

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



RECORDS RETENTION AND DISPOSITION SCHEDULE

Virginia State Bar

117-019

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: 1975 - Present	9. TOTAL VOLUME OF SERIES: 1.25 Cubic Feet
10. ANNUAL ACCUMULATION: .10 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: Name

1. RECORD SERIES TITLE:
Unauthorized Practice of Law Complaint
Files

14. APPRAISAL

FUNCTION OF SERIES: The records document complaints to the Bar concerning the alleged unauthorized practice of law. The series is used in the investigation of the complaint and is retained as the record of the complaint.

DESCRIPTION OF CONTENTS: The series includes investigative reports and correspondence with the complainant and with the Attorney General or Commonwealth Attorneys who prosecute the case.

SCHEDULED RETENTION AND DISPOSITION: Retain 5 years after closure and then destroy by burning, shredding or pulping.

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>Coburn</i>	DATE: 7-15-83	e. State Librarian or Deputy: <i>Louis H. Martin</i>	DATE: 8/17/83
c. State Comptroller or Deputy: <i>C. Mary Burke</i>	DATE: 8/8/83	f.	DATE: