



## LIBRARY OF VIRGINIA

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

## RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. GS-101

ALL STATE AGENCIES

Administrative Records

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

APPROVED:

EFFECTIVE SCHEDULE DATE: 2/9/2017

### 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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<u>Acknowledgment and Referral Files</u> Documents the receipt of an item or forwarding of an item to another office; no other action is taken or expected of the forwarding office.	100301	3 Months after end of calendar year	Non-confidential Destruction
<u>Administrative Files</u> Documents the routine operation of an office. Includes routine correspondence, memoranda, notes and handwritten messages. Does not include records related to any major function of the agency.	100302	0 Years after end of calendar year	Non-confidential Destruction
<u>Administrative Process Act (APA) Regulatory Review Records</u> This series documents compliance with the Administrative Process Act. COV 2.2-4000 et seq.	100303	5 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Agency Head Records</u> This series documents the decisions and actions of the agency head in managing the operations of the agency. Refer to records series 012016, "Correspondence - Agency Heads," 100326, "History Files - Agency," 100350, "Policy and Procedures," 100355 and 100356, "Project Documentation," and 100377, "Special Interest Items."	100304	0 Years after end of calendar year	Non-confidential Destruction
<u>Agendas, Schedules and Informational Documentation for Meetings</u> This series documents the publishing of public notices of meetings, proposed schedules, along with materials reviewed or used by the board/commission/conference. May also include other items presented to the board/commission/conference or introduced by board/commission/conference members. Does not include materials used by regulatory boards in decision making. Refer to records series 100338 and 100339 for Minutes. COV 2.2-3707	100305	3 Years after end of calendar year	Non-confidential Destruction



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<u>Agreements, Memorandums of Understanding (MOU) and Non-Fiscal Contracts</u> This series consists of signed, binding agreements, other than contracts involving procurement or payment of monies. The agreements may be between departments within the agency, other government agencies, localities, business entities or and individual or group of individuals.	100306	3 Years after expiration	Non-confidential Destruction
<u>Annual Reports</u> This series consists of reports prepared by or for the agency addressing the "state" of the agency, including goals, targets, objectives and finances. COV 2.2-609	100307		Permanent, Archives
<u>Appointment Calendars: Agency Heads</u> Documents the printing or publishing of calendars of agency heads intended for limited or general distribution.	100308	5 Years after last action	Non-confidential Destruction
<u>Appointment Calendars: Other Agency Officials</u> This series documents the printing or publishing of calendars of public officials intended for limited or general distribution.	100309	1 Year after last action	Non-confidential Destruction
<u>Consultants' Reports and Related Documents</u> This series documents the work and reports of consultants hired by the agency.	100310	3 Years after no longer administratively useful	Non-confidential Destruction
<u>Contract Administration Records</u> This series documents performance and conformance with contract stipulations not of a fiscal nature. COV 8.01-246	100311	5 Years after termination	Non-confidential Destruction
<u>Contract and Agreement Records</u> This series documents contractual obligations of the agency or owed to the agency. COV 8.01-246	100312	5 Years after termination	Non-confidential Destruction



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<u>Correspondence/Subject Files: Agency Heads</u>  This series consists of incoming and outgoing letters, memoranda, faxes, notes and their attachments, in any physical format including, but not limited to, paper and e-mail. Also refer to record series 012019, "correspondence Files - Routine, Administrative."	012016		Permanent, Archives
<u>Correspondence/Subject Files: Board Members - Except Chairpersons</u>  This series consists of incoming and outgoing letters, memoranda, faxes, notes and their attachments, in any physical format including, but not limited to, paper and e-mail.	100559	3 Years after end of calendar year	Non-confidential Destruction
<u>Correspondence/Subject Files: Boards Mandated by Code of Virginia or Virginia Administrative Code - Chairpersons</u>  This series consists of incoming and outgoing letters, memorandum, faxes, notes and their attachments, in any physical format including, but not limited to, paper and e-mail.	100557		Permanent, Archives
<u>Correspondence/Subject Files: Department or Division Heads - Historically Significant</u>  This series consists of incoming and outgoing letters, memoranda, faxes, notes and their attachments of a historically significant nature not listed on an agency specific schedule, in any physical format including, but not limited to, paper and e-mail.	100313		Permanent, In Agency
<u>Correspondence/Subject Files: Department or Division Heads - Other Correspondence</u>  This series consists of incoming and outgoing letters, memoranda, faxes, notes and their attachments, not listed on an agency specific schedule, in any physical format including, but not limited to, paper and e-mail.	012017	3 Years after end of calendar year	Non-confidential Destruction

