

COMMONWEALTH OF VIRGINIA
 THE LIBRARY OF VIRGINIA
 RECORDS MANAGEMENT AND IMAGING SERVICES DIVISION
 (804) 692-3600

RECORDS RETENTION AND DISPOSITION SCHEDULE

SPECIFIC SCHEDULE NO. 154-012

AGENCY: Department of Motor Vehicles
 DIVISION: Financial Management Services
 SUBUNIT: Accounts Receivable

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

AGENCY APPROVAL

STATE APPROVAL

AGENCY HEAD OR DEPUTY Koum E Chappell ST. RECORDS ADMINISTRATOR C. Preston Huff
 AGENCY RECORDS OFFICER Marsha E. Palumbo COMPTROLLER OR DEPUTY _____

EFFECTIVE SCHEDULE DATE: FEB 12 1998

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RECORDS SERIES NUMBER, TITLE AND DESCRIPTION SCHEDULED RETENTION AND DISPOSITION

This schedule contains a Comptroller-approved exception to DOA accounting rules and requirements and the retention requirements listed in GS-102, Fiscal Records.

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| <p>1. <u>Credit Card Receipts and Other Related Documents</u>
 Records of customer credit card transactions which contain customer's credit card number or signature.</p> | <p>Retain 6 months after completion of transaction, then destroy by shredding or pulping.</p> |
| <p>2. <u>Credit Card Settlement Reports</u>
 Other fiscal records, not listed in Series No. 1, related to credit card transactions.</p> | <p>Retain 3 years or until audited, whichever is greater; then destroy.</p> |