

COMMONWEALTH OF VIRGINIA

VIRGINIA STATE LIBRARY

DIVISION OF RECORDS MANAGEMENT

REQUEST FOR AND AUTHORIZATION OF RECORDS RETIREMENT

THIS AUTHORIZATION IS EFFECTIVE UNTIL CANCELLED

House of Delegates

101-004

4. DIVISION:

Office of the Clerk

5. SUB-UNIT:

Fiscal Department

6. REQUESTED BY:

Margaret H. Leynes

DATE REQUESTED:

7. AGENCY APPROVAL:

Joseph R. Holleman, Jr.

DATE APPROVED:

1. NAME OF FILE OR RECORD:

Member Payroll File

8. RATE OF ACCUMULATION PER ANNUM:

.50 cubic foot

9. KIND OF COPY:

orig./dupl.

10. SIZE OF FORM/RECORD:

varied

11. COLOR OF FORM:

varied

12. MACHINE POSTED

hand/typ

13. RECOMMENDED RETENTION AND DISPOSAL SCHEDULE:

A. CURRENT FILE:
until member
terminates

B. INACTIVE FILE:

3 years

C. STORAGE:

N/A

D. MICROFILM FILE OR RECORD AND

DESTROY DATA

RETURN DATA

E. STORE FILM

RETURN FILM

14. ARRANGEMENT OF RECORDS:

CHRONOLOGICAL

ALPHABETICAL

NUMERICAL

SUBJECT NUMERICAL

SERIES CUT OFF:

CALENDAR

FISCAL

CONTINUOUS

ALPHABETICAL BY:

Delegate

APPRAISAL OF FILE OR RECORD

The series documents changes in the payroll status of members of the House of Delegates, including the payment of salaries and the amount and type of required or authorized deductions. The series is used to record changes on the payroll and is maintained while the Delegate remains in office.

The series contains outgoing and incoming correspondence, memoranda concerning payroll policies, VSRS Contribution Report, Member's Information and Beneficiary Designation (VSRS-1) and Legislative Aide Pay Form.

The date range is 1970 to the present and the total accumulation is 2.5 cubic feet to date.

DISPOSITION: Retain for 3 years after the Delegate leaves office and then destroy by burning, shredding or pulping.

APPROVAL

Assistant State Archivist for Records: <i>Col Brown</i>	Date: 3-17-83	3. Auditor of Public Accounts or Deputy:	Date:
State Comptroller or Deputy: <i>Henry Burke</i>	Date: 3/22/83	4. State Librarian or Deputy: <i>Louis H. Manosin</i>	Date: 3/28/83