


**RECORDS RETENTION AND DISPOSITION SCHEDULE
 SPECIFIC SCHEDULE NO. 137-002
 DEPARTMENT OF TECHNOLOGY PLANNING
 COUNCIL ON TECHNOLOGY SERVICES**

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

AGENCY APPROVAL

AGENCY HEAD OR DEPUTY

AGENCY RECORDS OFFICER

STATE APPROVAL

STATE RECORDS ADMINISTRATOR

COMPTROLLER OR DEPUTY

EFFECTIVE SCHEDULE DATE:

APR 17 2002

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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.
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 TITLE AND DESCRIPTION | SERIES NUMBER | SCHEDULED RETENTION AND DISPOSITION |
|--|---------------|---|
| <p><u>Agendas and Supporting Documentation</u> This series documents the agendas and material provided in support of meetings of the Council and its subordinate workgroups.</p> | 005086 | Retain 3 years after meeting, then destroy. |
| <p><u>Council Minutes</u> This series documents the actions of the Council on Technology Services (COTS).</p> | 005087 | Retain in agency 5 years, then transfer records, in paper or microfilm format, to the Archives, Library of Virginia for permanent retention. |
| <p><u>Electronic Mail: Official Records</u> This series documents the correspondence that is transmitted using the electronic sending or receipt of messages, mail, files or other transmissions through a computer system, computer network and/or modem that is equivalent to hard copy correspondence or any other official record. This series includes any electronic mail which documents the actions of the Council or its staff.</p> | | Refer to <i>General Records Retention and Disposition Schedule No. GS-101, Administrative Records and GS-110, Electronic Records</i> for retention guidelines. |
| <p><u>Newsletters</u> This series consists of the newsletters sent out to interested parties on a free subscription basis and/or posted to the Council Web site.</p> | | Refer to records series 005090, "Web Site Records." |
| <p><u>Reports - Council</u> This series documents the final reports of the Council that were submitted to the Governor and/or General Assembly for final action.</p> | 005088 | Retain in agency 5 years, then transfer records, in paper or microfilm formats, to the Archives, Library of Virginia for permanent retention. |
| <p><u>Reports - Workgroups</u> This series documents the final reports of the Council's work groups as sent to the Council and/or posted on the Council's Web site.</p> | 005089 | Retain in agency 5 years, then transfer records, in paper or microfilm format, to the Archives, Library of Virginia for permanent retention. |
| <p><u>Web Site Records</u> This series documents a snapshot of the Council's Web site, as it appeared at a period of time.</p> | 005090 | In December of each year take an electronic snapshot of the site as it exists at that time. Store snapshot off-line in a suitable format. Retain snapshot 5 years after end of related calendar year, then destroy. |



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| <u>Work Group Minutes</u> This series documents the actions and decisions of the work groups created by the Council. Minutes are kept on the Council's Web site. | | Refer to records series 005090, "Web Site Records." |
| <u>Work Group Records</u> This series documents the routine activities or work groups created by the Council. Series includes correspondence, background materials, draft reports, notes, working papers and other related supporting documentation. | 005091 | Retain 3 years, then destroy. |