

COMMONWEALTH OF VIRGINIA
THE LIBRARY OF VIRGINIA
RECORDS MANAGEMENT AND IMAGING SERVICES DIVISION
(804) 786-5634

RECORDS RETENTION AND DISPOSITION SCHEDULE

SPECIFIC SCHEDULE NO. 154-075

AGENCY: Department of Motor Vehicles

DIVISION: Motorist Records Services

SUBUNIT: Customer Record Requests

This schedule is continuing authority under the provisions of the Virginia Public Records Act, §542.1-76 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 Karen E Chappell

ST. RECORDS ADMINISTRATOR [Signature]

AGENCY RECORDS MANAGER Carol M. Longley

COMPTROLLER OR DEPUTY [Signature]

EFFECTIVE SCHEDULE DATE: 11/1/96

PAGE 1 OF 1 PAGES

RECORD SERIES NUMBER AND TITLE

SCHEDULED RETENTION AND DISPOSITION

This revision supersedes the existing 154-075

- 1. Special Photocopying or Information Requests Retain 3 years in either paper or electronic format, then destroy records or delete information.