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SPECIFIC SCHEDULE NO.: 505-001
AGENCY: Rail and Public Transportation, Dept. of
DEPARTMENT:
SUB-DEPARTMENT:
Approval Date: 04/16/2004

This agency-specific records retention and disposition schedule is referenced in the Library of Virginia's schedule-management database, Infolinx, but there is no printed version or signed cover page on file.

The series attached to this page were reported from Infolinx.



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RECORDS RETENTION AND DISPOSITION SCHEDULE

SPECIFIC SCHEDULE NO. 505-001

Rail and Public Transportation, Dept. of

EFFECTIVE SCHEDULE DATE: 4/16/2004

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Fiscal Records</u> This series consists of the records that account for the use of agency funds. Includes but is not limited to vouchers, ledgers and other records listed as separate series on General Records Retention and Disposition Schedule No. GS-102, Fiscal Records. RETENTION STATEMENT: Retain in agency until completion of annual audit then transfer to the SRC, LVA. Retain in SRC 3 years after the end of the related fiscal year, then destroy. Total retention 3 years.	100413	3 Years after end of state fiscal year	Non-confidential Destruction
<u>Grant Records - Rail Preservation Program/Industrial Access Railroad Tracks Program</u> This series consists of records of federal and state grants for the preservation of railroads. The series includes contracts, agreements, resolutions, approvals, correspondence, specifications, reports, expenditures, other accounting records, and related supporting documentation. Some grantees are required to perform specific maintenance action after the close of the grant. Refer to 49CFR266.1 to 25 and Code of Virginia, § 33.1-391.5. COV 33.1-391.5; 49CFR266.1 to 25	005609	15 Years after event	Non-confidential Destruction
<u>Grant Records-Public Transportation</u> Documents the receipt and approval/disapproval of applications for grants for public transportation projects and the department's oversight of the project. Additional Disposition Information: Retain in agency until completion of project, then transfer to SRC, LVA. Retain in SRC 3 years after the end of the project, then destroy. Total 3 years retention.	100414	3 Years after project completion	Non-confidential Destruction