



RECORDS RETENTION AND DISPOSITION SCHEDULE  
SPECIFIC SCHEDULE NO. 968-002  
LOCAL GOVERNMENT, COMMISSION ON  
ADVISORY COMMISSION ON INTERGOVERNMENTAL RELATIONS  
STATE SONG STUDY COMMITTEE

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

AGENCY APPROVAL

STATE APPROVAL

AGENCY HEAD OR DEPUTY George M. Edwards

STATE RECORDS ADMINISTRATOR Charles Preston Huff

AGENCY RECORDS OFFICER Barbara W. Bingham

COMPTROLLER OR DEPUTY \_\_\_\_\_

EFFECTIVE SCHEDULE DATE: MAY 24 2002

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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 Destruction* (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. Microfilming must be done in accordance with *Virginia Administrative Code*, §§ 17VAC15-20-10, et. seq, "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 TITLE AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<p><u>Administrative Files of the Committee</u>            This series documents the actions and activities of the State Song Study Committee. This series includes committee minutes, history of the state song and other supporting documentation.</p>	005105	After final song selection, transfer records to the Archives, Library of Virginia for permanent retention.
<p><u>Grand Finalist's Folders</u>            This series collects the folders of the eight grand finalists for selection of the new state official song. Folders include entry forms, written scores and lyrics, audio tapes recording the entries and rearrangements prepared by colleges and universities.</p>	005106	After final song selection, transfer records to the Archives, Library of Virginia for permanent retention.
<p><u>Late Submissions</u>            This series documents receipt of entries in the state song contest that were received after the deadline for submission. Folders include entry forms, written scores and lyrics, and audio tapes of the songs.</p>	005107	Transfer records to the Archives, Library of Virginia for permanent retention.
<p><u>Lyrics Notebooks</u>            This series consolidates the lyrics from all entries into single binders for distribution to staff, committee and judges for review and selection.</p>	005108	Transfer one set of lyrics to the Archives, Library of Virginia for permanent retention.
<p><u>Original Entry Folders</u>            This series consists of the original entries into the state song competition. Folders include entry forms, written scores and lyrics, and audio tapes of the songs.</p>	005109	Transfer records to the Archives, Library of Virginia for permanent retention.
<p><u>Public Comments</u>            This series collects comments received from the public about the state song competition or about specific entries.</p>	005110	After final song selection, transfer records to the Archives, Library of Virginia for permanent retention.
<p><u>Song Evaluations</u>            This series includes the song evaluations made by committee members and/or judges.</p>	005111	After final song selection, transfer records to the Archives, Library of Virginia for permanent retention.



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Video Tape Compilations of Songs

This series includes four VCR tapes compiling the audio recording of songs entered into the state song competition. Tapes were distributed to each committee member/ judge in lieu of the original entries.

005112

Transfer two sets of tapes to the Archives, Library of Virginia for permanent retention.