


**RECORDS RETENTION AND DISPOSITION SCHEDULE  
 SPECIFIC SCHEDULE NO. 119-001  
 OFFICE OF THE LIEUTENANT GOVERNOR**

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

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

AGENCY HEAD OR DEPUTY \_\_\_\_\_

STATE RECORDS ADMINISTRATOR \_\_\_\_\_

AGENCY RECORDS OFFICER \_\_\_\_\_

COMPTROLLER OR DEPUTY \_\_\_\_\_

EFFECTIVE SCHEDULE DATE NOV 02 2005

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**POLICIES 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. Unless prohibited by law, records may be reformatted at agency or locality discretion. 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.
9. Under the *Virginia Public Records Act*, (§ 42.1-79) the Library of Virginia is the official custodian and trustee of all state agency records transferred to it. The Library may purge select records in accordance with professional archival practices in order to ensure efficient access.
10. E-mail is not a separate records series. Utilize the appropriate correspondence records series to determine retention. Both incoming and outgoing e-mails are considered part of the record and should be retained appropriately. Care should be taken to preserve attachments to e-mails. Due to their historical value e-mails with a permanent retention period should be printed out and filed in the appropriate file.



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Appointments to Commissions and Boards:

006009

Retain inactive records until the end of the Lt. Governor's term, then transfer to the Archives, Library of Virginia, for permanent retention

This series documents the Commissions and Boards on which the Lt. Governor serves.

Appointments Calendar

006215

Retain inactive records until the end of the Lt. Governor's term, then transfer to the Archives, Library of Virginia, for permanent retention.

This series documents the scheduled appointments and activities of the Lieutenant Governor.

Correspondence and Supporting Documentation:

006010

Retain inactive records until the end of the Lt. Governor's term, then transfer to the Archives, Library of Virginia, for permanent retention.

This series documents the correspondence and supporting documentation sent and received by the office to and from the Governor and Governor's Office Staff, Cabinet Secretaries and officials, legislators, State agencies and the general public.

Electronic Mail - Official Records

006011

Refer to No. 10 on schedule cover page.

This series documents the electronic sending or receipt of messages, mail, files, or other transmissions through a computer system, computer network and/or modem that are equivalent to hard copy correspondence or other official records. Any electronic mail which documents the actions of the Lt. Governor or the Lt. Governor's staff.



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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<p><u>Legislation Files and Supporting Documentation</u>            This series documents the legislative efforts of the Lieutenant Governor. Materials include drafts of legislation, research information, newspaper articles, notes and related documentation.</p>	006216	Retain inactive records until the end of the Lt. Governor's term, then transfer to the Archives, Library of Virginia, for permanent retention.
<p><u>Personal or Private Papers</u>            This group includes records that are not related to the official business of the Commonwealth. May include correspondence with family or friends, personal business records and records of/from political organizations, not related to the role of the Lt. Governor.</p>		Nonrecords per Virginia Public Records Act; disposal reporting on Certificate of Records Disposal (RM-3 form) not required. Refer to Code of Virginia, §§ 2.2-126 and 42.1-76.
<p><u>Press Office - Photographs:</u>            This series documents the collection of photographs of the Lt. Governor at official appearances.</p>	006012	Retain inactive records until the end of the Lt. Governor's term, then transfer to the Archives, Library of Virginia, for permanent retention.
<p><u>Press Office - Press Releases:</u>            This series documents the issuance of press releases by the Lt. Governor.</p>	006013	Retain inactive records until the end of the Lt. Governor's term, then transfer to the Archives, Library of Virginia, for permanent retention.
<p><u>Press Office - Speeches:</u>            This series documents the speeches given by the Lt. Governor.</p>	006014	Retain inactive records until the end of the Lt. Governor's term, then transfer to the Archives, Library of Virginia, for permanent retention.
<p><u>Web Site: Lt. Governor's Office</u>            This series documents the history of the Office's web site. Series include files, images and related scripts of the official site of the Lt. Governor's Office.</p>	006217	After each significant redesign of the web site, transfer a snapshot of the site to the Archives, Library of Virginia. At the end of the Administration, transfer a final snapshot, including all Directories, to the Archives, Library of Virginia. Web site is maintained by the Virginia Information Technologies Agency (VITA). Contact the Electronic Records Manager, Library of Virginia, to coordinate format of the transfer.