



**RECORDS RETENTION AND DISPOSITION SCHEDULE
 SPECIFIC SCHEDULE NO. 171-155
 STATE CORPORATION COMMISSION
 SECURITIES AND RETAIL FRANCHISING**

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 *Kevin Adams Jr.*

STATE RECORDS ADMINISTRATOR *John A. [Signature]* 4/16/10

AGENCY RECORDS OFFICER *Parvula Justice Pearson*

COMPTROLLER OR DEPUTY _____

EFFECTIVE SCHEDULE DATE: APR 15 2010

PAGE 1 OF 5 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 prior to 1913 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." 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 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.
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. 171-155
STATE CORPORATION COMMISSION
SECURITIES AND RETAIL FRANCHISING

EFFECTIVE SCHEDULE DATE: APR 13 2010

PAGE 3 OF 5 PAGES

| RECORDS SERIES AND DESCRIPTION | SERIES NUMBER | SCHEDULED RETENTION AND DISPOSITION |
|--------------------------------|---------------|-------------------------------------|
|--------------------------------|---------------|-------------------------------------|

This schedule supersedes 171-14, 171-55, 171-57,171,58,171-151, 171-152,171-154,171-161,171-163,171-214 and 171-155 dated 9/30/2008

Investment Advisors Records

000375

Retain 2 years after termination, revocation, or withdrawal then destroy in compliance with No.8 on schedule cover page.

This series documents the registration of Investment Advisors(firms). This series may include, but is not limited to: applications for registration, amendments to applications, financial statements, agreement for inspection of records, and correspondence.

Mutual Funds Registration Records

000376

Retain 1 year after closure then destroy.

This series documents the registration of securities issued by a face-amount certificate company, a redeemable security issued by an open-end government company, or unit investment trust. This series may include, but is not limited to: Uniform Application to Register Securities, a prospectus, amendments, and correspondence.

Retail Franchise Disclosure Files: Active

000377

Retain 1 year after close of calendar year in which the files are updated then destroy in compliance with No.8 on schedule cover page.

This series consists of prior-year disclosure documents submitted to State Corporation Commission (SCC) in connection with the renewal and amendment of franchise registrations in accordance with the Retail Franchising Act, Code of Virginia 13.1-577 et seq. This series may include, but is not limited to: forms of agreement, financial statements, franchise registration applications, and supplemental documentation.



**RECORDS RETENTION AND DISPOSITION SCHEDULE
 SPECIFIC SCHEDULE NO. 171-155
 STATE CORPORATION COMMISSION
 SECURITIES AND RETAIL FRANCHISING**

EFFECTIVE SCHEDULE DATE : APR 16 2008

PAGE 5 OF 5 PAGES

| RECORDS SERIES AND DESCRIPTION | SERIES NUMBER | SCHEDULED RETENTION AND DISPOSITION |
|--------------------------------|---------------|-------------------------------------|
|--------------------------------|---------------|-------------------------------------|

This schedule supersedes 171-14, 171-55, 171-57,171,58,171-151, 171-152,171-154,171-161,171-163,171-214 and 171-155 dated 9/30/2008

Securities Registration Records

000380

Retain 1 year after registration then destroy.

This series documents the registration of securities with the Commission for notification, coordination, and qualification before being offered or sold in the commonwealth. This series may include, but is not limited to: a prospectus, applications, copy of commission's order of registration, and correspondence. Code of Virginia 13.1-507.

Trademarks, Service Marks, and Case Marks Registration Records

000381

Retain 5 years after cancellation or expiration of registration then destroy.

This series documents the registration and renewal of registration of trademarks, service marks, and case marks. This series may include, but is not limited to: registration application, Certificate of Registration of a Trademark, Service Mark or Case Mark, specimen of the mark, and correspondence. Code of Virginia 59.1-92.1 – 59.1-102.