


**RECORDS RETENTION AND DISPOSITION SCHEDULE
 SPECIFIC SCHEDULE NO. 158-037
 VIRGINIA RETIREMENT SYSTEM**

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

AGENCY APPROVAL**STATE APPROVAL**

AGENCY HEAD OR DEPUTY

STATE RECORDS ADMINISTRATOR

AGENCY RECORDS OFFICER

COMPTROLLER OR DEPUTY

EFFECTIVE SCHEDULE DATE MAR 30 2004

PAGE 1 OF 4 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 Disposal* (Form RM-3). A signed RM-3 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 must be sent to Library of Virginia (LVA).
4. Any records created before the Constitution of 1902 came into effect (January 1, 1904) must be offered, in writing, to the LVA before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from the LVA. A copy of the offer must be attached to the RM-3 form when it is submitted to the 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."
8. Custodians of records must insure that information in confidential or privacy protected records is protected from unauthorized disclosure through the ultimate destruction of the information. Normally, destruction of confidential or privacy-protected records will be done by shredding or pulping. "Deletion" of confidential or privacy-protected information in computer files or other electronic storage media is not acceptable. Electronic records must be "wiped" clean or the storage media physically destroyed.
9. Under the *Virginia Public Records Act*, (§ 42.1-79) the Library of Virginia is the official custodian and trustee of all state agency records transferred to the Archives, Library of Virginia. The Library may purge select records in accordance with professional archival practices in order to ensure efficient access.



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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
FINANCE RECORDS		
<u>Bank Records - Payroll Related</u> This series documents the agency's financial affairs with a banking institution relating to payroll.	009003	Retain 5 years or until audit, whichever is longer, then destroy in accordance with <u>No. 8</u> on the schedule cover page.
<u>Bank Records - All Other Bank Records</u> This series documents the agency's financial dealings with a banking institution that are non-payroll related.	009004	Retain 5 years or until audit, whichever is longer, then destroy.
<u>Certificates of Deposits (Cash Deposits)</u> This series documents the receipt by the bank of agency deposits to its accounts.	009005	Retain 5 years or until audit, whichever is longer, then destroy.
<u>Checks and Checking</u> This series contains reports, cancelled checks, returned checks, check registers, checking statements, and other records relating to the agency's checking accounts.	009006	Retain 5 years or until audit, whichever is longer, then destroy.
<u>Commonwealth Accounting and Reporting System Reports - CARS</u> This series contains reports prepared by the Department of Accounts for the agency relating to the CARS system.	009007	Retain 5 years or until audit, whichever is longer, then destroy.
<u>Payroll Records, CIPPS - All Other Records Not Listed in GS 102</u> This series documents all other payroll reports which are subject to review and audit.	009008	Retain 5 years or until audited, whichever is longer, then destroy.



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<p><u>Purchasing – Bid and Bid Proposal Files</u> This series documents the contracts that are awarded to various vendors for goods and services used by the agency. The series consists of the bid proposals, requests for proposals, worksheets, correspondence and memorandums.</p>	009009	Retain 5 years after award to successful bidder, closure, cancellation, or until audit, whichever is longer, then destroy.
<p><u>Purchasing – Contracts and Agreements/Blanket Purchase Orders</u> This series is used to procure goods/services which are authorized for purchase by an active, open contract.</p>	009010	Retain 5 years after completion and/or termination of contract or agreement, or until audit, whichever is longer, then destroy.
<p><u>Purchasing – Purchase Orders</u> This series is used to procure goods/services which are not covered under a contract/agreement.</p>	009011	Retain for 5 years or until audit, whichever is longer, then destroy.
<p><u>Purchasing – Requisitions</u> This series is used to initiate the purchase/procurement of goods and services for the agency.</p>	009012	Retain for 5 years or until audit, whichever is longer, then destroy.
<p><u>Receiving Records/Reports</u> This series documents the receipt of goods/services which have been purchased by the agency.</p>	009013	Retain for 5 years or until audit, whichever is longer, then destroy.
<p><u>Vouchers – Agency Accounting Office Files</u> This series documents and authorizes the payment or transfer of funds from the agency's accounts.</p>	009014	Retain for 5 years or until audit, whichever is longer, then destroy.



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<p><u>Vouchers – Duplicate or Reference Copies</u> This series is used to reference the payment or transfer of funds from the agency's accounts. The originals are located in the Agency Accounting Office Files.</p>	009015	Retain for 3 years, then destroy.
<p>FIRE, SAFETY AND SECURITY RECORDS</p>		
<p><u>Buildings: Access Control Records</u> This series controls access to specific buildings, departments, rooms or areas. This series may include access lists, sign-in sheets, logs, registers, instruction books or emergency contact records. Includes both paper and electronic records.</p>	009016	Retain 3 year after last entry or use, then destroy in compliance with <u>No. 8</u> on schedule cover page.
<p>ELECTRONIC RECORDS</p>		
<p><u>Computer System Test Records</u> Documents created solely to test computer, system or program performance.</p>	009017	Retain for 1 year, then delete or destroy.