

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

RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. 122-003

AGENCY: Department of Planning and Budget
 DIVISION: Economic and Regulatory Analysis
 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 *Robert D. Berry* ST. RECORDS ADMINISTRATOR *C. Panton Hill*
 AGENCY RECORDS OFFICER *Terri A. Jameson* COMPTROLLER OR DEPUTY _____

EFFECTIVE SCHEDULE DATE: FEB 09 1998

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RECORDS SERIES NUMBER, TITLE AND DESCRIPTION SCHEDULED RETENTION AND DISPOSITION

1. Economic Forecasting Report
 Economic forecast required by Chapter 924:321A of the 1997 *Acts of Assembly*. Includes pertinent research and statistical data required to support the forecast.
 - a. Electronic copy Retain for 10 years after forecast is final, then destroy.
 - b. Paper copy Retain until no longer needed for reference, then destroy.