


**RECORDS RETENTION AND DISPOSITION SCHEDULE
 SPECIFIC SCHEDULE NO. 158-029
 VIRGINIA RETIREMENT SYSTEM
 INVESTMENT ACCOUNTING**

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

AGENCY APPROVALSTATE APPROVAL

AGENCY HEAD OR DEPUTY

STATE RECORDS ADMINISTRATOR

AGENCY RECORDS OFFICER

COMPTROLLER OR DEPUTY

EFFECTIVE SCHEDULE DATE JUN 02 2005

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POLICIES 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. 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."
8. Custodians of records must insure 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.
10. Unless otherwise directed, retention periods will commence at the end of the current calendar or fiscal year (as appropriate) in which the record was closed.



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RECORDS SERIES AND DESCRIPTION

SERIES NUMBER

SCHEDULED RETENTION AND DISPOSITION

Supersedes 158-29 dated May, 1982

VRS Trust Fund - Investment Portfolios Accounting Records –
Paper Copies

009062

Destroy when no longer administratively useful.

Mellon Trust, VRS master custodian, maintains VRS' books and records and provides monthly accounting statements in three mediums. These statements include, consolidated reports (display transactions for the Trust Fund as a whole, NA 100-balance sheet and NC 100-statement of changes in net assets), investment managers' reports (display transactions, NA 100-balance sheet and NC 100-statement of changes in net assets for each account), Old Style assets (holdings report) and general ledger (for the Trust Fund as whole). Paper reports are used to reconcile the investment managers' accounts and to produce a balance sheet, statement of changes in net assets, gain/loss analyses and other income/expenses analyses

VRS Trust Fund - Investment Portfolios Accounting Records –
Microfiche Copies

009063

Transfer to the Media Vault, Library of Virginia for permanent storage.

Mellon Trust, VRS master custodian, maintains VRS' books and records and provides monthly accounting statements in three mediums. These statements include, consolidated reports (display transactions for the Trust Fund as a whole, NA 100-balance sheet and NC 100-statement of changes in net assets), investment managers' reports (display transactions, NA 100-balance sheet and NC 100-statement of changes in net assets for each account), Old Style assets (holdings report) and general ledger (for the Trust Fund as whole).



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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<p><u>VRS Trust Fund - Investment Portfolios Accounting Records – CD Copies</u> Mellon Trust, VRS master custodian, maintains VRS' books and records and provides monthly accounting statements in three mediums. These statements include, consolidated reports (display transactions for the Trust Fund as a whole, NA 100-balance sheet and NC 100-statement of changes in net assets), investment managers' reports (display transactions, NA 100-balance sheet and NC 100-statement of changes in net assets for each account), and Old Style assets (holdings report). They do not contain the general ledger (for the Trust Fund as whole) as series 009062 and 009063 do.</p>	009064	Retain for 7 years after end of ^{current} FY, then destroy. <i>rlk 6/06</i>
<p><u>VRS Trust Fund - Investment Managers' Files – Paper Copies</u> Correspondences (capital call letters and distribution notices), quarterly Financial statements/partner's capital statement, annual financial Statements, quarterly managers' account reconciliations, Miscellaneous correspondences (fund/asset transfers, rebalance entries, New account set up letter and form, misc. fees, misc. expenses), legal fees and Management/performance fees (separate binders).</p>	009065	Retain for 7 years after end of ^{current} FY, then destroy. <i>rlk 6/06</i>