



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. 501-023

Transportation, Dept. of
Local Assistance

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 _____

STATE ARCHIVIST _____

AGENCY RECORDS OFFICER _____

COMPTROLLER OR DEPUTY _____

Lawrence K. Davis

Samuel G. Freudenway

EFFECTIVE SCHEDULE DATE: JAN 08 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>City/State Agreement File</u> This series documents the agreement, cost, and funding of urban road construction projects. This series may include, but is not limited to : agreements, and road construction documentation.	004018	3 Years after terms of contract met	Confidential Destruction
<u>Coal Severance Tax Program Files</u> This series documents secondary road projects that are funded by monies provided to counties solely from the state's coal severance tax program. This series may include, but is not limited to: applications and correspondence	003926	3 Years after terms of contract met	Confidential Destruction
<u>Federal Funding Records: National Forest Highways and Public Land Highways (Federal)</u> This series documents plans for the expenditure of federal money allocated each year by the Federal Highway Administration (FHWA) to the state for national forest and public land highway projects. This series may include, but is not limited: applications, annual meeting minutes, plans, and correspondence.	003931	3 Years after submission	Confidential Destruction
<u>Inventory: Urban Streets</u> This series documents the locality, location, mileage, classification, and lane miles of urban city and town streets that are maintained with state funds. This series may include but is not limited to: inventory and supporting documentation.	004017	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Revenue Sharing Program Files (RSP): Fiscal</u> This series documents the allocation of funds for each fiscal year in the Revenue Sharing Program (RSP) . This series may include, but is not limited to: reports, funding, and support documentation.	003925	3 Years after terms of contract met	Confidential Destruction



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<u>Revenue Sharing Program(RSP): County Project File</u> This series documents each county's road project funding from the beginning of the county's participation in the Revenue Sharing Program (RSP). This series may include, but is not limited to: applications and correspondence.	003924	0 Years after termination	Confidential Destruction
<u>Special Access Program Files</u> This series documents the request for funding by a local government for a new road, or improvement to an existing road, providing access to airports, recreational areas, or industrial sites. This series may include, but is not limited to: requests, resolutions, and correspondence.	003927	3 Years after terms of contract met	Confidential Destruction
<u>Street Additions: Localities</u> This series documents requests from the cities and towns for the addition of roads to the urban road inventory. This series may include, but is not limited to: requests, resolutions, and correspondence.	004024	5 Years after approval	Non-confidential Destruction
<u>Street Inspection File (U-5)</u> This series documents annual inspections by resident engineers of urban [locality] streets maintained with state funds. This series may include, but is not limited to: inspection reports and findings.	004016	3 Years after event	Non-confidential Destruction
<u>Street Maintenance Payment Files</u> This series documents certified quarterly payments to urban localities for streets maintained with state funds. This series may include, but is not limited to: certification and payment documentation.	004014		Permanent, In Agency
<u>Transportation Enhancement/ Alternative Program Project Files</u> This series documents agreements and approvals related to the Transportation Enhancement/Alternative program. This series may include, but is not limited to: status reports, agreements, approved applications, and correspondence.	003114	5 Years after project completion	Non-confidential Destruction



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<u>Urban Highway Manual</u> This series documents policies, procedures, instructions, and forms used by division staff and localities in administering urban programs. This series may include, but is not limited to: manuals.	004020	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Urban Road Waivers</u> This series documents requests from urban localities to waive urban system requirements mandated by the Code of Virginia. This series may include, but is not limited to: requests for waivers and correspondence.	004025		Permanent, In Agency