



RECORDS RETENTION AND DISPOSITION SCHEDULE
 SPECIFIC SCHEDULE NO. 501-034
 VIRGINIA DEPARTMENT OF TRANSPORTATION
 TRANSPORTATION & MOBILITY PLANNING

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

EFFECTIVE SCHEDULE DATE SEP 27 2005

PAGE 1 OF 6 PAGES

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." 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 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.
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.
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.



**RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. 501-034
VIRGINIA DEPARTMENT OF TRANSPORTATION
TRANSPORTATION & MOBILITY PLANNING**

EFFECTIVE SCHEDULE DATE SEP 27 2005

PAGE 2 OF 6 PAGES

| RECORDS SERIES AND DESCRIPTION | SERIES NUMBER | SCHEDULED RETENTION AND DISPOSITION |
|---|---------------|--|
| <p><u>Administrative Electronic Database – Bicycle</u> This series is a database administered by the State Bicycle Coordinator to track the number of written and telephone requests and special orders from bicycle clubs, Welcome Centers, and businesses.</p> | 004031 | Retain for five (5) years, then delete or wipe individual record. |
| <p><u>Functional Electronic Database or Spreadsheets - Transportation Planning</u> This series consists of the Statewide Planning System (SPS) database, an information resource used to identify and analyze the existing and future roadway deficiencies throughout the state. It is used to provide data for general reports and the State-Wide Transportation Plan.</p> | 004034 | Retain until superseded, obsolete or no longer required, then delete or wipe individual records or entire database or spreadsheet. |
| <p><u>Highway Functional Classification Files</u> This series documents the classification or designation of Virginia roadways by function. The Federal Highway Functional Classification System determines functions.</p> | 003996 | Retain for twenty-five (25) years, then destroy. |
| <p><u>Jurisdictional Files</u> This series consists of information about and responses to requests received from cities, counties, and localities pertaining to transportation planning issues. It is used as a reference when developing future transportation plans.</p> | 004000 | Retain for as long as administratively necessary, then destroy. |
| <p><u>Park & Ride Lot Program Establishment Files</u> This series consists of all documentation used for the establishment of Park & Ride Lot Programs.</p> | 004001 | Retain for ten (10) years, then destroy. |



RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. 501-034
VIRGINIA DEPARTMENT OF TRANSPORTATION
TRANSPORTATION & MOBILITY PLANNING

EFFECTIVE SCHEDULE DATE SEP 27 2005

PAGE 3 OF 6 PAGES

| RECORDS SERIES AND DESCRIPTION | SERIES NUMBER | SCHEDULED RETENTION AND DISPOSITION |
|--|---------------|--|
| <p><u>Park & Ride Lot Program Usage Files</u> This series documents the usage of Park & Ride Lots.</p> | 000033 | Retain for twenty (20) years, then destroy. |
| <p><u>Planning Commission Files</u> This series consists of district proceedings and minutes of non-VDOT organizations where Transportation Planning is discussed and District Offices are only participants or attendees. This includes the 14 Metropolitan Planning Offices as well as the 23 planning districts and small urban areas.</p> | 004002 | Retain for three (3) years, then destroy. |
| <p><u>Planning Committees – VDOT</u> This series consists of minutes and committee meeting results for which the Division is the Chair or sponsor. It includes policy-making boards or commissions appointed by elected officials. Materials include agenda, minutes, presentations, final reports, etc.</p> | 004003 | Retain for five (5) years in agency, then transfer records to the Archives, Library of Virginia for permanent retention. |
| <p><u>Procurement - Professional Services Contract</u> This series documents the procurement and administration of professional services contracts. It includes Memoranda of Agreements (MOAs) and contract administration records.</p> | 003994 | Retain for three (3) years after completion and or termination of contract or agreement, or until audit, whichever is longer, then destroy by shredding. |
| <p><u>Public Law (PL) Grant Files (Metropolitan Planning Organizations)</u> This series consists of the division's agreements with the Metropolitan Planning Organizations throughout the State that utilize PL grant funds. It is used to track funding expenditures and work performed. (Also see RS #003088)</p> | 003992 | Retain for three (3) years after submission of final financial report or completion of department level audit, or as required by the terms of the grant or contract, whichever is longer, then destroy by shredding. |



RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. 501-034
VIRGINIA DEPARTMENT OF TRANSPORTATION
TRANSPORTATION & MOBILITY PLANNING

EFFECTIVE SCHEDULE DATE SEP 27 2005

PAGE 4 OF 6 PAGES

| RECORDS SERIES AND DESCRIPTION | SERIES NUMBER | SCHEDULED RETENTION AND DISPOSITION |
|--|---------------|---|
| <p><u>Publications or Papers, Original</u> This series consists of original research papers and publications developed by or for the division for presentation or distribution to the public.</p> | 004005 | Retain one (1) copy permanently in agency. Transfer one (1) copy to the Transportation Research Council Library. Transfer one (1) copy to Archives, library of Virginia. Transfer twenty (20) copies to Documents Section, Library of Virginia. |
| <p><u>Review Files - Residual Land Plans</u> This series consists of division reviews and recommendations regarding the potential sale of VDOT surplus property based on requests from Right of Way and Utilities Division.</p> | 004006 | Retain for three (3) years after review, then destroy. |
| <p><u>Review Files - Roadway Projects</u> This series consists of division reviews and recommendations regarding proposed highway or other roadway projects. These reviews are based on requests from the Location and Design Division, localities, urban areas, etc.</p> | 004004 | Retain for five (5) years after review, then destroy. |
| <p><u>Review Files - Site Plans</u> This series consists of division reviews and recommendations made for private land development projects that may impact roadway access. It is based on plans received from the Central Office Divisions, Districts without a Transportation Planner, or from local jurisdictions.</p> | 004007 | Retain for five (5) years after review, then destroy. |



RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. 501-034
VIRGINIA DEPARTMENT OF TRANSPORTATION
TRANSPORTATION & MOBILITY PLANNING

EFFECTIVE SCHEDULE DATE SEP 27 2005

PAGE 5 OF 6 PAGES

| RECORDS SERIES AND DESCRIPTION | SERIES NUMBER | SCHEDULED RETENTION AND DISPOSITION |
|---|---------------|--|
| <p><u>Rural Transportation Planning Program Agreements</u> This series consists of VDOT agreements with the Planning District Commissions for the utilization and administration of the State Planning and Research (SPR) grant funds. Includes the original agreement and supporting fiscal documents.</p> | 003991 | Retain three (3) years after submission of final financial report, completion of department level audit, or as required by the terms of the grant or contract, whichever is longer, then destroy by shredding. |
| <p><u>System Documentation - Transportation Planning</u> This series consists of the technical documentation necessary for reading or processing electronic records including system operations and user requirements.</p> | 004035 | Retain until system is replaced. |
| <p><u>Traffic Engineering Priority File</u> This series consists of Traffic Engineering responses to complaints received by the VDOT Commissioner or the Secretary of Transportation regarding traffic engineering problems. The complaints may be from the general public, Districts, etc.</p> | 001620 | Retain for ten (10) years or until no longer administratively necessary, whichever is longer, then destroy. |
| <p><u>Traffic Forecast Project Files</u> This series documents the development of traffic forecasts for proposed projects. The forecasts include but are not limited to vehicle volume, intersection level forecasting, and traffic modeling. It is used as a reference when Location and Design plans are reviewed.</p> | 004010 | Retain for ten (10) years, then destroy. |



RECORDS RETENTION AND DISPOSITION SCHEDULE
 SPECIFIC SCHEDULE NO. 501-034
 VIRGINIA DEPARTMENT OF TRANSPORTATION
 TRANSPORTATION & MOBILITY PLANNING

EFFECTIVE SCHEDULE DATE SEP 27 2005

PAGE 6 OF 6 PAGES

| RECORDS SERIES AND DESCRIPTION | SERIES NUMBER | SCHEDULED RETENTION AND DISPOSITION |
|--|---------------|--|
| <p><u>Traffic Surveys</u> This series consists of roadside surveys conducted by the division to obtain data on trip origination and destination. The statistics are used to develop traffic forecasts.</p> | 004011 | Retain two (2) years, then destroy. |
| <p><u>Transportation Improvement Program</u> This series consists of documents that detail the coordination and implementation of the Transportation Improvement Program (TIP) for all districts. This plan consists of studies and recommendations for handling the state transportation problems and issues. It is a roadmap for future projects. It is used to support VDOT liaison functions between the agency, Federal, and Metropolitan organizations. The TIP Plans are developed annually by the Metropolitan Planning Organizations and are used for the Statewide Transportation Improvement Program currently developed in the VDOT Programming Division.</p> | 004012 | Retain for ten (10) years, then transfer records to the Archives, Library of Virginia for permanent retention. |
| <p><u>Transportation Studies</u> This series consists of special transportation studies requested by VDOT, local jurisdictions, elected officials, committees, groups, etc. Studies include "What-if" scenarios, major investment, corridor and toll road, railroad realignment, High Occupancy Vehicle (HOV) or light rail studies and may become part of the Transportation Improvement Program (See RS #004012) for the districts. Studies may be done by VDOT, consultants, or committees.</p> | 004013 | Retain for five (5) years, then destroy |