



**RECORDS RETENTION AND DISPOSITION SCHEDULE**  
**SPECIFIC SCHEDULE NO. 117-002**  
**VIRGINIA STATE BAR**  
**MEMBERSHIP**

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

**AGENCY APPROVAL****STATE APPROVAL**

AGENCY HEAD OR DEPUTY

STATE RECORDS ADMINISTRATOR

AGENCY RECORDS OFFICER

COMPTROLLER OR DEPUTY

EFFECTIVE SCHEDULE DATE:

JUN 1 2 2000

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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.



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RECORDS SERIES TITLE AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<p><u>Membership Registration Forms</u> Information submitted by licensed attorneys requesting to become members of the Virginia State Bar. Data from these hardcopy forms are entered into the VSB Membership Database (refer to Specific Schedule No. 117-003.)</p>	100563	Retain 50 years on-site, then transfer to State Records Center for 25 years; then destroy in compliance with No. 8 on schedule cover page. Total retention 75 years.
<p><u>Membership Suspension, Cancellation and Reinstatement Files</u> Documents events such as suspension, cancellation and reinstatement that occur to attorneys who do not comply with membership requirements. Includes 60-day notice of suspension, correspondence, return mail receipt, or returned mail. Some data from these files are entered into the VSB Membership Database (refer to Specific Schedule No. 117-003.)</p>	100564	Retain 25 years on-site, then transfer to State Records Center for 50 years, then destroy in compliance with No. 8 on schedule cover page. Total retention 75 years.