



**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. 501-034**

Transportation, Dept. of  
Transportation and Mobility Planning

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 Lawrence K. Davis

STATE ARCHIVIST Sandra S. Treasloway  
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>Annexation Files</u> This series documents land annexations that may affect VDOT funding road maintenance responsibilities. This series may include, but is not limited to: maps and correspondence.	001651		Permanent, In Agency
<u>Bicycle Requests</u> This series documents the number of requests and special orders received from bicycle clubs, welcome centers, and businesses. This series may include, but is not limited to: a database and supporting documentation	004031	5 Years after end of calendar year	Non-confidential Destruction
<u>Functional Classification Change File</u> This series documents the requirement to obtain Federal approval whenever a road classification is upgraded (secondary to primary) or downgraded (primary to secondary). This series may include, but is not limited to: forms and correspondence	001649	10 Years after end of calendar year	Non-confidential Destruction
<u>Functional Classification Maps</u> This series documents functional classification changes to roads. This series may include, but is not limited to: maps.	001650	20 Years after end of calendar year	Non-confidential Destruction
<u>Highway Functional Classification Files</u> This series documents the classification or designation of Virginia roadways by function determined by the Federal Functional Classification System. This series may include, but is not limited to: maps, mileage tables, roadway inventory, local and regional resolutions, supporting documentation.	003996	25 Years after end of calendar year	Non-confidential Destruction
<u>Jurisdictional Files</u> This series documents responses to requests received from cities, counties, and localities pertaining to transportation planning issues. This series may include, but is not limited to: requests, responses and supporting documentation.	004000	0 Years after no longer administratively useful	Non-confidential Destruction



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<u>Land Development Permit Tracking Logs (Districts)</u>  This series documents the receipt and status of land development and/or land use permit records submitted to Transportation and Mobility Planning - Districts from the initial receipt from the residencies. This series may include, but is not limited to: logs, reviews, recommendations, and supporting documentation.	003067	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Park &amp; Ride Lot Program Establishment Files</u>  This series documents the establishment of Park & Ride Lot Programs. This series may include, but is not limited to: correspondence and supporting documentation.	004001	10 Years after end of calendar year	Non-confidential Destruction
<u>Park &amp; Ride Lot Program Usage Files</u>  This series documents the usage and annual surveys of Park and Ride Lots. This series may include, but is not limited to: surveys, reports, and statistics.	000033	2 Years after end of calendar year	Non-confidential Destruction
<u>Permits - Land Use</u>  This series documents the issuance of land-use permits granted for utility, private and commercial entrances involving state-owned rights-of-way property. This series may include, but is not limited to: permits and supporting documentation. 24VAC30-150-20	004108	3 Years after expiration	Non-confidential Destruction
<u>Planning Commission Files</u>  This series documents district proceedings of non-VDOT organizations where Transportation Planning is discussed and District Offices are only participants or attendees such as Metropolitan Planning Offices, planning districts and small urban areas. This series may include, but is not limited to: agendas, minutes, and reports.	004002	3 Years after end of calendar year	Non-confidential Destruction

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<u>Planning Committees Records</u>  This series documents minutes and committee meeting results for which the Division is the Chair or sponsor including policy-making boards or commissions appointed by elected officials. This series may include, but is not limited to: agendas, minutes, presentations, and final reports.	004003		Permanent, In Agency
<u>Project Files: Alternative Transportation (Districts)</u>  This series documents projects involving alternative transportation (bicycles, pedestrian, and equestrian). This series may include, but is not limited to: reviews and recommendations	003075	3 Years after project completion	Non-confidential Destruction
<u>Regional Transportation Plans (Districts)</u>  This series documents the development of regional long range and intermodal transportation plans usually developed in conjunction with Regional and Metropolitan Planning Organizations. This series may include, but is not limited to: plans and supporting documentation.	003088	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Review Files: Land Use Permits (Districts)</u>  This series documents the review of land use permits that are returned to the residencies for final action (approvals/rejections). This series may include, but is not limited to: permits, summaries, and recommendations.	003070	5 Years after end of calendar year	Non-confidential Destruction
<u>Review Files: Residual Land Plans</u>  This series documents reviews and recommendations regarding the potential sale of the agency's surplus property based on requests from the Right of Way and Utilities Division. This series may include, but is not limited to: correspondence, reviews, recommendation	004006	3 Years after event	Non-confidential Destruction



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<p><u>Review Files: Roadway Projects</u></p> <p>This series documents division reviews and recommendations regarding proposed highway or other roadway projects. This series may include, but is not limited to: reviews, requests, recommendations, and forecasts.</p>	004004	5 Years after event	Non-confidential Destruction
<p><u>Review Files: Site Plans</u></p> <p>This series documents division reviews and recommendations made for private land development projects that may impact roadway access based on plans received from Central Office Divisions, districts without a transportation planner, or local jurisdictions. This series may include, but is not limited to: site plans, reviews, recommendations, and supporting documentation.</p>	004007	5 Years after event	Non-confidential Destruction
<p><u>Roadway Classification Files</u></p> <p>This series documents the functional classification and designation of roadways in Virginia (rural, local, collector, freeway) used to determine funding, usage and speed postings. This series may include, but is not limited to: correspondence, plans, aerial photographs and census data.</p>	003072	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<p><u>Statewide Planning System (SPS)</u></p> <p>This series documents the Statewide Planning System (SPS) database, an information resource used to identify and analyze the existing and future roadway deficiencies throughout the state for the State-wide transportation Plan. This series may include, but is not limited to: reports and supporting documentation</p>	004034	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction



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<u>Traffic Forecast Project Files</u> This series documents the development of traffic forecasts for proposed projects. This series may include, but is not limited to: vehicle volume, intersection level forecasting, and traffic modeling reports.	004010	10 Years after end of calendar year	Non-confidential Destruction
<u>Traffic Surveys</u> This series documents roadside surveys conducted by the division to obtain data on trip origination and destination data used to develop traffic forecasts. This series may include, but is not limited to: surveys and supporting documentation.	004011	2 Years after end of calendar year	Non-confidential Destruction
<u>Transportation Improvement Program</u> This series documents the detail, coordination, and implementation of the Transportation Improvement Program (TIP) used to support agency liaison functions with federal and metropolitan organizations. This series may include, but is not limited to: plans, studies, and recommendations.	004012		Permanent, In Agency
<u>Transportation Studies</u> This series documents special transportation studies requested by the agency, local jurisdictions, elected officials, committees, or other groups concerning major investments, corridors, toll roads, railroad realignment, High Occupancy Vehicle (HOV) or light rail. This series may include, but is not limited to: studies and supporting documentation.	004013	5 Years after end of calendar year	Non-confidential Destruction