

COMMONWEALTH OF VIRGINIA  
THE LIBRARY OF VIRGINIA  
RECORDS MANAGEMENT AND IMAGING SERVICES DIVISION  
(804) 692-3600

# RECORDS RETENTION AND DISPOSITION SCHEDULE

## SPECIFIC SCHEDULE NO. 402-004

AGENCY: Virginia Marine Resources Commission

DIVISION: Law Enforcement

SUBUNIT:

This schedule is continuing authority under the provisions of the Virginia Public Records Act, §§42.1-76 et seq. Code of Virginia, for the retention and disposition of the records as stated. This schedule supersedes previously approved applicable schedules. Request approval on Form RM-3, Certificate of Records Disposal, before the destruction of record series noted in this schedule. Any records created prior to the Constitution of 1902 must first be offered to the LVA before applying these disposition instructions.

AGENCY APPROVAL

STATE APPROVAL

AGENCY HEAD OR DEPUTY

*William A. Smith*

ST. RECORDS ADMINISTRATOR

*C. Preston Hill*

AGENCY RECORDS OFFICER

*Walter B. Branch*

COMPTROLLER OR DEPUTY

EFFECTIVE SCHEDULE DATE: FEB 18 1998

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RECORD SERIES NUMBER, TITLE AND DESCRIPTION

SCHEDULED RETENTION AND DISPOSITION

1. Semi-annual Striped Bass Report  
Copies of reports, extracted from a Fisheries Division database, that consolidate 6 months of reports from Marine Patrol Officers. The original copy of the consolidated report of striped bass activities is sent to the Atlantic States Marine Fisheries Commission (ASMFC).

Retain 3 years, then destroy.