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<u>Correspondence/Subject Files: Other Boards/Commissions/Conferences/ Committees - Chairpersons</u> This series consists of incoming and outgoing letters, memoranda, faxes, notes and their attachments, in any physical format including, but not limited to, paper and e-mail.	100558	3 Years after end of calendar year	Non-confidential Destruction
<u>Correspondence/Subject Files: Other Officials - Historically Significant</u> This series consists of incoming and outgoing letters, memoranda, faxes, notes and their attachments of a historically significant nature, not listed on an agency specific schedule, in any physical format including, but not limited to, paper and e-mail.	100314		Permanent, In Agency
<u>Correspondence/Subject Files: Other Officials - Other Correspondence</u> This series consists of incoming and outgoing letters, memoranda, faxes, notes and their attachments, not listed on an agency specific schedule, in any physical format including, but not limited to, paper and e-mail.	012018	2 Years after end of calendar year	Non-confidential Destruction
<u>Correspondence/Subject Files: Routine, Administrative - Not Specified Elsewhere</u> This series consists of incoming and outgoing letters, memorandum, faxes, notes and their attachments of a routing administrative nature, not listed on an agency specific schedule, in any physical format including, but not limited to, paper and e-mail.	012019	0 Years after no longer administratively useful	Non-confidential Destruction
<u>Directives</u> This series documents the issuance of directives by the agency head outlining policy to lower levels of authority.	100315		Permanent, In Agency



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<u>Directory Listings and Files</u>  This series consists of lists the current or former employees and/or phone listings, office listings or lists of contracts or service providers.	100316	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Drafts</u>  This series consists of materials produced during the planning, designing, and composing of a public record.	200160	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Employee Suggestion Program Files</u>  This series documents the implementation and control of an employee suggestion plan.	100318	3 Years after end of calendar year	Non-confidential Destruction
<u>Environmental Impact Studies</u>  Documents the environmental impact or major projects proposed or reviewed by agency officials. COV 15.2-2202	100319		Permanent, In Agency
<u>E-Rate Program: After June 30, 2015</u>  This series documents a school or library's eligibility, competitive bidding process, discount calculation, compliance with the Children's Internet Protection Act (CIPA), and fund disbursements related to the Schools and Libraries Program (aka E-Rate Program) of the Universal Service Fund administered by the Universal Service Administrative Company (USAC) under the oversight of the Federal Communications Commission (FCC). This series includes, but is not limited to: accreditation, charter, or Library Services and Technology Act (LSTA) Block 4 documentation; procurement documentation, worksheets, reports, bills, invoices, and receipts FCC 14-189	200429	10 Years after last action	Non-confidential Destruction



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<u>E-Rate Program: Before July 1, 2015</u>  This series documents a school or library's eligibility, competitive bidding process, discount calculation, compliance with the Children's Internet Protection Act (CIPA), and fund disbursements related to the Schools and Libraries Program (aka E-Rate Program) of the Universal Service Fund administered by the Universal Service Administrative Company (USAC) under the oversight of the Federal Communications Commission (FCC). This series includes, but is not limited to: accreditation, charter, or Library Services and Technology Act (LSTA) Block 4 documentation; procurement documentation, technology plans, worksheets, reports, bills, invoices, and receipts. FCC 14-189 ¶144	200430	5 Years after last action	Non-confidential Destruction
<u>Feasibility Studies: Historically Significant</u>  This series documents any feasibility study of a historically significant nature created by or for an agency not listed on an agency specific schedule.	100320		Permanent, In Agency
<u>Feasibility Studies: Other Studies</u>  Documents feasibility studies created by or for an agency, not listed on an agency specific schedule.	012026	0 Years after no longer administratively useful	Non-confidential Destruction
<u>Finding Aids or File Locators</u>  This series documents locations of files, records or artifacts.	100321	0 Years after no longer administratively useful	Non-confidential Destruction
<u>Freedom of Information Act (FOIA)</u>  This series consists of responses to requests to view official records or retrieve information from official records. COV 2.2-3700 to 3714	012029	3 Years after last action	Non-confidential Destruction



