

VIRGINIA STATE LIBRARY
 ARCHIVES AND RECORDS DIVISION
 RICHMOND, VA 23219-3491



RECORDS RETENTION AND DISPOSITION SCHEDULE

Virginia State Bar		117-017
4. DIVISION: Lawyer Discipline & Law Practice Reg.		
5. SUB-UNIT:		
6. AGENCY REPRESENTATIVE: Mr. Michael L. Rigsby		DATE:
7. V.S.L. REPRESENTATIVE: Patricia M. Gourd		DATE:
8. INCLUSIVE DATES OF SERIES: 1938 - Present	9. TOTAL VOLUME OF SERIES: 8 cubic feet	
10. ANNUAL ACCUMULATION: .25 cubic feet	11. RECORD MEDIUM: Paper	
12. SERIES FILED BY: <input checked="" type="checkbox"/> CALENDAR <input type="checkbox"/> CONTINUOUS <input type="checkbox"/> FISCAL <input type="checkbox"/>		13. FILE ARRANGE BY: Subject

14. APPRAISAL

FUNCTION OF SERIES: The records document the rendering of legal ethics opinions by the Bar to attorneys as per formal or informal requests. The Chairman of the Legal Ethics Committee publishes responses to formal requests in the Bar News and the State Bar Council adopts them. The series is used for reference in the issuance of future opinions and is retained as a record of the opinion.

DESCRIPTION OF CONTENTS: The series includes correspondence from attorneys with legal ethics questions, draft opinions to the Legal Ethics Committee, a copy of the opinions, and a summary.

SCHEDULED RETENTION AND DISPOSITION: Retain in office 5 years after closure and then transfer to the Archives Branch, Archives and Records Division, Virginia State Library for archival review, purging, and the permanent retention of those materials declared archival. Public access to and photoduplication of archival materials is unrestricted.

15. APPROVAL

THIS SCHEDULE IS CONTINUING AUTHORITY FOR THE RETENTION AND DISPOSITION OF THE RECORD AS STATED IN SECTION 14 ABOVE AND IS IN EFFECT UNTIL REVISED OR CANCELLED.

a. Agency Head or Deputy: <i>Michael L. Rigsby</i>	DATE: 7/12/83	d. Auditor of Public Accounts or Deputy:	DATE:
b. Assistant State Archivist for Records: <i>C. Brown</i>	DATE: 7-15-83	e. State Librarian or Deputy: <i>Louisa H. Manarin</i>	DATE: 8/17/83
c. State Comptroller or Deputy: <i>C. Mary Burke</i>	DATE: 8/8/83	f.	DATE: