

RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 106
GENERAL SERVICES RECORDS
ALL STATE AGENCIES

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

APPROVED: C. Prostanthuff, STATE RECORDS ADMINISTRATOR

EFFECTIVE SCHEDULE DATE: September 1, 2000

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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****Building Maintenance/Management**Building Maintenance/Management: Custodial Records

Documents the supervision of custodial activities including but not limited to assignments, work responsibilities, checklists, inspections, reports and other related documents except fiscal and payroll.

012223

Retain as long as administratively necessary, then destroy.

Building Maintenance/Management: Elevator Inspections

Verifies the completion of required elevator inspections.

012226

Retain 3 years after last inspection, then destroy.

Building Maintenance/Management: Grounds Keeping Records

Documents the supervision of grounds keeping activities including but not limited to assignments, work responsibilities, checklists, inspections, reports and other related documents except fiscal and payroll.

100616

Retain as long as administratively necessary, then destroy.

Building Maintenance/Management: Installed Equipment

Documents the installation, maintenance, service and history of building installed equipment.

100617

Retain until removal and disposal of installed equipment, then destroy.

Building Maintenance/Management: Parking Records

Documents the assignment, control and use of parking spaces.

012229

Retain 3 years after last entry, then destroy.

Building Maintenance/Management: Repair/Service Records

Documents requests for building repair or service work, including call records, work orders, actions and other related documentation except on installed equipment.

100618

Retain 3 years after last entry or completion of work, then destroy.



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RECORDS SERIES TITLE AND DESCRIPTION**SERIES NUMBER SCHEDULED RETENTION AND DISPOSITION**

Building Maintenance/Management: Space Utilization
Documents the assignment, control and use of offices, floor space, rooms or other facilities within assigned buildings, excluding fiscal records.

012232

Retain as long as administratively necessary, then destroy.

Building Maintenance/Management: Warranty Files
Documents the manufacturer's/vendor's warranty to replace and/or repair defective materials or equipment.

100619

Retain 1 year after warranty expiration, then destroy.

Environmental Protection

Environmental Protection: Hazardous Waste Reports
Documents preparation and filing of reports required by *Virginia Administrative Code*, 9VAC20-60-305.

012234

Retain 3 years after report due date or submission date, whichever is greater; then destroy.

Environmental Protection: Medical Waste Records
Documents the authorized and proper disposal of medical waste as required by *Virginia Administrative Code*, 9VAC20-120-305.

012237

Retain 3 years after last regulated disposal, then destroy.

Environmental Protection: Other Waste Disposal Records
Documents any activities related to waste disposal not otherwise listed on this schedule.

012236

Retain 3 years, then destroy.

Environmental Protection: Transportation Manifests
Documents the authorized and proper transportation of hazardous waste as required by *Virginia Administrative Code*, 9VAC20-60-430.

012235

Retain 3 years after date of acceptance by transporter, then destroy.



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RECORDS SERIES TITLE AND DESCRIPTION**SERIES NUMBER SCHEDULED RETENTION AND DISPOSITION****Equipment Maintenance**Equipment Maintenance: Maintenance Reports

Documents the status of equipment in use by the agency.

012240

Retain until next update, then destroy.

Equipment Maintenance: Repair and Service Records

Documents the repair and service history of non-automotive and non-installed equipment owned by the agency.

100620

Retain until equipment disposed of, then destroy.

Equipment Maintenance: Technical Reference and Maintenance Publications

Collects technical reference material needed to use, maintain, supply and repair agency owned equipment.

012239

Retain until publication superseded or equipment disposed of, whichever is sooner; then destroy. Nonrecords per *Virginia Public Records Act*; disposal reporting on *Certificate of Records Disposal* (RM-3 form) not required.Equipment Maintenance: Warranty Files

Documents the manufacturer's/vendor's warranty to replace and/or repair defective equipment.

012242

Retain 1 year after warranty expiration, then destroy.

Real PropertyReal Property: Construction As-Built Plans, Specifications, Drawings, Plans and MapsDocuments the end result of agency construction and renovation projects. Refer to the *Construction and Professional Services Manual*, issued by the Department of General Services, for further instructions.

012221

Retain until building disposed of, then transfer to the Archives, Library of Virginia for permanent retention. Archives may purge records in accordance with standard archival practices.



