



Records Management and Imaging Services Division  
800 East Broad Street, Richmond, VA 23219

# Order Form for Publications and State Agency General Schedules

**Please send the following items:**

disk enclosed; send forms in

\_\_\_ Word \_\_\_ WordPerfect

e-mail attachment

paper copies

Name: \_\_\_\_\_

Locality/Office: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

E-mail address: \_\_\_\_\_

### General Records Retention and Disposition Schedules

- GS-101 Administrative Records (Jul 99)
- GS-102 Fiscal Records (May 97)
- GS-103 Personnel Records (May 97)
- GS-104 Mailroom Records (May 97)
- GS-105 Motor Vehicle Records (May 97)
- GS-106 General Services Records (May 97)
- GS-107 Food Service Records (May 97)
- GS-108 Fire, Safety and Security Records (May 97)
- GS-109 Library and Museum Records (May 97)
- GS-110 Electronic Records (Sep 98) (See GS 2000 for Y2K Records)
- GS-111 College and University Records (Jun 97 and Supplement to GS-111 Nov 97)
- GS-2000 Y2K Records (Jul 99)
- SET All of the above

### Publications

- Procedures for Destroying Public Records* (1/2000)
- Guidelines for Electronic Records* (includes Maintenance, Retention and Disposition of Electronic Public Records Guidelines (1991); Retention, Maintenance, and Disposition of Digital Public Records (1/96); and Guidelines for Electronically Filed Data including Digital Imaging Legal Considerations (1/96)
- E-mail Guidelines, E-mail Q & A* (1997)
- Workbook for Developing a Disaster Plan* (1996) (disks only)

### Other Retention Schedules

- 261-GS Community College Records
- 601-GS Health Dept. - Local Health Records
- 720-GS State Mental Health Facilities

### Library of Virginia Standards

- 137-1 Microfilming Archival Public Records
- 137-2 Microfilming Deeds and Other Writings
- 137-4 Microfilming Circuit Court Cases
- 137-5 Archival Computer Output Microfilm (COM)
- 137-6 Standards for Plats
- 137-7 Standards for Recorded Instruments
- 137-8 Paper Used in Permanent Court Records

### Forms

- Certificate of Records Destruction* (RM-3 Nov 99)
- Records Transfer List and Receipt* (RM-17 Nov 99)
- Records Survey* (RM-19 Nov 99)
- Responsibilities of State Agency and Local Government Records Officers* (RM-25 Nov 99)

Mail to: Records Analysis Section, Records Management and Imaging Services Division  
 The Library of Virginia, 800 East Broad Street, Richmond, VA 23219  
 Phone: (804) 692-3600, Fax: (804) 692-3603  
 E-mail: [recman@vsla.edu](mailto:recman@vsla.edu)  
[www.lva.lib.va.us](http://www.lva.lib.va.us)

(click on "Services for State Agencies and State and Local Government," then "Records Management Services")