

COMMONWEALTH OF VIRGINIA
 VIRGINIA STATE LIBRARY AND ARCHIVES
 ARCHIVES AND RECORDS DIVISION
 (804) 786-5634

RECORDS RETENTION AND DISPOSITION SCHEDULE

SPECIFIC SCHEDULE NO. 151-102

AGENCY: Department of Accounts
 DIVISION: Compliance and Disbursements
 SUBUNIT: Agency Review and Assistance

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, for the destruction of record series noted in this schedule. Any records created prior to the Constitution of 1902 must first be offered to the VSL&A before applying these disposition instructions.

AGENCY APPROVAL

STATE APPROVAL

AGENCY HEAD OR DEPUTY _____ STATE ARCHIVIST Louis H. Mangione
 AGENCY RECORDS MANAGER R. Gern Spencer COMPTROLLER OR DEPUTY J. W. Fisher
 EFFECTIVE SCHEDULE DATE: 7/19/94 PAGE 1 OF 1 PAGES

RECORD SERIES NUMBER AND TITLE SCHEDULED RETENTION AND DISPOSITION

This schedule supersedes the following schedules: 151-44 and 151-71.

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| 1. Agency Correspondence | Retain 2 years, transfer to Virginia State Library and Archives (VSLA) Records Center for 7 years; then destroy. |
| 2. Agency Functional Analyses | Retain 2 years, transfer to VSLA Records Center for 3 years; then destroy. |
| 3. Agency Audit Reports/Agency Response/Work Plan | Retain 5 years, then destroy. |
| 4. Technical Assistance to Agencies/Projects | Retain 5 years, then destroy. |