



**RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 109
LIBRARY AND MUSEUM 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: C. Preston Haff, STATE RECORDS ADMINISTRATOR

EFFECTIVE SCHEDULE DATE: August 20, 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.
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**Accession Records for Libraries and Manuscripts

This series documents the addition of manuscripts or artifacts into collections. This series includes receipts, agreements, logs and any other records documenting custody or ownership.

012315

Retain permanently.

Archival or Museum Loans

This series documents the terms and conditions of loan agreements and includes any records documenting the chain of custody.

012316

Retain 5 years after return of item or as long as administratively useful, whichever is greater; then destroy.

Catalog Cards or Entries

This series documents the description, identification and location of individual items within library or museum collections.

012317

Retain until item withdrawn, returned or otherwise disposed of or as long as administratively useful, whichever is greater; then destroy card or delete entry. Disposal reporting on *Certificate of Records Disposal* (RM-3 form) not required.Cataloging Statistics

This series documents the routine reporting of cataloging work accomplished.

012318

Retain 1 year, then destroy.

Cataloging Worksheets

This series includes temporary records created to enter data on new items into catalogs or correction of existing listings.

012319

Retain until new entries or cards verified, then destroy. Disposal reporting on *Certificate of Records Disposal* (RM-3 form) not required.Catalogs, Library or Museum

This series identifies and locates the contents of entire library or museum collections.

005001

Retain until replaced in entirety and replacement validated or as long as administratively useful, whichever is greater; then delete or destroy.



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RECORDS SERIES TITLE AND DESCRIPTION**SERIES NUMBER SCHEDULED RETENTION AND DISPOSITION**Circulation Records - Item History

This series documents the circulation history of specific items within the collections.

012320

Retain as long as administratively useful, then destroy in compliance with No. 8 on schedule cover page. Disposal reporting on *Certificate of Records Disposal* (RM-3 form) not required.

Circulation Records - Patron History

This series documents the borrowing history of specific patrons.

012321

Retain until return of item, then destroy in compliance with No. 8 on schedule cover page. Disposal reporting on *Certificate of Records Disposal* (RM-3 form) not required.

Deaccessioning Records for Manuscripts or Artifacts

This series documents the removal of an item from a museum collection and documents any change in custody or an item in the collection.

012322

Retain permanently.

Exhibits Files

This series documents the planning, preparation and set up of library or museum exhibits.

005002

Retain as long as administratively necessary, then destroy.

Initial Bibliographic Record

This series documents the creation of a bibliographic record on specific items in collections.

012323

Retain until cataloging records updated and verified or longer if administratively useful, then destroy. Disposal reporting on *Certificate of Records Disposal* (RM-3 form) not required.

Interlibrary Loan Files

This series documents the requests to or from other libraries for loan of items from collections. Records include requests and responses and check-in/out records.

012324

Retain 1 year or until reimbursement cycle completed, whichever is greater; then destroy.



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RECORDS SERIES TITLE AND DESCRIPTION

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Online Search/Information Requests

This series documents on-line, telephonic or in-person patron requests for information or assistance.

012325

Retain until completion of request and entry of statistics, then delete or destroy in compliance with No. 8 on schedule cover page. Disposal reporting on *Certificate of Records Disposal* (RM-3 form) not required.

Patron Identification and/or Registration Records

This series documents the identification or registration of patrons and issuance of library cards or identification cards.

012326

Retain until registration is inactive in accordance with agency or library policy, then destroy in compliance with No. 8 on schedule cover page. Disposal reporting on *Certificate of Records Disposal* (RM-3 form) not required.

Special Gift or Donation Records

This series documents the acceptance and use of special gifts and donations, including equipment, funds or real property.

012327

Retain 5 years after expiration of grant or gift, final disposal of item, expenditure of funds, or in accordance with terms of grant or gift, or as long as administratively useful, whichever is greater; then destroy.