

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

RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. 154-025

AGENCY: Department of Motor Vehicles
 DIVISION: Motorist Licensing Administration
 SUBUNIT: Driver Monitoring/Insurance Monitoring

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

AGENCY APPROVAL

STATE APPROVAL

AGENCY HEAD OR DEPUTY Karen E. Chappell

ST. RECORDS ADMINISTRATOR

C. Preston Huff, CRM

AGENCY RECORDS MANAGER Marsha Palumbo

COMPTROLLER OR DEPUTY

EFFECTIVE SCHEDULE DATE: .III. 0 1 1998

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General Records Retention and Disposition Policies

- 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).
- This schedule supersedes previously approved applicable schedules.
- This schedule is used in conjunction with Form RM-3, Certificate of Records Disposal. 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. A legible copy of the signed RM-3 must be sent to LVA for permanent retention.
- 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 LVA. A copy of the offer must be attached to the agency or locality copy of the RM-3.
- All known audits and audit discrepancies regarding the listed records must be settled before the records can be destroyed.
- 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.
- 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."
- 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 NUMBER, TITLE AND DESCRIPTION

SCHEDULED RETENTION AND DISPOSITION

1. Suspension/Revocation Notices

Documents or proves that a driver has been notified that his or her license has been revoked or suspended. Notification is required by § 46.2-416 of the *Code of Virginia*. May include correspondence, certified receipts and other related documents.

a. Original files

Upon return of receipt, microfilm in accordance with LVA's *Standards for the Microfilming of Public Records for Archival Retention*. After inspection and approval of the microfilm, destroy original files.

b. Microfilm

Retain 15 years after filming, then destroy.