



VIRGINIA STATE LIBRARY
 ARCHIVES AND RECORDS DIVISION
 RICHMOND, VA 23219-3491

RECORDS RETENTION AND DISPOSITION SCHEDULE

Virginia State Bar

117-016

4. DIVISION:
 Lawyer Discipline & Law Practice Reg.

5. SUB-UNIT:

6. AGENCY REPRESENTATIVE: Mr. Michael L. Rigsby DATE:

7. V.S.L. REPRESENTATIVE: Patricia M. Gourd DATE:

8. INCLUSIVE DATES OF SERIES: 1938 - Present 9. TOTAL VOLUME OF SERIES: 139 cubic feet

10. ANNUAL ACCUMULATION: 2.5 cubic feet 11. RECORD MEDIUM: Paper

12. SERIES FILED BY:
 CALENDAR CONTINUOUS
 FISCAL _____
 13. FILE ARRANGE BY: Surname

14. APPRAISAL

FUNCTION OF SERIES: The records document the investigation by the Virginia State Bar of attorneys accused of possible improper or dishonest conduct, as specified in the Virginia Code of Professional Responsibility. The Bar may dismiss the case, issue a reprimand or suspension, or disbar an attorney. The series is used in the conduct of an investigation, of a case before the court or the Disciplinary Board of the Bar, and for appeals of actions taken. The series is retained as a record of actions taken. Official actions are permanently recorded in the Order Book of the Disciplinary Board. The Supreme Court of Virginia hears all appeals of disciplinary cases. These records are exempted from Virginia's Freedom of Information Act and are subject to the Privacy Act.

DESCRIPTION OF CONTENTS: The series includes investigative reports, court transcripts, correspondence with respondent attorneys, pleadings, exhibits, copies of board orders, court orders, original complaints, and original board orders.

SCHEDULED RETENTION AND DISPOSITION: Retain 5 years in the agency after closure and then transfer to the Records Branch, Archives and Records Division, Virginia State Library; retain in the records center 20 years and then destroy by burning, shredding or pulping. Public access to and photoduplication of the records is restricted to those individuals with the written permission of the Executive Director of the Virginia State Bar.

15. APPROVAL

THIS SCHEDULE IS CONTINUING AUTHORITY FOR THE RETENTION AND DISPOSITION OF THE RECORD AS STATED IN SECTION 14 ABOVE AND IS IN EFFECT UNTIL REVISED OR CANCELLED.

a. Agency Head or Deputy: <i>Michael L. Rigsby</i>	DATE: 7/12/83	d. Auditor of Public Accounts or Deputy:	DATE:
b. Assistant State Archivist for Records: <i>Corbryn</i>	DATE: 7-15-83	e. State Librarian or Deputy: <i>Louis A. Manarin</i>	DATE: 8/17/83
c. State Comptroller or Deputy: <i>C. Mary Burke</i>	DATE: 8/8/83	f.	DATE: