


RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. 101-003
VIRGINIA HOUSE OF DELEGATES
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 APPROVALSTATE APPROVAL
 AGENCY HEAD OR DEPUTY Bruce J. Jamieson 10-22-03

 STATE RECORDS ADMINISTRATOR Robert Z. Jamieson

 AGENCY RECORDS OFFICER Penelope B. Cabanis 10-23-03

COMPTROLLER OR DEPUTY _____

EFFECTIVE SCHEDULE DATE

NOV 04 2003

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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 insure 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 AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<p><u>Annual Occupational Injuries and Illnesses Survey Report</u> This series documents the annual reporting of employee injuries and illnesses to the Occupational Safety and Health Administration by the Office of the Clerk. Refer to 29CFR1904.30.</p>	006121	Retain for 5 years after report of the incident, then destroy in compliance with No. 8 on schedule cover sheet.
<p><u>Annual Survey of Government Employment – State Agencies</u> This series documents the voluntary reporting of employee and payroll statistics by the Office of the Clerk to the Department of Human Resource Management (DHRM). DHRM sends the report to the Bureau of the Census. Refer to 13USC181.</p>	006122	Retain for 1 year after the close of the year to which the report relates, then destroy.
<p><u>Enrolled Bills – Original and Engrossed Bill Jackets</u> This series consists of the introduced bill, amendments (if any), substitutes (if any), the engrossed bill (dated and stamped) and the enrolled bill. Refer to <i>Code of Virginia</i> § 30-14.</p>	006123	Retain enrolled bill jackets in the Office of the Clerk for 2 full session years, then transfer to Archives, Library of Virginia for permanent retention.
<p><u>Enrolled Bills – Signed Chapters</u> This series consists of the Acts of the General Assembly and Joint Resolutions proposing amendments to the Constitution of Virginia. These acts are commonly referred to as enrolled bills. Includes final version of the bill and the parchment copy that is signed by the Speaker of the House of Delegates, the presiding officer of the Senate, and by the Governor. Refer to <i>Code of Virginia</i> § 30-14.</p>	006124	Retain signed chapters in the Office of the Clerk for 10 full session years, then transfer to Archives, Library of Virginia for permanent retention.



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<p><u>Equal Employment Opportunity Commission (EEOC) State and Local Government Information</u></p> <p>This series documents the Clerk's reporting of the racial and gender category of the employees in the Office of the Clerk to the Equal Employment Opportunity Commission. Refer to 29CFR1602.30.</p>	006125	Retain for 5 years after the close of the year to which the report relates, then destroy.
<p><u>Floor Session Recordings - Originals</u></p> <p>This series consists of the original recordings that are filmed on the floor of the House of Delegates while the General Assembly is in session. These are maintained in chronological order by calendar date. These recordings can only be duplicated by the Office of the Clerk.</p>	006126	Retain in the Office of the Clerk for 5 full session years, then transfer to Archives, Library of Virginia for permanent retention.
<p><u>Floor Session Recordings-Contractor Duplicates</u></p> <p>This series consists of duplicate recordings that are filmed on the floor of the House of Delegates while the General Assembly is in session. These are maintained in chronological order by calendar date. These recordings can only be duplicated by the Office of the Clerk.</p>	006184	Contractor will retain until the end of the session, then transfer to Archives, Library of Virginia for permanent retention.
<p><u>House Journal</u></p> <p>This series consists of the official record of the House of Delegates, while in session, and is maintained by the Office of the Clerk.</p>	006127	Retain in the Office of the Clerk for 2 full session years, then transfer to Archives, Library of Virginia for permanent retention.



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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<p><u>Member Payroll Records</u> This series documents changes in the payroll status of members of the House of Delegates, including payment of salaries and the amount and type of authorized deductions. This series is used to record changes on the payroll and is maintained while the Delegate remains in office.</p>	006128	Retain for 3 years after the Delegate leaves office, then destroy in compliance with No. 8 on schedule cover sheet.