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<u>Grant Records: Funded</u> This series documents grant acceptance or approval, completion and conformance with grant stipulations that are not of a fiscal nature.	100323	3 Years after event	Confidential Destruction
<u>Grant Records: Unfunded</u> This series documents grant proposals that did not receive funding. This series may include, but is not limited to: letter of intent, application, budget, and notification of denial.	000183	1 Year after decision	Non-confidential Destruction
<u>Graphic Arts Materials</u> This series documents creation of graphic arts materials for internal or external use and copies of those materials.	100324	0 Years after no longer administratively useful	Non-confidential Destruction
<u>Hearings: Administrative</u> This series documents administrative hearings not listed on another records retention schedule.	100325	3 Years after last action	Non-confidential Destruction
<u>History Files</u> This series consists of significant material that conveys the history of the agency, its government, its accomplishments, its officials or employees. May be material of an exceptional nature that is listed as disposable in this or other general schedules. Includes, but is not limited to, scrapbooks, photographs, articles, program notes and documentation of events sponsored or funded by the agency. Also included are narratives; printed, audio, or audiovisual histories; or matters of significant historical importance.	100326		Permanent, In Agency
<u>History Files: Archival</u> This series documents an exceptional aspect of an agency's history or an event that would have research value beyond the agency, and is documented in records scheduled as non-permanent.	200397		Permanent, Archives





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<u>Indexes, Checklists and Control Lists</u>  This series consists of records used for internal control of a process or action that does not act as the only record of final approval of the action or process.	100327	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Information and Public Education Records: Other Records</u>  This series consists of public information or education campaigns and materials or items collected from various sources about the agency. Also refer to records series 100362, "Recordings, Audio and Visual."	100329	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Information and Public Education Records: Pamphlets, Visual Aids, and/or News Clippings Regarding Historically Significant Events</u>  This series consists of historically significant public information or education campaigns and materials or items about the agency, collected from public sources. Also refer to records series 100361, "Recordings, Audio and Visual," 100357, "Public Relations Files," and 100359, "Publications."	100328		Permanent, In Agency
<u>Investigative Files, Records or Reports</u>  This series documents any internal investigation of incidents, officials, employees, departments or operations and policies not covered by another general or specific schedule.	100330	3 Years after last action	Non-confidential Destruction
<u>Legal Opinions: Other Opinions</u>  This series consists of informational, courtesy or general distribution copies of legal opinions. Additional Disposition Information: Retain as long as administratively necessary, then destroy. Non-records per Virginia Public Records Act, disposal reporting on Certificate of Records Disposal (RM-3 form) not required.	100332	0 Years after no longer administratively useful	Non-confidential Destruction



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<u>Legal Opinions: Requested by the Agency</u> This series consists of the opinions requested by the agency, its officials, employees or departments, from the agency counsel or the Attorney General's office on matters of law.	100331		Permanent, In Agency
<u>Legislative Case Files</u> This series documents the agency process to propose or promote legislation that will affect or benefit the agency. The series consists of all drafts including marked copies of proposed legislation, correspondence, memoranda and other materials related to the consideration of legislation and its final disposition.	007136		Permanent, Archives
<u>Litigation Case Files: Agency Record Copy</u> This series documents status of legal cases involving the agency, its officials, employees or departments.	100333	5 Years after event	Non-confidential Destruction
<u>Litigation Case Files: Other Case Files</u> This series documents status of legal cases involving the agency, its officials, employees or departments.	100334	0 Years after no longer administratively useful	Non-confidential Destruction
<u>Management Reports: Historically Significant</u> This series documents the internal control or management of a specific function of the agency which is of historical significance.	100335		Permanent, In Agency
<u>Management Reports: Other Reports</u> This series documents the internal control or management of a specific function of the agency.	100336	0 Years after no longer administratively useful	Non-confidential Destruction
<u>Microform Inspection Records</u> This series documents that microfilm prepared by or for the agency has met specific standards.	100337	0 Years after end of calendar year	Non-confidential Destruction



