



RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. 100-001
SENATE OF VIRGINIA
OFFICE OF THE CLERK

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

AGENCY APPROVAL

STATE APPROVAL

AGENCY HEAD OR DEPUTY *Sybil York DeLoach*

STATE RECORDS ADMINISTRATOR *C. Preston Huff*

AGENCY RECORDS OFFICER *Jane R. Atkinson*

COMPTROLLER OR DEPUTY _____

EFFECTIVE SCHEDULE DATE JUN 13 2000

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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 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. 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."
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 AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<p><u>Disclosure Forms For Members of the Senate of Virginia and Senate Candidates</u></p> <p>Documents the reporting by Senate members of the economic interests and relationships, which may create conflicts of legislative interest. The Senators submit disclosure forms to the Clerk of Senate each year and the Clerk maintains the record pursuant to <i>Code of Virginia</i> §2.1-639.40. These forms contain the name and address of the member, the economic interests of the individual and his (or her) immediate family; and the entities to which services were furnished or compensation received in excess of (\$1,000) for the year.</p>	100572	Retain 5 years, then destroy in compliance with No. 8 on schedule cover page.
<p><u>Joint Subcommittee and Commission Records</u></p> <p>Documents each joint subcommittee and commission. Records contain a list of the members appointed, correspondence, reports, and copies of the Acts of Assembly which authorize or change a commission's status.</p>	100573	Retain 3 years, then transfer records to the Archives, Library of Virginia for permanent retention.
<p><u>Members of the Senate Correspondence and Reference Records</u></p> <p>Documents each Senator's legislative career and communication with the Clerk of the Senate. Records are maintained by the Clerk to provide a reference service to members of the Senate.</p>	100574	Retain permanently in the Office of the Clerk.


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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<p><u>Original Bills, Resolutions, Joint Resolutions, and Related Attachments</u></p> <p>Documents the legislation proposed and acted upon by the Senate during session. The original bills, resolutions and joint resolutions are used to prepare the engrossed bills, resolutions, and joint resolutions and are retained for documentation by the Clerk. Refer to <i>Code of Virginia</i> §30-16.</p>	100575	Retain 1 year, then transfer records to the Archives, Library of Virginia for permanent retention.
<p><u>Rough Journals</u></p> <p>Documents the recordings of the proceedings and the legislative business for each day in which the Senate is in session. The rough journal is used by the Senate to prepare the text for the published Senate Journal. The Journal contains Senate procedures and order of business for the day; Calendar of Bills and Resolutions Referred and Notices; original Senate roll call forms; original Senate amendment forms; original House communications; Senate agenda; and original correspondence to the Senate from the Governor, the Supreme Court of Virginia, and the State Board of Elections.</p>	100576	Retain 1 year, then transfer records to the Archives, Library of Virginia for permanent retention.
<p><u>Standing Committee Records</u></p> <p>Documents the work of the Senate standing committees. This series contains meeting notices, agendas, and correspondence related to the work of the standing committees.</p>	100577	Retain 5 years, then transfer records to the Archives, Library of Virginia for permanent retention.