



RECORDS RETENTION AND DISPOSITION SCHEDULE  
 SPECIFIC SCHEDULE NO. 137-001  
 DEPARTMENT OF TECHNOLOGY PLANNING  
 CENTURY DATE CHANGE INITIATIVE

Department of  
 Technology Planning

APR 23 2001

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

AGENCY APPROVALSTATE APPROVAL

AGENCY HEAD OR DEPUTY

STATE RECORDS ADMINISTRATOR

AGENCY RECORDS OFFICER

COMPTROLLER OR DEPUTY

EFFECTIVE SCHEDULE DATE: MAY 05 2001

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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 Destruction* (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. Microfilming must be done in accordance with *Virginia Administrative Code*, §§ 17VAC15-20-10, et. seq, "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.



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RECORDS SERIES TITLE AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<p>The Century Date Change Initiative (CDCI) Project Office was created to monitor, guide and implement programs to detect, correct or eliminate possible problems caused by programming defects in hardware or software related to the Year 2000 (Y2K) rollover date. The office will cease to exist after 30 June 2000.</p>		
<p><u>Agency Contingency Plans</u> Documents the collection and review of state agency information technology contingency plans. This series was collected for reference purposes only.</p>	100544	Retain until project termination, then transfer to the Archives, Library of Virginia, for permanent retention.
<p><u>Agency Monthly Status and Cost Reports - Electronic</u> Documents CDCI receipt of electronically filed state agency monthly reports. Series is used to monitor agency status, progress, compliance and Y2K expenses.</p>	100545	Retain 2-1/2 years after project termination, then destroy. The agency is responsible for maintaining the electronic information and providing access to that information until 31 December 2002.
<p><u>Agency Status Folders</u> Documents state agency plans to identify and correct possible Y2K problems. Series includes plans, reports and related correspondence.</p>	100546	Retain until project termination, then transfer to the Archives, Library of Virginia, for permanent retention.
<p><u>Analyst's Working Papers</u> Documents tentative findings of CDCI analysts during review of state agency progress on program compliance.</p>	100547	Retain until project termination, then transfer to the Records Center, Library of Virginia. Retain in Records Center until 30 June 2001, then destroy. Total retention 1 year after project termination.
<p><u>CDCI Internal Accounting Records</u> Documents routine office expenditure by the project office. Includes copies of vouchers, accounts payable and other miscellaneous accounting records.</p>	100548	Retain until project termination, then transfer to the Records Center, Library of Virginia. Retain in Records Center until 30 June 2003, then destroy. Total retention 3 years after project termination.
<p><u>Compliance Reports - In-Process</u> Documents in-process CDCI verification and validation of state agency progress on Y2K compliance.</p>	100549	Retain until project termination, then transfer to the Records Center, Library of Virginia. Retain in Records Center until 30 June 2005, then destroy. Total retention 5 years after project termination.



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RECORDS SERIES TITLE AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Data Exchange Organizer - Electronic</u> Documents state agency electronic reporting of procedures for exchange of electronic data with other state agencies, Virginia localities, federal government agencies and/or other organizations.	100550	Retain 2-1/2 years after project termination, then destroy. The agency is responsible for maintaining the electronic information and providing access to that information until 31 December 2002.
<u>Final Compliance Reports</u> Documents final CDCI verification and validation of state agency Y2K preparedness.	100551	Retain until project termination, then transfer to the Records Center, Library of Virginia. Retain in Records Center until 30 June 2025, then destroy. Total retention 25 years after project termination.
<u>Project Budgets and Funding Records</u> Documents state agency estimates of costs for Y2K compliance and funding of costs from Y2K budget allocations.	100552	Retain until project termination, then transfer to the Records Center, Library of Virginia. Retain in Records Center until 30 June 2005, then destroy. Total retention 5 years after project termination.
<u>Public Outreach Records</u> Documents CDCI outreach to inform public of possible Y2K problems and explain the program to identify and correct problems and the budgetary expenses to be incurred. Series includes event and conference records, handouts, brochures, videos and other public information material.	100553	Retain until project termination, then transfer to the Archives, Library of Virginia, for permanent retention. Archives may purge records in accordance with standard archival practices.
<u>Quarterly Reports to the Governor</u> Documents CDCI preparation and submission or quarterly Y2K progress and status reports to the Governor.	100554	Retain until project termination, then transfer to the Archives, Library of Virginia, for permanent retention.
<u>Steering Committee Records</u> Documents actions and recommendations of the Y2K steering committee. Committee consists of representatives from assorted state agencies selected to guide CDCI and state agencies in Y2K compliance. Series includes minutes, agendas, sample handouts and related correspondence.	100555	Retain in until project termination, then transfer to the Archives, Library of Virginia, for permanent retention. Archives may purge records in accordance with standard archival practices.



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SERIES NUMBER

SCHEDULED RETENTION AND DISPOSITION

Virginia Information Coordination Center (Y2K) - Electronic

Documents the operation of a temporary web site designed to collect Y2K status reports, problems and other information during the Y2K roll over period (27 December 1999 through 4 January 2000).

100556

Retain 5 years after project termination, then destroy. The agency is responsible for maintaining the electronic information and providing access to that information until 30 June 2005.