


RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. 501-033
VIRGINIA DEPARTMENT OF TRANSPORTATION
Financial Planning & Debt Management

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

AGENCY APPROVALSTATE APPROVAL

DIVISION HEAD OR DEPUTY

AGENCY HEAD OR DEPUTY

STATE RECORDS ADMINISTRATOR

AGENCY RECORDS OFFICER

COMPTROLLER OR DEPUTY

EFFECTIVE SCHEDULE DATE

SEP 16 2002

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CONDITIONS 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 ensure 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.
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.

**COMMONWEALTH OF VIRGINIA
THE LIBRARY OF VIRGINIA
RECORDS MANAGEMENT AND IMAGING SERVICES DIVISION**

**RECORDS RETENTION AND DISPOSITION SCHEDULE
VDOT Specific Schedule No. 501-033: Financial Planning & Debt Management**

SEP 16 2002

Effective
Agency: Department of Transportation
Division: Financial Planning and Debt Management
Subunit: **Central Office**

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RECORD SERIES TITLE AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<p><u>Budget Records - Working Papers and Reports</u> Working papers/reports, to include spreadsheets or forecast model reports, received in paper or electronic format from individual business units, or generated in the preparation of the Annual or Biennial Budget, or the Virginia Transportation Six-Year program. Citation: GS-102.8.a</p>	4083	Retain three (3) years after the biennium to which the records relate, then destroy.
<p><u>Cash Forecast Model</u> Cash forecast model application program. Produces monthly and annual cash forecasts. Data resides on the local server in a multi-dimensional database. Citation: GS-110-100080</p>	4082	Retain until all electronic records created using the program have been destroyed or converted to another program or format, then delete or destroy (see 4083).
<p><u>Commonwealth Accounting and Reporting Systems (CARS) Reports</u> Reports furnished by the Commonwealth's Department of Accounts as part of its CARS system. Citation: GS-102.13</p>	4084	Retain three (3) year or until agency level audit, whichever is longer, then destroy.
<p><u>Debt Management - Feasibility/Other Studies</u> Internal analysis efforts or studies related to debt management. Citation: GS-102.4b GS-101-012026</p>	4080	Retain for one (1) year after completion of study, or as long as administratively necessary, then destroy.
<p><u>Grant Records-Alternative Fuels Revolving Fund</u> Documents the application, approval, and authorization of funds under the Virginia Alternative Fuels Revolving Fund, comprised of sums appropriated to it by the General Assembly, receipts by the Fund from loans made by it, all income from the investment of moneys held by the Fund, and any other sums designated for deposit to the Fund from any source, public or private. Citation: GS-102.20</p>	4085	Retain three (3) years after submission of final financial report, or completion of agency level audit of fiscal records, or as required by terms of the grant or contract, whichever is longer, then destroy.
<p><u>Public Private Transportation Act - Bid and Bid Proposal Files</u> Unsolicited proposals received in accordance with the Public Private Transportation Act (PPTA). Citation: GS-102.33a 22VAC56-573.1</p>	4081	Retain three (3) years after award to successful bidder cancellation, or until agency level audit, whichever is longer, then destroy.