


**RECORDS RETENTION AND DISPOSITION SCHEDULE
 SPECIFIC SCHEDULE NO. 129-040
 DEPARTMENT OF HUMAN RESOURCE MANAGEMENT
 ADMINISTRATION**

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

AGENCY APPROVAL**STATE APPROVAL**

AGENCY HEAD OR DEPUTY

(Active)

STATE RECORDS ADMINISTRATOR

AGENCY RECORDS OFFICER

COMPTROLLER OR DEPUTY

EFFECTIVE SCHEDULE DATE FEB 01 2003

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CONDITIONS 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 the Archives, Library of Virginia. The Library may purge select records in accordance with professional archival practices in order to ensure efficient access.


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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Governor's Employee Survey</u> This series documents a survey of the State work force. The results were used to better understand the climate of each state agency.	006017	Retain 2 years in agency, then transfer to the Records Center, Library of Virginia. Retain in Records Center 8 years. Total retention 10 years then transfer to Archives, Library of Virginia.
<u>Governor's Employee Survey Final Summary</u> This series documents the final summary of 10 broad topic areas: benefits, compensation, career issues, staff training, communication, management of operations, work-life issues, diversity/equity, problem resolution and general workplace issues.	006018	Retain 2 years in agency, then transfer to the Records Center, Library of Virginia. Retain in Records Center 8 years. Total retention 10 years then transfer to Archives, Library of Virginia.
<u>Governor's Employee Survey - Electronic Database</u> This series documents the electronic database compiling the images of the surveys of the State work force.	006019	Retain 2 years on agency server, then convert to appropriate medium. Agency will continue to migrate this data to the next available medium 8 years. Total retention 10 in agency then transfer to Archives, Library of Virginia.
<u>Governor's Employee Survey - Videotapes</u> This series documents the videotapes of the electronic town meetings held to obtain additional data for the survey of the State work force.	006020	Retain 2 years in agency, then convert to appropriate medium. Agency will continue to migrate this data to the next available medium 8 years. Total retention 10 in agency then transfer to Archives, Library of Virginia.