

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



RECORDS RETENTION AND DISPOSITION SCHEDULE

Virginia State Bar		117-018
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: 1972 - Present	9. TOTAL VOLUME OF SERIES: 8 cubic feet	
10. ANNUAL ACCUMULATION: 1 cubic foot	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: Surname

1. RECORD SERIES TITLE:
Unauthorized Practice of Law Opinions

File

14. APPRAISAL

FUNCTION OF SERIES: The records document the rendering of a legal opinion by the Bar regarding the unauthorized practice of law. The Bar may petition the Supreme Court of Virginia for a ruling concerning the unauthorized practice of law. 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 with the initial inquirer, the opinion of the Unauthorized Practice of Law Committee, a copy of the press release, comments from the general public, the Attorney General, and the State Bar Counsel, and a copy of the petition to the Supreme Court.

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

15. APPROVAL

THIS SCHEDULE IS CONTINUING AUTHORITY FOR THE RETENTION AND DISPOSITION OF THE RECORDS 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>Coburn</i>	DATE: 7-15-83	e. State Librarian or Deputy: <i>Louis H. Manarin</i>	DATE: 8/17/83
c. State Comptroller or Deputy: <i>C. Gary Burke</i>	DATE: 8/8/83	f.	DATE: