

RECORDS RETENTION AND DISPOSITION SCHEDULE  
SPECIFIC SCHEDULE NO. 820-001  
CAPITOL SQUARE PRESERVATION COUNCIL

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

AGENCY APPROVAL

AGENCY HEAD OR DEPUTY

AGENCY RECORDS OFFICER

STATE APPROVAL

STATE RECORDS ADMINISTRATOR

COMPTROLLER OR DEPUTY

EFFECTIVE SCHEDULE DATE

FEB 12 2003

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## CONDITIONS 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 ensure 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
<p><u>Aluminum Building Movement Project File</u> This series documents the 1939 movement of the Aluminum Building from its old location (Broad and 12th, proposed site for the Supreme Court and Virginia State Library) to its current location on Governor Street. File includes clippings and photographs of the move. <i>Defunct series.</i></p>	005287	Transfer records to the Archives, Library of Virginia for permanent retention.
<p><u>Artwork and Other Artifacts</u> This series consists of artworks and other artifacts purchased by or donated to the Council, related to Capitol Square. Includes three images of Capitol Square including one previously unknown engraving. This not a public record, per <i>Code of Virginia</i> 42.1-77.</p>		Refer to Memorandum of Understanding between the Commission Director and the Library of Virginia.
<p><u>Capitol Square Review and Advisory Commission Records</u> This series documents the actions of a temporary commission established by the general assembly to review the preservation status of Capitol Square. One recommendation of the Commission was the establishment of permanent Capitol Square Preservation Council. <i>Defunct series.</i></p>	005288	Transfer records to the Archives, Library of Virginia for permanent retention.
<p><u>Council Minutes</u> This series documents the official actions of the Capitol Square Preservation Council and includes the official minutes of the Council. Refer to <i>Code of Virginia</i>, §§ 30-193 through 195.</p>	005289	Retain in agency until no longer administratively useful, then transfer records to the Archives, Library of Virginia for permanent retention.
<p><u>Director's Research and Historical Records</u> This series includes historical and research records, collected by the Director, related to Capitol Square; it's history, buildings and landscaping. Includes materials on the history of the land.</p>	005290	Retain in agency until no longer administratively useful, then transfer records to the Archives, Library of Virginia for permanent retention.


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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<p><u>Donor Files</u>            This series documents any fundraising activity conducted by the Council and its Director. <i>Code of Virginia</i>, § 30-194 authorizes the Council to raise and collect private funds for preservation, improvement or beautification of Capitol Square.</p>	005291	Retain in accordance with conditions of gifts or grants or 3 years after expenditure of all related funds or 3 years after last contact with donor; whichever is greater, then destroy in compliance with No. 8 on schedule cover page.
<p><u>Executive Mansion Restoration Files</u>            This series includes records of the Historic Richmond Foundation, donated to the Council, in relation to restoration of the Governor's Mansion. <i>Defunct series.</i></p>	005292	Transfer records to the Archives, Library of Virginia for permanent retention.
<p><u>Office Management Records</u>            This series documents the routine management of the office and includes but is not limited to correspondence, subject files, chronological files and the Director's lecture notes.</p>	005293	Retain 3 years, then destroy.
<p><u>Photographic Collections</u>            This series consists of photographs, collected, produced, and purchased by or donated to the Council, related to Capitol Square.</p>	005294	After scanning and inclusion of images into records series 005290, "Director's Research and Historical Records", transfer photographs to the custody of the Picture Collection, Library of Virginia for preservation, storage and management.