



Government Records Services  
800 East Broad St., Richmond VA 23219  
(804) 692-3600

## RECORDS RETENTION AND DISPOSITION SCHEDULE

SPECIFIC SCHEDULE NO. 501-012

Transportation, Dept. of  
Environmental Division

### AGENCY APPROVAL

AGENCY HEAD OR DEPUTY

AGENCY RECORDS OFFICER

Digitally signed by Bromley Benjamin  
rex97382  
Date: 2025.09.16 12:27:14 -0400

EFFECTIVE SCHEDULE DATE:

SEP 11 2025

### STATE APPROVAL

STATE ARCHIVIST

COMPTROLLER OR DEPUTY

## 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 completed RM-3 Form must be approved by an agency-designated records officer before records can be destroyed.
4. Any records created prior to 1912 must be offered, in writing, to the Library of Virginia (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.
5. All known audits, requests for records pursuant to the Virginia Freedom of Information Act, § 2.2-3700, et seq., and retention schedule renegotiations regarding 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 and/or operational reformatting processes until all issues are resolved.
6. The retentions and dispositions listed on the attached page(s) apply regardless of format, e.g., paper, microfilm, electronic image, etc. Unless prohibited by law, records may be reformatted at the agency's 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. Whether the required preservation is through prolongation of appropriate hardware and/or software, reformatting, or migration, it is the obligation of the agency to do so.
7. Records custodians must ensure that confidential or privacy-protected information contained in records and non-records is ultimately destroyed to prevent unauthorized disclosure. Confidential destruction of paper is accomplished only through shredding, pulping, or burning. For electronic information, it is accomplished by overwriting the data or physically destroying the media. Merely deleting confidential or privacy-protected information is not sufficient. Documents containing Social Security numbers must be destroyed in compliance with 17VAC15-120-30.
  8. 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 State Archives, which may purge select records in accordance with professional archival practices in order to ensure efficient preservation and access.
  9. Unless otherwise directed, files are closed out at the end of each calendar or fiscal year, as appropriate. Retention periods start at that time. Other event-based filing cutoffs (e.g., "after last action") must be defined and consistently applied by the agency.



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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<b>Air Quality: Reports</b> This series documents the development of air quality reports for a specific traffic corridor. This series may include, but is not limited to, reports.	002319	5 Years after project completion	Non-confidential Destruction
<b>Air Quality: Studies</b> This series documents the results of air quality analysis and conclusions for the basis of the project. This series may include, but is not limited to, air quality criteria, local and federal requirements, and VCAL (Virginia CalTran Line) reports.	002302	5 Years after project completion	Non-confidential Destruction
<b>Asbestos Inspection Records</b> This series documents the inspection for the presence of asbestos in buildings/structures scheduled for destruction as a result of a construction project. This series may include, but is not limited to, reports, forms, and correspondence.	002187	30 Years after submission	Non-confidential Destruction
<b>Complaints: Pesticide/Fertilizer Use</b> This series documents the citizen complaints or requests for information concerning pesticides and/or fertilizers applied to VDOT right-of-way. This series may include, but is not limited to, forms and correspondence.	002219	3 Years after submission	Non-confidential Destruction
<b>Design Rationale Reports</b> This series documents information to support the design, significance, and impact of a project conducted by contractors of VDOT. This series may include, but is not limited to, project files and reports.	002252	5 Years after project completion	Non-confidential Destruction
<b>Environmental Overviews</b> This series documents environmental reviews of proposed projects. This series may include, but is not limited to, studies.	002210	3 Years after project completion	Non-confidential Destruction
<b>Equipment: Aquatic Sampling</b> This series documents equipment used for laser levels, boat fish shockers, waders, and sediment grabs. This may include, but is not limited to, studies, warranty information, and operations books.	002250	0 Years after equipment, facility, or property sold or no longer in use	Non-confidential Destruction
<b>Historical Marker File</b> This series documents the installation and location of historical markers. This series may include, but is not limited to, correspondence and forms.	002163	3 Years after superseded, obsolete, or rescinded	Non-confidential Destruction