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RECORDS SERIES TITLE AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Real Property: Construction Bid Announcements, Bids and Notifications</u> Documents all actions taken by the agency to obtain contracts for new construction or renovation.		Refer to <i>General Records Retention and Disposition Schedule No. GS-102, Fiscal Records</i> for retention guidelines.
<u>Real Property: Construction Contract Administration</u> Documents agency actions in supervision of construction or renovation contracts.	100621	Retain 5 years after final acceptance, then destroy.
<u>Real Property: Construction Plan Reviews</u> Documents preliminary plans, drawings and specifications for construction or renovation projects.	012222	Retain 1 year after final acceptance, then destroy.
<u>Real Property: Construction Projects - Requests, Justifications and Rankings</u> Documents the agencies actions to obtain authorization and funding for Capital Outlay Projects. Refer to <i>Code of Virginia, § 2.1-51.31</i> .	012230	Retain 5 years after project completion or denial, then destroy.
<u>Real Property: Deeds - Recorded</u> Documents ownership of real property.	012224	Retain as long as administratively necessary, then destroy.
<u>Real Property: Deeds - Unrecorded</u> Documents ownership of real property.	012225	Retain until recorded in Circuit Court where property is located.
<u>Real Property: Leases</u> Documents the leasing of real property for agency use.	012228	Retain 5 years after expiration of lease, then destroy.



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<u>Real Property: Site Drawings and Plans</u> Documents current executed building plans of real property.		Refer to records series 012221 "Real Property: Construction As-Built Plans, Specifications, Drawings, Plans and Maps."
<u>Real Property: Surplus Property Disposal</u> Documents the reporting and disposal of surplus real property. Refer to <i>Code of Virginia</i> , § 2.1-505.	012233	Retain 3 years after final disposal, then destroy.
Reproduction		
<u>Reproduction: Mailing Lists</u> Documents creation of special purpose mailing lists for routine distribution of printed materials.	100622	Retain until superseded, obsolete or rescinded, then destroy.
<u>Reproduction: Management Files</u> Documents the routine management of an agency printing/duplication shop.	012246	Retain as long as administratively necessary, then destroy.
<u>Reproduction: Printing/Duplication Job Orders - Requestor Copy</u> Documents agency requests for printing/duplication, either internal or external, excluding purchase orders.	012245	Retain 1 year, then destroy.
<u>Reproduction: Printing/Duplication Job Orders - Shop Copy</u> Documents work requested of and/or completed by an agency run printing or duplication shop. Series includes printing order, planning files, receipt documents and other supporting material. Refer to <i>General Records Retention and Disposition Schedule No. GS-102, Fiscal Records</i> for retention guidelines on payment	012243	Retain 1 year after job completion or last action, whichever is greater; then destroy.



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RECORDS SERIES TITLE AND DESCRIPTION**SERIES NUMBER SCHEDULED RETENTION AND DISPOSITION**

records.

Reproduction: Printing Masters, Art Work, Specifications and Layouts

Documents the planning and layout of complex printing requirements.

100623

Retain until superseded, obsolete or rescinded, then destroy.

Risk Management

Risk Management: Insurance Claims

Documents the filing of claims by the agency or against the agency's insurers.

012247

Retain 2 years after claim resolved, then destroy.

Risk Management: Insurance Policies

Documents the insurance status of the agency.

012248

Retain 5 years after expiration or until all outstanding claims resolved, whichever is greater; then destroy.

Risk Management: Workers' Compensation

Documents workers' compensation taxes paid, policies, claims and payments.

Refer to *General Records Retention and Disposition Schedule No. GS-103, Personnel Records* for retention guidelines.

Stockroom/Warehouse

Stockroom/Warehouse: Issue/Delivery Records

Documents the issue or delivery of supplies to users within the agency.

012249

Retain 6 months, then destroy.



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<u>RECORDS SERIES TITLE AND DESCRIPTION</u>	<u>SERIES NUMBER</u>	<u>SCHEDULED RETENTION AND DISPOSITION</u>
<u>Stockroom/Warehouse: Receiving Records - Accounting Copy</u> Documents the receipt of goods from vendors and/or common carriers.	012250	After acceptance and inventory, send to accounting or purchasing office.
<u>Stockroom/Warehouse: Receiving Records - Other Copies</u> Documents the receipt of goods from vendors and/or common carriers.	100624	Retain as long as administratively necessary, then destroy.
<u>Stockroom/Warehouse: Signature Card/Authority Files</u> Documents the authority of an individual to receive, accept and sign for supplies and equipment for internal units of the agency.	012251	Retain until superseded, obsolete or rescinded, then destroy.
<u>Stockroom/Warehouse: Stock Control/Usage Records</u> Documents the on-hand balances, status, usage, issuance and reorder of stocks of supplies stored for issue by the stockroom or warehouse.	012252	Retain 6 months after zero balance or transfer of data to a new record, then destroy.
<u>Stockroom/Warehouse: Stock Locator Records</u> Document the assignment of and location of stocks of inventories maintained on hand by the stockroom or warehouse.	012253	Retain until superseded, obsolete or rescinded, then destroy.