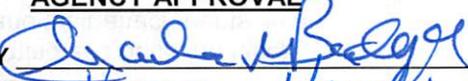
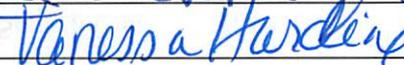


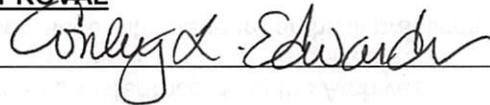
RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. 505-101
DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION

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 

STATE RECORDS ADMINISTRATOR 
COMPTROLLER OR DEPUTY _____

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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 prior to 1913 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.



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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Accounts Payable Files</u> This series documents the moneys to be paid by the agency. The series consists of purchase orders, invoices, billings, and other related documents.	102-012082	Retain 3 years or until audit, whichever is longer, then destroy.
<u>Bay Coast Railroad Files</u> This series consists of documents recording agency funding and support of the Bay Coast Railroad through either the Rail Preservation Program or the DRPT's Rail Division. This series includes, but is not limited to: applications, correspondence, agreements, contracts and invoices.	000142	Retain Permanently.
<u>Bay Creek Railroad Files</u> This series consists of documents recording agency funding and support of the Bay Creej Railroad through either the Rail Preservation Program or the DRPT's Rail Division. This series includes, but is not limited to: applications, correspondence, agreements, contracts and invoices.	000143	Retain Permanently.
<u>Contract and Agreement Records</u> This series documents contractual obligations of the agency or owed to the agency.	101-100312	Retain in accordance with terms of contract or 5 years after termination, whichever is greater; then destroy. Refer to <i>Code of Virginia</i> , §8.01-246.
<u>Director's Correspondence and Subject Files</u> This series consists of incoming and outgoing letters, memoranda, faxes, notes and their attachments, in any physical format including, but not limited to, paper and e-mail.	101-012106	Retain in Agency 5 then transfer records to the Archives, Library of Virginia for permanent retention. Archives may purge records in accordance with standard archival practices.



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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<p><u>Eastern Shore Railroad Files</u></p> <p>This series consists of documents recording agency funding and support of the Eastern Shore Railroad through either the Rail Preservation Program or the DRPT's Rail Division. This series includes, but is not limited to: applications, correspondence, agreements, contracts and invoices.</p>	000144	Retain Permanently.
<p><u>Federal Funding Documents</u></p> <p>This series consists of funding requests and applications made to various federal agencies to fund Department of Rail and Public Transportation (DRPT) programs, such as the Federal Railroad Administration (FRA), Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). This series may include funding requests, applications, project sheets, flex requests, and approval documentation.</p>	000329	Retain 3 years after specific project closes then destroy in compliance with No. 8 on the schedule cover sheet.
<p><u>Financial Compliance Review Records</u></p> <p>This series consists of working papers and the final Compliance Review Report for all transit and rail grantees.</p>	000330	Retain 3 years then transfer to the State Records Center for 2 years. Total retention of five years.
<p><u>Purchase Orders</u></p> <p>This series is used to procure goods/services which are not covered under a contract/agreement.</p>	102-012147	Retain for 3 years or until audit, whichever is longer, then destroy.
<p><u>Rail Division Files</u></p> <p>This series documents the work conducted by the Rail Division of the DRPT, including projects with the Federal Railroad Administration (FRA), local government and private businesses. This series may include correspondence, background information, conveyances, reports, memoranda and information on specific projects such as Railroad Quiet Zones.</p>	000331	Retain 4 years then transfer to State Records Center for 15 years. Total Retention of 19 years.



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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Rail Enhancement Fund Records</u> This series documents the Rail Enhancement Fund, a grant-award program administered by the DRPT. This series may include applications, correspondence, agreements, contract amendments and invoices.	000332	Retain 4 years then transfer to State Records Center for 15 years. Total Retention of 19 years.
<u>Rail Industrial Access Program Records</u> This series documents the Rail Industrial Access Program, a grant-award program administered by the DRPT. This series may include applications, correspondence, agreements, contract amendments and invoices.	000333	Retain 4 years then transfer to State Records Center for 15 years. Total Retention of 19 years.
<u>Rail Memorandum of Understanding Program Files</u> This series documents the Memorandum of Understanding Program (CSX-MOU), between the DRPT and the CSX Corporation regarding the usage of CSX railroad tracks for public transit. This series may include agreements, contracts, addenda, background information and invoices.	000334	Retain 4 years then transfer to State Records Center for 15 years. Total Retention of 19 years.
<u>Rail Preservation Program Records</u> This series documents the Rail Preservation Program, a grant-award program administered by the DRPT. This series may include applications, correspondence, agreements, contract amendments and invoices.	000335	Retain 4 years then transfer to State Records Center for 15 years. Total Retention of 19 years.
<u>Security Records and Disaster Planning Files</u> This series consists of disaster planning file and may include disaster plans, emergency action plans, emergency contacts, telephone listings and other supporting documentation.	108-012274	Retain documents or entire plan until superseded, obsolete or rescinded, then destroy in compliance with No. 8 on schedule cover page.



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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<p><u>State Planning Documents</u> This series documents the agency's internal planning process for improvement, in the form of Six Year Plans (produced yearly) and the agency's participation in the statewide Transportation Improvement Program.</p>	000336	Retain 6 years after close of each fiscal year then destroy in compliance with No. 8 on the schedule cover sheet.
<p><u>Telework!VA Program Records</u> This series documents the agency's "Telework!VA" Program, a telework/telecommuting program specific to the Northern Virginia suburban area. This series may include applications, correspondence, information on applicants, participants and program partners, spreadsheets, notes, scheduling information and presentations.</p>	000145	Retain 4 years then transfer to State Records Center for 15 years. Total Retention of 19 years.