

VIRGINIA DEPARTMENT OF TRANSPORTATION

LOCATION AND DESIGN DIVISION

INSTRUCTIONAL AND INFORMATIONAL MEMORANDUM

GENERAL SUBJECT: Copyrights	NUMBER: IIM-LD-186.1
SPECIFIC SUBJECT: Copyright Dates on VDOT Properties	DATE: March 3, 2003
	SUPERSEDES: IIM-LD-186
APPROVAL:	Mohammad Mirshahi, PE State Location and Design Engineer Approved March 3, 2003

Changes are shaded.

CURRENT REVISION

- Clarify the policy on adding a copyright date on plan sheets.
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EFFECTIVE DATE

- This memorandum is effective upon receipt.
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POLICY (State Intellectual Property Policy)

Purpose

- This Policy is designed to both encourage creativity and innovation by State employees and to protect certain property created or invented by employees during working hours, within the scope of employment, or when using state-owned or state-controlled facilities.

EXECUTIVE MEMORANDUM

Information on intellectual property is available at:
http://www.virginiadot.org/vtrc/main/online_reports/pdf/07-r3.pdf

APPLICABLE TO

Highway Plan Assemblies

- The title sheet of all highway plan assemblies that require an approval signature block.

This includes, but is not limited to, the following:

Complete Plan Projects

Minimum Plan Projects

No Plan Projects

Each Bridge Title Sheet

Projects such as, Bridge, Landscape, Lighting, Maintenance, Signs, Signals, etc., that are developed by a Division other than Location and Design and have an approval signature block.
 - Each Advance Right of Way Acquisition Sheet.
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Publications (by Location and Design)

- Road and Bridge Standards, Volumes I & II (each volume)
- Survey Manual
- Drainage Manual
- Road Design Manual
- Instructional & Information Memoranda
- Others – examples previously listed under POLICY

Computer Software or databases

- Cover page of written documentation
 - Title screen of any software created
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STAGE OF DEVELOPMENT

- The copyright notice will be shown on the title sheet at the following applicable stage of development:

Plans

- L & D's policy is to place the copyright date on the title sheet at the time the title sheet is created (usually prior to R/W stage) and this date is to be left on the sheet permanently.

Publications (includes examples previously listed under Policy).

- Completion Stage prior to distribution (inside title sheet of hardbound copies)
- Computer Software or databases will have the copyright notice written in upon creation of the computer program.

APPROVED FOR RIGHT OF WAY ACQUISITION				
DATE	COMMISSIONER _____			
RECOMMENDED FOR APPROVAL FOR CONSTRUCTION				
DATE	PROGRAMMING DIVISION DIRECTOR _____			
DATE	STATE LOCATION AND DESIGN ENGINEER _____			
DATE	CHIEF FINANCIAL OFFICER _____	CHIEF OF POLICY AND ENVIRONMENT		
APPROVED FOR CONSTRUCTION				
DATE	CHIEF ENGINEER FOR PROGRAM DEVELOPMENT _____			
APPROVED				
DATE	DIVISION ADMINISTRATOR FEDERAL HIGHWAY ADMINISTRATION U.S. DEPARTMENT OF TRANSPORTATION _____			

Copyright 20 , Commonwealth of Virginia

	PLAN NO.	PROJECT	FILE NO.	SHEET NO.
A				

Publications

2001 ROAD AND BRIDGE STANDARDS



VIRGINIA DEPARTMENT OF TRANSPORTATION

FEBRUARY 1, 2001

SPECIFICATION REFERENCES NOTED
 TROUGHOUT ARE BASED ON VIRGINIA
 DEPARTMENT OF TRANSPORTATION
 ROAD AND BRIDGE SPECIFICATIONS
 DATED JANUARY, 1994