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<u>Minutes of Meetings of Boards Mandated by the Code of Virginia or the Virginia Administrative Code</u> This series documents proceedings of meetings of boards/councils/conferences/committees required by law. Includes materials used to make or support decisions. Refer to record series 100341, 100363 and 100364 for Notes or Recordings of Minutes.	100338		Permanent, Archives
<u>Minutes of Meetings of Other Boards /Commissions/Conferences/Committees</u> This series documents proceedings of meetings of informal or ad hoc advisory boards/councils/commissions/committees. Includes materials used to make or support decisions. Refer to records series 100341, 100363 and 100364 for Notes or Recordings of Minutes.	100339	3 Years after end of calendar year	Non-confidential Destruction
<u>Motion Pictures: Agency Produced or Sponsored</u> Motion pictures or videos prepared by or for agency for a specific purpose. Does not include commercially available material.	100340		Permanent, In Agency
<u>Notes or Recordings of Boards/Commissions/Conferences/Committees Meetings: Non-electronic Meetings</u> This series temporarily documents proceedings of various meetings. Includes stenographer's notes or audio or visual recordings. This does not apply to electronically held meetings. Refer to series 100338 and 100339 for Minutes.	100341	0 Years after event	Non-confidential Destruction
<u>Office Instructions or Procedures</u> Documents the internal guidelines, policies or instructions for the operation of an office or completion of a function.	100342	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction

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<u>Organization Files: Administrative Structure and Management</u> Documents the collection of original material outlining organization or functions of the agency's major administrative units; also, material about the reorganization of the departments or management structure.	100343		Permanent, In Agency
<u>Organization Files: Other Records</u> This series consists of files not directly related to the organization or reorganization of the agency's management structure.	100344	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Parking Assignments</u> Documents internal assignments of parking spots.	100345	0 Years after no longer administratively useful	Non-confidential Destruction
<u>Photographs and Negatives: Historically Significant</u> This series consists of the collection of photographs or negatives created by or for an agency. Includes events that document the agency's organization, special ceremonies, occasions, events and facilities. May include commercially available material.	100346		Permanent, Archives
<u>Photographs and Negatives: Other Material</u> Documents the collection of photographs, negatives, image files, filmstrips or slides produced by the agency that are not considered historically significant by the agency.	100347	0 Years after no longer administratively useful	Non-confidential Destruction
<u>Planning Files: Administrative - Historically Significant</u> Documents the planning of administrative changes or projects, major purchases, significant events or occasions not agency head approval of the details, which are historically significant.	100348		Permanent, In Agency



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<u>Planning Files: Administrative - Other Files</u>  Documents the planning of administrative changes or projects, major purchases, significant events or occasions not agency head approval of the details.	100349	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Policy and Procedure Records: Agency Record Copy</u>  Documents policy or procedural guidance issued or approved by the agency head.	100350		Permanent, In Agency
<u>Policy and Procedure Records: Others</u>  Documents policy or procedural guidance issued or approved by the agency head or duplicate copies of approved material.	100351	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Presentation Materials</u>  Documents materials created for use in briefings, demonstrations, classes or seminars (e.g., slides, overheads, flip charts, handouts). Does not include commercially available materials.	100352	0 Years after no longer administratively useful	Non-confidential Destruction
<u>Privacy Act: Information Request and Response Records</u>  This series documents receipt of requests for protected information and the response to the request. COV 2.2-3800 to 3809	100353	3 Years after last action	Non-confidential Destruction
<u>Privacy Act: Requests to Amend Personal Information</u>  This series documents receipt of requests to alter or amend personal information retain by agency and response to the request. COV 2.2-3800 to 3809	100354	3 Years after last action	Non-confidential Destruction

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<u>Program and Event Registration</u>  This series documents registration and attendance for events, workshops, conferences, and programs offered by an agency. This series may include, but is not limited to: applications, registration and payment information, release forms, and attendance records.	200550	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Project Documentation Files: Historically Significant</u>  Documents design, development, control, or monitoring of a specific project or group of projects that are historically significant.	100355		Permanent, In Agency
<u>Project Documentation Files: Other Files</u>  Documents design, development, control or monitoring of a specific project or group of projects.	100356	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Public Relations Files: Historically Significant</u>  Documents information provided to the public and business or government communities. Includes statements, visual aids, news releases and news clippings regarding historically significant events. Also, one official copy of any historically significant publications.	100357		Permanent, Archives
<u>Public Relations Files: Other Item</u>  Documents information provided to the public and business or government communities. Includes routine records.	100358	0 Years after no longer administratively useful	Non-confidential Destruction
<u>Publication or Duplication Masters or Proofs</u>  Documents the approval of masters or proofs used to produce publications.	100360	0 Years after no longer administratively useful	Non-confidential Destruction



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<u>Publications: Agency Produced or Sponsored</u> This series documents the official release of agency publications meant for public distribution or general internal distribution. COV 2.2-609	100359		Permanent, In Agency
<u>Recordings of Electronically Held Meetings of Boards/Commissions/Conferences/Committees Having Regulatory or Decision Powers</u> This series documents proceedings of electronically held meetings. Includes audio or visual recordings. Refer to records series 100338 for Minutes. COV 2.2-3708	100363	3 Years after event	Non-confidential Destruction
<u>Recordings of Electronically Held Meetings of Boards/Commissions/Conferences/Committees Without Regulatory or Decision Powers</u> This series documents proceedings of electronically held meetings. Includes audio or visual recordings. Refer to records series 100338 and 100339 for Minutes. COV 2.2-3708	100364	3 Years after end of calendar year	Non-confidential Destruction
<u>Recordings, Audio and Visual: Historically Significant</u> This series consists of audio or visual recordings, created by or for an agency, that are of an enduring historically significant nature or that describe the current function or organization of the agency's major administrative units. Commercially available material may be included, if appropriate. Does not include recordings used in lieu of minutes or as temporary transcripts of minutes.	100361		Permanent, In Agency
<u>Recordings, Audio and Visual: Other Recordings</u> Documents the production of audio or visual recordings, not used for security of considered historically significant. Does not include commercially available material or recordings used in lieu of minutes or as temporary transcripts of minutes.	100362	0 Years after no longer administratively useful	Non-confidential Destruction

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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Records Management Files: Approved Certificates of Records Disposal (RM-3 Form)</u> This series consists of Certificate of Records Disposal forms submitted to the Library of Virginia. Refer to Public Records Management Manual for further instructions.	100365	3 Years after end of calendar year	Non-confidential Destruction
<u>Records Management Files: Approved Forms Masters and Supporting Documentation</u> Documents the development, design, approval and use of forms.	100366	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Records Management Files: Approved Retention and Disposition Schedules</u> This series consists of approved retention and disposition schedules, including general and specific schedules. COV 42.1-82; COV 42.1-86.1	100367	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Records Management Files: Archival Transfer Forms</u> This series documents the transfer of permanent records to the Archives at the Library of Virginia. This series includes: Archival Transfer List and Receipt (ARC-1 Form), Archival Transfer Folder List (ARC-2 Form), and Archival Microform Transfer List and Receipt (ARC-3 Form).	200082		Permanent, In Agency
<u>Records Management Files: Microform Records - Inspection Reports</u> This series documents the inspection and approval of microfilm prepared by or for an agency. Includes copies of background densities and inspection reports. 17VAC15-20-70	100368	3 Years after end of calendar year	Non-confidential Destruction
<u>Records Management Files: Microform Records - Processing or Methylene Blue Tests</u> This series documents testing required to validate the correct processing and development of microfilm. 17VAC15-20-120	100369	0 Years after event	Confidential Destruction





**LIBRARY OF VIRGINIA**

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

RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. GS-101

ALL STATE AGENCIES

Administrative Records

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<u>References Files</u>  Documents material collected solely for reference or office library use. Generally includes printed material that is routinely distributed or collected.	100370	0 Years after no longer administratively useful	Non-confidential Destruction
<u>Regulatory Case Files</u>  This series documents the agency process to establish regulations as part of the Virginia Administrative Code. The series consists of all drafts, including marked drafts; economic impact statements; correspondence; memoranda; and any other materials related to the establishment of regulations.	007135		Permanent, Archives
<u>Regulatory Case Files: Final Signed Copy</u>  This series consists of the final signed copy of any approved regulations that are part of the Virginia Administrative Code.	000189		Permanent, In Agency
<u>Release Forms: Adults</u>  This series documents individual liability release statements for adults which are required for participation in various programs.	012079	5 Years after end of calendar year	Confidential Destruction
<u>Release Forms: Minors</u>  This series documents individual liability release statements for children under the age of 18 required for participation in various programs.	012080	5 Years after birthday	Confidential Destruction
<u>Reports: Historically Significant</u>  Documents the creation of routine reports, of a historically significant nature, not listed on any general schedule or special schedule. This series applies only if reports are filed separately. If normally filed with any other series, the retention for that series applies (e.g., reports on Privacy Act requests have the same retention as the Privacy Act request).	100371		Permanent, In Agency