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<b>Identification Key: Aquatic Insects</b> This series documents a baseline, pictures, and descriptions of all aquatic insects. This series includes, but is not limited to, reference materials.	002243	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<b>Identification Key: Plant Collection</b> This series documents information collected and maintained to construct a listing of plants in Virginia. This series may include, but is not limited to, indices and databases.	002239	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<b>Identification Key: Tree and Shrub</b> This series documents the identification of all trees and shrubs found in Virginia. This series may include, but is not limited to, background research and environmental impact studies.	002240	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<b>Impacted Streams Historical Data</b> This series documents the collection of water quality data for permit projects, delineations, endangered species, and bug and fish surveys. This series may include, but is not limited to, information on aquatic, fish, insects, and stream bottom organisms.	002247	0 Years after no longer administratively useful	Non-confidential Destruction
<b>Legislation: Analysis and Responses</b> This series documents the review, analysis, and response by VDOT staff to proposed legislation that may affect environmental issues or concerns. This series may include, but is not limited to, subject files, correspondence, and reports.	002193	3 Years after end of state fiscal year	Non-confidential Destruction
<b>Legislation: Regulation Support</b> This series documents the development of official VDOT positions, or comments to proposed regulations and legislation (local, regional, state, and federal). This series may include, but is not limited to: drafts, proposed rules, draft bills, and final laws and regulations.	002300	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<b>Material Safety Data Sheets</b> This series documents the official set of material safety data sheets for chemical or hazardous substances that have been used or stored by VDOT. This series may include, but is not limited to, data sheets.	002807	30 Years after last action	Non-confidential Destruction



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<b>Mitigation: Wetland Bank Program</b> This series documents the process for establishing individual mitigation bank agreements, including their use and operation. This series may include, but is not limited to, databases, correspondence, and spreadsheets.	002234		Permanent, In Agency
<b>Mitigation: Wetland Indicator List</b> This series documents plant species information for the Northeast region. This series may include, but is not limited to, subject files, resources, and lists.	002241	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<b>Mitigation: Wetland Plant List</b> This series documents plants specified for use at wetland mitigation sites. This series may include, but is not limited to, lists and subject files.	002242	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<b>Mitigation: Wetland Replacement Sites</b> This series documents information on wetland sites that are created to replace sites impacted by a project. This series may include, but is not limited to, project files and databases.	002236		Permanent, In Agency
<b>Mitigation: Wetland Site (GIS)</b> This series documents information accumulated for the Geographical Information System (GIS). This series may include, but is not limited to, databases, images, and documents.	002244	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<b>NEPA Investigations</b> This series documents VDOT's investigations of the environmental impact of construction projects under the National Environmental Policy Act (NEPA). This series may include, but is not limited to, reports and correspondence.	002188	10 Years after project completion	Non-confidential Destruction
<b>Noise Abatement: Final Plans</b> This series documents the final design plans for noise barriers. This series may include, but is not limited to: plans, designs, diagrams, and correspondence.	002293	5 Years after project completion	Non-confidential Destruction



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<b>Noise Abatement: Policies</b> This series documents the development of VDOT's noise abatement policies per federal regulations. This series may include, but is not limited to, correspondence and policies. 23 CFR 772	002290		Permanent, In Agency
<b>Noise Barrier: Inventory</b> This series documents all existing noise barriers in the Commonwealth of Virginia. This series may include, but is not limited to, databases.	002312	0 Years after no longer administratively useful	Non-confidential Destruction
<b>Noise Barrier: Public Response</b> This series documents public response and comments from affected homeowners regarding proposed noise barrier plans. This series may include, but is not limited to, correspondence.	002310	5 Years after project completion	Non-confidential Destruction
<b>Noise Barrier: Review Committee Approvals</b> This series documents the review of proposed sound barrier material from vendors that are approved. This series may include, but is not limited to: proposals, meeting minutes, agendas, and correspondence.	002313		Permanent, In Agency
<b>Noise Barrier: Review Committee Denials</b> This series documents sound barrier material proposals received for review from vendors that were denied. This series may include, but is not limited to: proposals, correspondence, meeting minutes, and agendas.	002314	5 Years after last action	Non-confidential Destruction
<b>Permits: Environmental</b> This series documents the process and requirements for obtaining construction permits on wetlands or other bodies of water. This series may include, but is not limited to, permits, reports, and policies.	002246		Permanent, In Agency
<b>Permits: Land Use/Temp Signs</b> This series documents the approval process for allowing the installation of temporary signs along the right of way. This series may include, but is not limited to, permits, reports, and correspondence.	002170	1 Year after expiration	Non-confidential Destruction



