

RECORDS RETENTION AND DISPOSITION SCHEDULE  
GENERAL SCHEDULE NO. 104  
MAILROOM RECORDS  
ALL STATE AGENCIES

(Refer to <http://www.lva.lib.va.us/state/records/schedule/state-gs.htm> for latest version of this schedule)

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

APPROVED: \_\_\_\_\_

STATE RECORDS ADMINISTRATOR

EFFECTIVE SCHEDULE DATE: March 15, 2001

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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. 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.



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| RECORDS SERIES TITLE AND DESCRIPTION  | SERIES NUMBER | SCHEDULED RETENTION AND DISPOSITION                        |
|---|---------------|--|
| <u>Box Rent Receipts:</u><br>This series documents the issue of internal mail boxes and the collection of rent receipts.                                  | 100963        | Retain 3 years after end of year, then destroy.            |
| <u>Certified and Registered Mail Records</u><br>This series documents the acceptance and shipment or receipt and release of certified or registered mail. | 100964        | Retain 3 years after the last entry, then destroy.         |
| <u>Equipment Maintenance Records</u><br>This series documents the repair and maintenance of mailroom equipment.   | 100965        | Retain until final disposition of equipment, then destroy. |
| <u>Mail/Parcel Metering Records</u><br>This series controls the use of mail or parcel meters and the accounting for charges incurred.                     | 100966        | Retain 3 years after last entry, then destroy.             |
| <u>Mail Shipment/Receipt Records</u><br>This series documents the control of incoming and outgoing mail.  | 100967        | Retain 1 year after last entry, then destroy.              |
| <u>Postage/Payment Due Records</u><br>This series documents the receipt and collection of funds for postage mail, COD mail and other collections.         | 100968        | Retain 3 years after collection, then destroy.             |
| <u>Postal Payments</u><br>This series documents the payment of bills for postage or other mail services.  | 100969        | Retain 3 years after payment, then destroy.                |

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**RECORDS SERIES TITLE AND DESCRIPTION****SERIES NUMBER SCHEDULED RETENTION AND DISPOSITION**Refunds and Adjustments

This series documents the request for and/or receipt of refunds or adjustments from the USPS or other common carriers.

100970

Retain 3 years after last activity, then destroy.

Requisitions for Postage

This series documents internal requests for postage, issue or postage and reimbursement, if applicable.

100971

Retain 3 years after issue of postage, then destroy.

Special Handling or Shipping Records

This series documents the shipment or receipt of parcels through common carriers (Fedex, UPS, couriers, etc) and subsequent bill and payment.

100972

Retain 3 years after last activity, then destroy.