



# THE LIBRARY OF VIRGINIA

RECORDS MANAGEMENT AND IMAGING SERVICES DIVISION  
(Form RM-2 Aug 01)

## RECORDS RETENTION AND DISPOSITION SCHEDULE SPECIFIC SCHEDULE NO. 158-005 VIRGINIA RETIREMENT SYSTEM FINANCE – EMPLOYER REPORTING

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

*Norman R. Stuteley*

STATE RECORDS ADMINISTRATOR

*Robert F. Murocki*

AGENCY RECORDS OFFICER

*Robby Williams*

COMPTROLLER OR DEPUTY

EFFECTIVE SCHEDULE DATE

*Dec. 1, 2004*

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### CONDITIONS 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 Disposal* (Form RM-3). 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. After the records are destroyed, the original signed RM-3 must be sent to Library of Virginia (LVA).
4. 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 the LVA. A copy of the offer must be attached to the RM-3 form when it is submitted to the 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. Hardware and Software needed to retrieve electronic records until their disposition date must be maintained by the state agency/locality or the records must be converted to newer systems. All reformatting must be done in accordance with The Library of Virginia Guidelines for Electronic Records and Microfilm and with §§ 17VAC15-20-10, et. seq. of the *Virginia Administrative Code*, "Standards for the Microfilming of Public Records for Archival Retention."
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. 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.
9. Under the *Virginia Public Records Act*, (§ 42.1-79) the Library of Virginia is the official custodian and trustee of all state agency records transferred to the Archives, Library of Virginia. The Library may purge select records in accordance with professional archival practices in order to ensure efficient access.



RECORDS RETENTION AND DISPOSITION SCHEDULE  
 SPECIFIC SCHEDULE NO. 158-005  
 VIRGINIA RETIREMENT SYSTEM  
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EFFECTIVE SCHEDULE DATE

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RECORDS SERIES AND DESCRIPTION

SERIES NUMBER

SCHEDULED RETENTION AND DISPOSITION

Replaces 158-005 (1/83)

Monthly Contribution Reports

This series consists of monthly reports from covered employers that document any changes in employee compensation or contribution amounts. Employers prepare and file reports with the VRS Employer Reporting Section for review, audit, reconciliation, and posting to the member's account. The records are retained for evidence of the member's contribution history.

Each file includes: VRS-1500 Contribution Report, VRS-52 Contribution Worksheet, and VRS-1501 Error Report. The file may also include VRS-48 Member Information Change Report, VRS-65 Election to Participate – Optional Retirement Plan, computer produced member record displays, worksheets, correspondence, and DMV screen-print.

015239

Retain documents for 7 years after closure of fiscal year. Return to agency for reformatting to digital media according to Library of Virginia's standards/guidelines. Destroy paper records after quality control inspection verifies images according to No. 8 on schedule cover page. No RM-3 required.

009040

Transfer original copy of microfilm or electronic storage media to SRC Media Vault for permanent retention. Agency responsible for updating electronic media as per No. 7 on schedule cover sheet.