

COMMONWEALTH OF VIRGINIA
 VIRGINIA STATE LIBRARY AND ARCHIVES
 ARCHIVES AND RECORDS DIVISION
 (804) 786-5634

RECORDS RETENTION AND DISPOSITION SCHEDULE

SPECIFIC SCHEDULE NO. 151-104

AGENCY: Department of Accounts
 DIVISION: Financial Systems and Data
 SUBUNIT: Data Processing/Systems Analysis and Programming

This schedule is continuing authority under the provisions of the Virginia Public Records Act, §§42.1-76 et seq. Code of Virginia, for the retention and disposition of the records as stated. This schedule supersedes previously approved applicable schedules. Request approval on Form RM-3, Certificate of Records Disposal, for the destruction of record series noted in this schedule. Any records created prior to the Constitution of 1902 must first be offered to the VSL&A before applying these disposition instructions.

AGENCY APPROVAL

STATE APPROVAL

AGENCY HEAD OR DEPUTY _____

STATE ARCHIVIST Louis H. Magarini

AGENCY RECORDS MANAGER R. Fern Spencer

COMPTROLLER OR DEPUTY J. W. Fisher

EFFECTIVE SCHEDULE DATE: JUN 06 1994

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RECORD SERIES NUMBER AND TITLE	SCHEDULED RETENTION AND DISPOSITION
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This schedule supersedes the following schedules: 151-47, 151-53, and 151-88

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| 1. Access Control Facility Security Logs | Retain 3 years or until audited, whichever is longer, then destroy. |
| 2. Batch Control Logs | Retain 2 years, transfer to Virginia State Library and Archives (VSLA) Records Center for 3 years; then destroy. |
| 3. Commonwealth Integrated Personnel and Payroll System (CIPPS) Documentation | Retain in agency 5 years after the system has been superseded, then destroy by shredding or pulping. |
| 4. Operational and Program Documentation | After the system has been superseded, retain one copy in agency and transfer one copy to VSLA Records Center. Destroy both copies after 5 years. |
| 5. System Modification Request Form | Retain 5 years, then destroy. |