

RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. 158-032
VIRGINIA RETIREMENT SYSTEM
CUSTOMER PROGRAM- RETIREE SERVICES

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

AGENCY APPROVAL

AGENCY HEAD OR DEPUTY

Thomas Staley

AGENCY RECORDS OFFICER

Robert Williams III

STATE APPROVAL

STATE RECORDS ADMINISTRATOR

Conly R. Edwards

COMPTROLLER OR DEPUTY

EFFECTIVE SCHEDULE DATE *APR 10 2008*

PAGE 1 OF 3 PAGES

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 prior to 1913 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." All records must be accessible throughout their retention period in analog or digital format. Whether the required preservation is through prolongation of appropriate hardware and/or software, reformatting or migration, it is the obligation of the agency or locality to do so.
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, files are closed out at the end of each calendar or fiscal year as appropriate. Retention periods start at that time.



**RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. 158-032
VIRGINIA RETIREMENT SYSTEM
CUSTOMER PROGRAMS- RETIREE SERVICES**

EFFECTIVE SCHEDULE DATE ~~APR 03 2003~~

PAGE 2 OF 3 PAGES

RECORDS SERIES AND DESCRIPTION

SERIES NUMBER

SCHEDULED RETENTION AND DISPOSITION

This schedule supersedes 158-032 dated 8/21/2003

Batch Report Monthly Payroll Proof (RAPS)

This series consists of batch sheets for records to initiate monetary changes to the Retired Annuitant Payroll System (RAPS) and document that the changes were made.

006186

Retain in agency 1 year or until APA audit, transfer to Records Center, Library of Virginia for 6 years, then destroy in compliance with No. 8 on schedule cover page. Total retention 7 years.

Third Party VSDP Disability Payroll

This series consists of reports generated from data entry of VSDP payroll. CORE is the third party administrator used to reconcile disability payroll payments.

006187

Retain in agency 1 year, transfer to Records Center, Library of Virginia for 6 years, then destroy in compliance with No. 8 on schedule cover page. Total retention 7 years.

Data Processing Batch Sheets (RAPS)

This series consists of records to initiate changes to the Retired Annuitant Payroll System (RAPS) and document that the changes were made. Includes demographic data used for research to complete retirement calculations.

006188

Retain in agency 1 year or until APA audit, transfer to Records Center, Library of Virginia for 6 years, then destroy in compliance with No. 8 on schedule cover page. Total retention 7 years.

Health Insurance Reports (VIPERS/RAPS)

This series documents invoices and changes to health carriers.

006189

Retain in agency 1 year or until APA audit, transfer to Records Center, Library of Virginia for 6 years, then destroy in compliance with No. 8 on schedule cover page. Total retention 7 years.

Optional Life Insurance

This series consists of optional life insurance reports generated by the third party administrator used to reconcile life insurance payments.

006190

Retain in agency 1 year, transfer to Records Center, Library of Virginia for 6 years, then destroy in compliance with No. 8 on schedule cover page. Total retention 7 years.