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<u>Reports: Other Reports</u>  Documents the creation of routine reports not listed on any general schedule or special schedule. This series applies only if reports are filed separately. If normally filed with any other series, the retention for that series applies (e.g., reports on Privacy Act requests have the same retention as the Privacy Act request).	100372	0 Years after no longer administratively useful	Non-confidential Destruction
<u>Safety Records</u>  Documents the preparation of accident reports, accident investigations and safety policy statements except those records required by OSHA or the Department of Labor and Industry.	100373	3 Years after end of calendar year	Non-confidential Destruction
<u>Schedule of Daily Activities: Convenience or Administrative Control</u>  Documents the control of activities of employees other than payroll/hourly wage records. Includes diaries, logs, registers and other similar records.	100374	0 Years after no longer administratively useful	Non-confidential Destruction
<u>Schedule of Daily Activities: Required by Law or Regulation</u>  Documents compliance with code, law, statute or regulation requiring the control or recording of the activities of employees other than payroll/hourly wage records. Includes diaries, logs, registers and other similar records not listed on an agency specific schedule.	100375	2 Years after end of calendar year	Non-confidential Destruction
<u>Security Backup Files</u>  Documents the creation of duplicate copies of records, usually electronic records, created for information security purposes.	100376	0 Years after no longer administratively useful	Non-confidential Destruction

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<u>Service Recognition Program</u> This series documents the process and events for recognizing the service and accomplishments of employees and volunteers. The documentation of the recognition itself should be placed in the individual personnel record. This series may include, but is not limited to: nomination forms, correspondence, reports, and lists.	200431	3 Years after event	Non-confidential Destruction
<u>Special Interest Items</u> This series consists of records, files or documents, regardless of scheduled retention period, determined to be of special historic or research interest by the agency head or governing board.	100377		Permanent, Archives
<u>Speeches</u> Documents speeches delivered by an official acting in fulfillment of job responsibilities.	100378	0 Years after end of calendar year	Non-confidential Destruction
<u>Staff Meeting Files</u> Documents internal staff meetings.	100379	0 Years after no longer administratively useful	Non-confidential Destruction
<u>Surveys, Administrative</u> Documents the creation of surveys by or for the agency for administrative, informational or research purposes.	012078	2 Years after end of calendar year	Non-confidential Destruction
<u>Telephone Logs: Routine, Not Related to Law Enforcement or Emergency Services</u> Documents incoming or outgoing telephone calls.	100382	2 Months after last action	Non-confidential Destruction
<u>Telephone Message Slips: Relevant to Specific Actions</u> Documents notification of incoming calls, phone messages and/or requesting return calls. These messages have a bearing on actions or decisions taken or not taken.	100383	0 Years after end of calendar year	Non-confidential Destruction



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<u>Telephone Message Slips: Routine Messages</u>  Documents notification of incoming calls, phone messages and/or requesting return calls. These messages document no specific actions.	100384	0 Years after no longer administratively useful	Non-confidential Destruction
<u>Vacation or Work Schedules</u>  Schedules employees' time off from work, not created specifically for payroll purposes.	100385	2 Years after end of calendar year	Non-confidential Destruction
<u>Vital Records Backup Copies</u>  Documents copying of vital records made as a backup to prevent loss of information.	100386	0 Years after no longer administratively useful	Non-confidential Destruction
<u>Voice Mail/Answering Machine Messages - Routine Messages</u>  Documents the recording of incoming telephone calls.	100388	0 Years after no longer administratively useful	Non-confidential Destruction
<u>Voice Mail/Answering Machine Messages: Relevant to Specific Actions</u>  Documents the recording of incoming telephone calls. These messages have a bearing on actions or decisions taken or not taken.	100387	0 Years after end of calendar year	Non-confidential Destruction
<u>Work or Production Control Records</u>  Documents the creation of records, not related to any other existing agency records series, created to project, monitor, control, tabulate or report the daily work activities of an individual or group other than payroll records.	100389	0 Years after no longer administratively useful	Non-confidential Destruction
<u>Work Orders: Administrative Copies</u>  This series consists of work orders or production orders by the requestor. Refer to General Records Retention and Disposition Schedule No. GS106, General Service Records for additional records.	100390	3 Years after end of calendar year	Non-confidential Destruction