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<b>Product Reviews</b> This series documents descriptions and samples of manufacturers' products used in landscaping operations. This series may include, but is not limited to: product literature, correspondence, product samples, and test results.	002181	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<b>Project Files: Enhancement Program</b> This series documents technical assistance provided by VDOT to localities and civil organizations during project development for enhancement projects authorized under the Intermodal Surface Transportation Efficiency Act (ISTEA). This series may include, but is not limited to, reports and correspondence.	002197	3 Years after end of calendar year	Non-confidential Destruction
<b>Project Files: Environmental</b> This series documents work conducted by the Division during the preliminary and construction phases of a road project, tracking the identification, containment, and clean-up of environmental issues related to individual projects. This series may include, but is not limited to: correspondence, reports, files, and analysis.	002955	5 Years after project completion	Non-confidential Destruction
<b>Project Files: Land Use Due Diligence</b> This series documents research conducted by the Division of prior ownership and land usage, and identifies potential hazardous waste sites and underground storage tanks before the purchase of right-of-way. The record copy is maintained permanently in the Districts. This series may include, but is not limited to, correspondence, reports, and maps.	002194	0 Years after no longer administratively useful	Non-confidential Destruction
<b>Project Files: Landscape Design</b> This series documents the design process of landscape areas. This series may include, but is not limited to, drawings and plans.	002223	0 Years after project completion	Non-confidential Destruction
<b>Project Files: SERP Program</b> This series documents the performance of the State Environmental Review Process program through statistical data, accomplishments, and improvements relating to the program. This series may include, but is not limited to, annual reports and correspondence.	002198		Permanent, In Agency



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<b>Public Springs Records</b> This series documents inquiries received from the public concerning the safe consumption of water from public springs as well as actions taken by VDOT. This series may include, but is not limited to, correspondence and reports.	002182	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<b>Roadside Management Program</b> This series documents actions regarding the roadside management program, including the management of contracts with consultants to do research on seeding, fertilizers, pesticides, and wildflowers. This series may include, but is not limited to, correspondence and reports.	002220		Permanent, In Agency
<b>Route Changes</b> This series documents the changes to routes on maps and plans from the last distributed set. This series may include, but is not limited to, maps and plans.	002175	5 Years after end of calendar year	Non-confidential Destruction
<b>Scenic River Coordination Files</b> This series documents coordination and activities related to the Scenic Rivers program with the Department of Conservation and Recreation. This series may include, but is not limited to, correspondence and project files.	002224	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<b>Storage Tanks: Underground</b> This series documents the identification, analysis, clean up, removal, or system upgrades of VDOT's underground storage tanks (UST). This series may include, but is not limited to, forms, correspondence, and reports.	002953	3 Years after closed	Non-confidential Destruction
<b>Storm Water Management &amp; Erosion Control: Failures</b> This series documents the failure of contractors to comply with approved Storm Water Management and Erosion Control regulations and specifications during a construction project. This series may include, but is not limited to, reports and correspondence.	002185	3 Years after closed	Non-confidential Destruction
<b>Storm Water Management &amp; Erosion Control: Plans</b> This series documents the annual development of Storm Water Management and Erosion Control regulations. This series may include, but is not limited to, regulations, documents, and correspondence.	002184		Permanent, In Agency





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<b>Studies: Cultural Resource Impact</b> This series documents the impact a project may have upon cultural resource sites located within the scope of a project. This series may include, but is not limited to, photographs, recommendations, and project resolutions.	002202		Permanent, Archives
<b>Studies: Noise</b> This series documents noise studies for primary and secondary interstate projects. This series may include, but is not limited to, studies, reports, and correspondence.	002304	5 Years after project completion	Non-confidential Destruction
<b>Survey Reports: Fish/Mussel</b> This series documents reports created by consultants for VDOT that record various fish and mussel species located within the scope of a VDOT project. This series may include, but is not limited to: reports, photographs, maps, and correspondence.	002251		Permanent, In Agency
<b>Training: Pesticide Certification</b> This series documents the training and recertification programs for commercial pesticide applicators and registered technicians provided to VDOT employees. This series may include, but is not limited to, training materials.	002218	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<b>Tree Trimming List</b> This series documents the names of companies and proof of experience for cutting and trimming trees on the right of way. This series may include, but is not limited to, lists and project files.	002225	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction