

LIBRARY

AND

RECORDS RETENTION AND DISPOSITION SCHEDULE

SPECIFIC SCHEDULE NO. 111-001

AGENCY: Virginia Supreme Court

DIVISION: Clerk's Office

SUBUNIT:

This schedule is continuing authority under the provisions of the Virginia Public Records Act, §§42.1-76 et seq. Code of Virginia, for the retention and disposition of the records as stated. This schedule supersedes previously approved applicable schedules. Request approval on Form RM-3, Certificate of Records Disposal, for the destruction of record series noted in this schedule. Any records created prior to the Constitution of 1902 must first be offered to the VSL&A before applying these disposition instructions.

AGENCY APPROVAL

STATE APPROVAL

AGENCY HEAD OR DEPUTY

[Signature]

STATE ARCHIVIST

[Signature]

AGENCY RECORDS MANAGER

[Signature]

COMPTROLLER OR DEPUTY

EFFECTIVE SCHEDULE DATE: SEP 30 1993

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RECORD SERIES NUMBER AND TITLE

SCHEDULED RETENTION AND DISPOSITION

1. Foreign Attorney Applications

a. Accepted applications

Retain 5 years, then destroy by shredding or pulping.

b. Applications denied

Retain 5 years, then destroy by shredding or pulping.