



LIBRARY OF VIRGINIA

Archives, Records, and Collections Services
800 E. Broad St., Richmond VA 23219
(804) 692-3600

RECORDS RETENTION AND DISPOSITION SCHEDULE

SPECIFIC SCHEDULE NO. 143-001

Attorney General, Office of the
Civil Litigation Division
Debt Collection, Division of

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

AGENCY APPROVAL

STATE APPROVAL

AGENCY HEAD OR DEPUTY

Rhodes B. Kitenan 11/23/15

AGENCY RECORDS OFFICER

Joseph Bush-Wiley

STATE ARCHIVIST

Sandra J. Trudway

COMPTROLLER OR DEPUTY

EFFECTIVE SCHEDULE DATE: DEC 03 2015

POLICIES 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 (RM-3 Form). A signed RM-3 Form 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 Form must be sent to Library of Virginia (LVA).
4. Any records created prior to 1913 must be offered, in writing, to LVA before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from LVA. A copy of the offer must be attached to the RM-3 Form when it is submitted to 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." All records must be accessible throughout their retention period in analog or digital format. Whether the required preservation is through prolongation of appropriate hardware and/or software, reformatting, or migration, it is the obligation of the agency or locality to do so.
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. Ultimate destruction is accomplished through shredding, pulping, burning, and overwriting or physically destroying media. Deletion of confidential or privacy-protected information in computer files or other electronic storage media is not acceptable. Records containing Social Security numbers must be destroyed in compliance with 17VAC15-120-30.
9. Under the Virginia Public Records Act, § 42.1-79, LVA is the official custodian and trustee of all state agency records transferred to the Archives, Library of Virginia. LVA may purge select records in accordance with professional archival practices in order to ensure efficient access.
10. Unless otherwise directed, files are closed out at the end of each calendar or fiscal year as appropriate. Retention periods start at that time.



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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Accounts Case Management System</u> This series documents information about all files referred to Division of Debt Collection (DDC), including debtor identification, client contact information and notes, DDC attorneys and claims representatives assigned to a file, historical notes, financial history notes, client contact notes, financial transactions, security access, and form/document production and imaging on individual accounts. This series consists of digital images and a database.	006255	40 Years after closed	Confidential Destruction
<u>Financial Records: Advice</u> This series documents all financial transactions that occur within debtor accounts, including payments made directly to the client agency or to the Division as well as any debtor's account-balance adjustment. This series may include, but is not limited to: ledger sheets, receipts, supporting payment and adjustment documentation, transaction reports, and deposit verifications.	200473	10 Years after end of state fiscal year	Confidential Destruction
<u>Financial Records: Monthly Reconciliation</u> This series documents all financial transactions between the Division and client agencies. This series may include but is not limited to: ledger sheets, receipts, invoices, bank statements, supporting payment and disbursement documentation, transaction reports, and deposit verifications.	200474	10 Years after end of state fiscal year	Confidential Destruction
<u>Judgment and Docket Records</u> This series documents the scheduling, judgment, and docketing of individual cases, as well as the verification of judgment and docketing information to release liens. This series may include, but is not limited to: correspondence, abstracts, and spreadsheets.	006259	10 Years after last action	Confidential Destruction



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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Litigation and Claims: Closed Files</u> This series documents cases that have been paid in full; settled; closed uncollectible with no judgment; or discharged by Chapter 7, 11, or 13 bankruptcy. This series may include, but is not limited to: pleadings, court orders, abstracts, notes, correspondence, memoranda, reports, invoices, check copies, financial records, educational records, health and social services records, settlement documents, and other supporting documentation.	006260	10 Years after closed	Confidential Destruction
<u>Litigation and Claims: Inactive Judgments</u> This series documents potentially enforceable judgments that are currently inactive because debtor and/or assets are unavailable. This series may include, but is not limited to: pleadings, court orders, abstracts, notes, correspondence, memoranda, reports, invoices, check copies, financial records, legal advice, educational records, health and social services records, and other supporting documentation.	200475	40 Years after last action	Confidential Destruction