



**LIBRARY OF VIRGINIA**

Archives, Records, and Collections Services  
800 E. Broad St., Richmond VA 23219  
(804) 692-3600

**RECORDS RETENTION AND DISPOSITION SCHEDULE**

**SPECIFIC SCHEDULE NO. 202-051**

Library of Virginia

Library Development and Networking

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

*Sandra G. Trevelyan*

AGENCY RECORDS OFFICER

*Bethany Wolfe*

STATE APPROVAL

STATE ARCHIVIST

*Sandra G. Trevelyan*

COMPTROLLER OR DEPUTY

EFFECTIVE SCHEDULE DATE: 6/13/2013

**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.



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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Library Organizational Legal Papers</u> This series documents the creation and/or formation of a local library by the applicable governing body. This series may include, but is not limited to: minutes of the board, agreements, contracts, local ordinances, and by-laws.	100962		Permanent, In Agency
<u>Library Service and Technology Act (LSTA) Records</u> The series documents the administration of a LSTA grant awarded to the Library of Virginia. This series may include, but is not limited to: five-year plan, annual reports, project proposals and reports, and financial records.	200159	5 Years after submission	Non-confidential Destruction
<u>State Aid to Local Libraries: Audits</u> This series documents the audit of state-aid expenditures by a locality and reviewed by the Library of Virginia This series may include, but is not limited to: audit reports. 34CFR80.42	100956	3 Years after submission	Non-confidential Destruction
<u>State Aid to Local Libraries: Five Year Plan</u> This series documents the program planning by each local library for a five year period. This series may include, but is not limited to: five year plan with annual updates and annual report.	100959	3 Years after closed	Non-confidential Destruction
<u>State Aid to Local Libraries: Operating Budgets</u> This series documents the submission of annual operating budgets to the Library Board from local libraries that receive grants-in-aid from the Library of Virginia. This series may include, but is not limited to: approved budget, certified income/expenditure forms, and certified financial forms.	100957	5 Years after submission	Non-confidential Destruction