

COMMONWEALTH OF VIRGINIA
THE LIBRARY OF VIRGINIA
RECORDS MANAGEMENT AND IMAGING SERVICES DIVISION
(804) 692-3600

RECORDS RETENTION AND DISPOSITION SCHEDULE

SPECIFIC SCHEDULE NO. 122-002

AGENCY: Department of Planning and Budget

DIVISION: Planning and Evaluation

SUBUNIT:

This schedule is continuing authority under the provisions of the Virginia Public Records Act, §§42.1-76 et seq. Code of Virginia, for the retention and disposition of the records as stated. This schedule supersedes previously approved applicable schedules. Request approval on Form RM-3, Certificate of Records Disposal, before the destruction of record series noted in this schedule. Any records created prior to the Constitution of 1902 must first be offered to the LVA before applying these disposition instructions.

AGENCY APPROVAL

STATE APPROVAL

AGENCY HEAD OR DEPUTY *Richard D. Brum*

ST. RECORDS ADMINISTRATOR *C. P. ...*

AGENCY RECORDS OFFICER *Louise ...*

COMPTROLLER OR DEPUTY _____

EFFECTIVE SCHEDULE DATE: FEB 09 1998

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RECORDS SERIES NUMBER, TITLE AND DESCRIPTION SCHEDULED RETENTION AND DISPOSITION

1. Evaluation Studies
Concentrated, in-depth analyses of state government programs and services which may result in major recommendations for change.
 - a. Archival copy
Send one copy to the Library of Virginia (LVA) Description Services Branch for permanent retention.
 - b. Final published report
Retain one copy permanently in DPB Library. Transfer 20 copies to LVA Documents Section (*Code of Virginia*, § 2.1-467.2).
 - c. Support documents
Retain in DPB central files for 4 years, then transfer to LVA Records Center. Retain in Records Center an additional 8 years, then destroy.
 - d. Working papers for incomplete or terminated projects
Retain at the discretion of project leader or manager, or until no longer needed for reference, then destroy.

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RECORD SERIES NUMBER, TITLE AND DESCRIPTION

SCHEDULED RETENTION AND DISPOSITION

2. Special Projects

Records of DPB participation in special projects, study commissions, boards or committees.

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| a. Archival copy | Send one copy to LVA Description Services Branch for permanent retention. |
| b. Final reports published by DPB | Retain one copy permanently in DPB Library. Transfer 20 copies to LVA Documents Section (<i>Code of Virginia</i> , § 2.1-467.2). |
| c. Final reports published by other agencies | Retain one copy permanently in DPB Library. |
| d. Reference copies | Retain until no longer needed for reference, then destroy. |
| e. Working papers for completed projects | Retain 4 years after completion in DPB's central files, then destroy. |
| f. Working papers for terminated projects | Retain at the discretion of project leader or manager, or until no longer needed for reference, then destroy. |