

COMMONWEALTH OF VIRGINIA
 VIRGINIA STATE LIBRARY
 Division of Records Management

RECORDS RETENTION AND
 CONSERVATION SCHEDULE

Agency: DEPARTMENT OF VOCATIONAL REHABILITATION

3. YEARS RETAINED AT AGENCY				4. MICROFILM DATA				
PERMANENT	CURRENT FILES	INACTIVE FILES	STORAGE	FILM	FILES	RETURN		
				STORE AT STATE LIBRARY	RETURN	DESTROY	FASTENERS	FOLDERS

1. AUTHORIZATION NUMBER

2. NAME OF RECORD, FILE OR FORM.

262-10	Mentally Ill and Retarded Division General Correspondence and Information File *see authorization	*						
262-11	Youth Services Division General Correspondence and Information File *see authorization	*						
262-12	Special Education Division General Correspondence and Information File *see authorization	*						
262-13	Workshops and Facilities Division General Correspondence and Information File *see authorization	*						
262-14	Information Division Information News, and Publicity File *see authorization	*						
262-16	Rehabilitation Services Richmond Area Office General Correspondence, Reports, Information and Data *see authorization	*						
262-17	Disability Determination Division Closed Determinations File	2						
262-18	Disability Determination Division Certified Lists File	1	4					
262-19	Disability Determination Division Disbursement Vouchers and Related Records	1	4					
262-20	Disability Determination Division Budget Cards for Clients			5				
262-21	Disability Determination Division Flex-O-Line Master Strips of Case Summaries (Photostat Copies)	2						
262-22	Disability Determination Division General Correspondence and Data File *see authorization	*						

