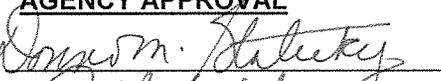


**RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. 158-001
VIRGINIA RETIREMENT SYSTEM
WORKFLOW SERVICES**

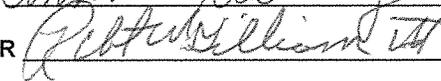
The schedule on the attached page(s) is approved with agreement to follow the records retention and disposition policies listed below:

AGENCY APPROVAL

AGENCY HEAD OR DEPUTY

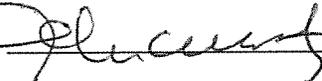


AGENCY RECORDS OFFICER



STATE APPROVAL

STATE RECORDS ADMINISTRATOR



COMPTROLLER OR DEPUTY

EFFECTIVE SCHEDULE DATE AUG 1 9 2012

PAGE 1 OF 3 PAGES

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 signed RM-3 Form must be approved by the designated records officer and on file in the agency or locality before records can be destroyed. After the records are destroyed, the original signed RM-3 Form must be sent to Library of Virginia (LVA).
4. Any records created prior to 1913 must be offered, in writing, to LVA before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from LVA. A copy of the offer must be attached to the RM-3 Form when it is submitted to LVA.
5. All known audits and audit discrepancies regarding the listed records must be settled before the records can be destroyed.
6. All known investigations or court cases involving 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 or reformatting processes until all issues are resolved.
7. The retentions and dispositions listed on the attached page(s) apply regardless of physical format, i.e., paper, microfilm, electronic storage, optical imaging, etc. Unless prohibited by law, records may be reformatted at agency or locality 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 in analog or digital format. Whether the required preservation is through prolongation of appropriate hardware and/or software, reformatting, or migration, it is the obligation of the agency or locality to do so.
8. Custodians of records must ensure that information in confidential or privacy-protected records is protected from unauthorized disclosure through the ultimate destruction of the information. Ultimate destruction is accomplished through shredding, pulping, burning, and overwriting or physically destroying media. Deletion of confidential or privacy-protected information in computer files or other electronic storage media is not acceptable. Records containing Social Security numbers must be destroyed in compliance with 17VAC15-120-30.
9. Under the *Virginia Public Records Act*, § 42.1-79, LVA is the official custodian and trustee of all state agency records transferred to the Archives, Library of Virginia. LVA may purge select records in accordance with professional archival practices in order to ensure efficient access.
10. Unless otherwise directed, files are closed out at the end of each calendar or fiscal year as appropriate. Retention periods start at that time.

RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. 158-001
VIRGINIA RETIREMENT SYSTEM
WORKFLOW SERVICES

EFFECTIVE SCHEDULE DATE AUG 16 2010

PAGE 2 OF 3 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
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This schedule supersedes 158-001 dated October 14, 2003.

<p><u>Daily Batch Sheet Headers</u> This series consists of batch sheets for records being scanned and indexed to the Retirement Imaging System.</p>	015248	Retain onsite 3 months, transfer to Records Center for 4 years and 9 months, then destroy in compliance with No. 8 on schedule cover page. Total retention 5 years.
<p><u>Daily Import Reports</u> This series documents the daily downloads from the mainframe computer system to the Retirement Imaging System. These reports track closing of workflow cases, and changes to member accounts including SSN changes and case status flags.</p>	015249	Retain onsite 3 months, transfer to Records Center for 4 years and 9 months, then destroy in compliance with No. 8 on schedule cover page. Total retention 5 years.
<p><u>Member/Annuitant Records-Offsite Media</u> This series consists of the scanned or microfilmed images of the member/annuitant record retained by the agency on the Retirement Imaging System.</p>	015247	Transfer the backup copy of the media to the Records Center, Library of Virginia. Retain in Records Center for 10 years, then return to agency for testing and migration to new media. Destroy in compliance with No. 8 on schedule cover page.
<p><u>Member/Annuitant Records-Original Documents</u> This series consists of the original forms and correspondence for all members and annuitants that document membership, beneficiary designation, retirement estimates, retirement application and approval, direct deposit, health insurance, optional retirement, and death benefits.</p>	015000	Scan original records to Retirement Imaging System upon receipt. Transfer original records to Records Center, Library of Virginia for storage after quality assurance inspection and indexing of the records verifies information was successfully reformatted. Retain in Records Center 7 years, then destroy in compliance with No. 8 on schedule cover page. Total retention 7 years.
<p><u>Member/Annuitant Records-Record Copy</u> This series consists of the scanned or microfilmed images of the member/annuitant record retained by the agency on the Retirement Imaging System.</p>	015246	Retain for 80 years or until 7 years after member/annuitant has died and accounts with beneficiaries have been settled, whichever is shorter. Destroy in compliance with No. 8 on schedule cover page.



**RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. 158-001
VIRGINIA RETIREMENT SYSTEM
WORKFLOW SERVICES**

EFFECTIVE SCHEDULE DATE AUG 18 2009

PAGE 3 OF 3 PAGES

RECORDS SERIES AND DESCRIPTION

SERIES NUMBER

SCHEDULED RETENTION AND DISPOSITION

This schedule supersedes 158-001 dated October 14, 2003.

Work or Production Control Records

000534

Retain 2 years after end of calendar year then destroy in compliance with No.8 on schedule cover page.

This series consists of agency-created reports, log sheets, and forms used to monitor, control, tabulate and/or report the daily workflow activities of the computer room. This series may include, but is not limited to: night check sheet, annual, special, quarterly, and weekly logs, and requests of ad hoc reports from users.