for three (3) years after date of request, then destroy.



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Radio Inventory File

Documents an internal system for controlling, monitoring, and accounting for radio equipment installed in state-owned vehicles at Central Office. Documentation is used to do the annual visual inventory check to ensure that radios are present and in the correct vehicles.

2802 Retain for three (3) years or until agency level audit, whichever is longer, then destroy.

Radio License (FCC)

File contains all original Federal Communications licenses for VDOT's radio dispatch points of communication. Copies are located at every dispatch operation site and must be made available on request for all authorized representatives of the FCC.

2794 Retain permanently within VDOT. Refer to 47CFR90.437

Radio Project File

Documents VDOT's statewide radio dispatching/communications site installations and upgrades. These types of projects result from VDOT's ongoing effort to supply employees with proper communication equipment during routine and emergency operations. Documentation includes design, construction, and testing phases.

2773 Retain for three (3) years after site installation is completed, then destroy.



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Reports – Asset Management Special Studies

Documents the internal control and management of strategic and operational activities of the Asset Management Program. Reports are provided to the Asset Management Program Leadership Group and other administrative and decision-making units within Asset Management and the department.

4111 Retain as long as administratively necessary, then destroy.

Signs, Non-Conforming – Annual Federal Report

Annual report submitted to the Federal Highway Administration (FHWA) summarizing data collected on outdoor advertising signs during the federal fiscal year (October-September). Includes location, owner or business name, size, description, and general repairs. Refer to 23CFR, Chapter 1, 750.707

2153 Retain for three (3) years, then destroy.

Signs – Non-Conforming – FHWA Program File

Documents funds received by VDOT from the Federal Highway Administration (FHWA) for the purchase and removal of non-conforming signs.

2179 Retain for three (3) years after sign removal, then destroy.



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Signs – Non-Conforming Inventory Log

Database printouts documenting the process for tracking and monitoring non-conforming outdoor advertising sign changes or removals. Used to report to the FHWA Bonus Program (See RS #2179). Includes sign location, type, costs, and owners. Also used for reference when the electronic log (spreadsheet) cannot be accessed.

2320 Retain for as long as administratively useful, then destroy.

Signs, Non-Conforming – Monthly Report

Consists of monthly report for the removal of non-conforming signs in the Districts by VDOT or its contractors.

Administrative decision

2169 Retain for three (3) years after report is issued, then destroy.

Signs, Non-Conforming Photographs

Documents photographs of all erected signs that do not comply with the 1965 Beautification Act. Documents original sign's condition and appearance. Used to detect any changes made to a sign.

2166 Retain for as long as administratively useful, then destroy.



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Signs, Non-Conforming – Road Drawings

Documents color-coded road drawings (36x24) that show whether a bonus from FHWA was received. Drawings, list the percentages of costs and bonuses received from the FHWA Bonus Program. Used to coordinate with Fiscal Division to determine the amount spent on a project. (See RS#2215)

2214 Retain for as long as program exists, then destroy.

Signs – Non-Conforming – Sign Removal Program Files

Documents the purchase and removal of non-conforming signs by VDOT and is used to report to the FHWA Bonus Program. Files contain information on the location, type, ownership, and purchase costs of non-conforming signs purchased by VDOT. (See RS#2179)

2215 Retain for three (3) years after sign is removed, then destroy.

Signs, Outdoor Advertising – Change List

Documents updates or data changes made concerning sign owners or property owners. Includes changes to name, address, and telephone numbers. Updated list is sent to the District Offices to update their files.

2154 Retain until superseded, then destroy.



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Signs, Outdoor Advertising – Correspondence

Documents communication between Asset Management Division and property/sign owners concerning outdoor advertising.

2167 Retain for three (3) years, then destroy.

Signs, Outdoor Advertising – Fees Log

Log shows money received or collected by the Outdoor Advertising Section for sign permits. Used to verify fee payments and as reference for inquiries.

2161 Retain for three (3) years, then destroy.

Signs, Outdoor Advertising – Inspection Sheets

Documents the inspection and verification of licensed outdoor advertising signs and the identification and location of illegal signs in the districts.

2155 Retain until superseded or obsolete, then destroy.

Signs, Outdoor Advertising – Pending Files

Documents violations committed by sign owners discovered during the inspection and verification of outdoor advertising signs in the districts.

2177 Retain for one (1) year after violation is corrected, then destroy.



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Signs, Outdoor Advertising – Permit Renewals

Documents the annual permit renewal process. District staff notifies the sign owner that renewal fees are due in January. All permits expire December 31.

2158 Retain for three (3) years after notification, then destroy.

Signs, Outdoor Advertising – Report of MoniesCollected (OA-3)

Documents the receipt of permit fees for new permits and permit renewals.

2160 Retain for three (3) years, then destroy.

Signs, Outdoor Advertising – Sign Log

Log contains current data about all advertising signs and route and historical markers in the Districts. Used to compare information collected on sign inspections for possible violations. (See RS#2155).

2162 Retain until superseded or obsolete, then destroy.

Signs – Outdoor Advertising – Sign Removal

Documents all signs for which permit renewal fees were not received. Used by District Offices to identify signs for removal. File includes the sign removal notification letter and the sign removal invoice charged to the sign owner.

2168 Retain for three years after issuance of sign removal notification letter, or until agency level audit, whichever is longer, then destroy.



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State Inspection Sticker Report File

2791 Retain for two (2) years, then destroy.

Documents operational records of a State Police sanctions "State Inspection Station". File includes monthly reports submitted to the local police authority on the use of emission stickers. Inspection stickers are placed on state-owned vehicles located and serviced at the Fulton equipment shop. File is referenced if inquiries are made.

Storm Water Management & Erosion Control Problem File

2185 Retain for three (3) years after resolution or closure, then destroy.

Documents failure of contractors to comply with approved Storm Water Management and Erosion Control regulations and specifications during a maintenance project. Also, documents VDOT's actions taken to correct or notify contractors of violations. The information is used to monitor and ensure contractors follow approved regulations and specifications.

Storm Water Management & Erosion Control Files

2184 Retain permanently within VDOT.

Documents the annual development of Storm Water Management and Erosion Control regulations and specifications by the Environmental Division. Also, documents the submission of these documents to the Department of Conversation and Recreation (DCR) for approval.



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Tree Trimming List

Documents the names of companies and proof of experience for cutting and trimming trees on the right of way. The companies must have at least two years experience.

2225 Retain until superseded, then destroy.

Underground Storage Tank Upgrade and Removal – State Police

Documents the upgrading or removal of underground storage tanks and fuel dispensing equipment located on State Police property. VDOT works in conjunction with State Police personnel to ensure that fuel equipment is upgraded or removed according to federal guidelines. EPA retains files for possible inspection. Refer to 40CFR280.45 and 40CFR280.74

2755 Retain for three (3) years after permanent closure of site, then destroy.

Underground Storage Tanks

Documents the identification, analysis, clean up, removal, or system upgrades of underground storage tanks (UST) located on state property. Refer to 40CFR280.74

2953 Retain for three (3) years after permanent closure of site, then destroy.



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Underground Storage Tanks – History File

Documents the history of underground storage tanks and fuel dispensing equipment located on VDOT property throughout the state. File documents design, purchasing, construction, upgrading, tank removal, site Asset Management and monitoring. Files are retained for possible inspection by EPA and are used as a reference point when further construction or tank removal is conducted at site.

2754 Retain for three (3) years after permanent closure of site, then destroy.

Vehicle Registration Card

File contains copies of vehicle registration cards for permanently assigned vehicles. This file is back-up documentation if original cards are lost or stolen. Original registration card remains in the vehicle.

2765 Retain until superseded, then destroy.

Vehicle Request File

Documents the application for an additional or replacement pool or rental vehicle. Applications are sent to Central Office where they will be approved or denied. Copies of applications are used for referenced to answer inquiries from the Central Office.

2766 Retain for three (3) years from approval or denial of request, then destroy.



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Vehicle Retirement Report

Documents notification to the Equipment Division that a pool car within VDOT's inventory is being taken out of service to be replaced by a vehicle with lesser mileage. File is retained as backup documentation to pool.

2793 Retain for three (3) years after the disposal of vehicle, then destroy.

Videotapes and Video Logs

This series consists of videotapes and video logs created during the assessment of road conditions, such as pavement distresses. Used to rate highway conditions and initiate appropriate actions for repair or replacement.

4127 Retain three (3) years after tapes are received in the Central Office, then destroy.

Work Orders – Other State Agencies

Documents vehicle repair and Asset Management work performed in Fulton's equipment shop for other State agencies. File is used to schedule shop mechanic's time and is signed and dated to verify when work was completed. Information is entered into EMS system to track billing charges.

2779 Retain for three (3) years or until agency level audit, whichever is longer, then destroy.



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Work Orders – Vehicle or Equipment

Documents vehicle repair and Asset Management work performed at Fulton's equipment shop. File is used to schedule shop mechanics' time and is signed and dated to verify when work was completed. Information is entered into the EMS system to track billing changes.

2789

Retain for three (3) years from completion of work, then destroy.