

COMMONWEALTH OF VIRGINIA

VIRGINIA STATE LIBRARY

DIVISION OF RECORDS MANAGEMENT

REQUEST FOR AND AUTHORIZATION OF RECORDS RETIREMENT

THIS AUTHORIZATION IS EFFECTIVE UNTIL CANCELED

2. AGENCY:

Retirement System,  
Virginia Supplemental

3. AUTHORIZATION NO.:

158-24

4. DIVISION:

Finance/Data Processing

5. SUB-UNIT:

Control

6. REQUESTED BY:

Gary L. Smith

DATE REQUESTED:

4/2/81

7. AGENCY APPROVAL:

Glen D. Pond

DATE APPROVED:

4/6/81

8. RATE OF ACCUMULATION PER ANNUM:

14.0 cubic feet

9. KIND OF COPY:

Original

10. SIZE OF FORM/RECORD:

8-1/2" x 11"

11. COLOR OF FORM:

Black & White

12.  MACHINE POSTER

Computer

1. NAME OF FILE OR RECORD:

Member Contribution Account (MCA)

Member Control Files

(Control Books)

13. RECOMMENDED RETENTION AND DISPOSAL SCHEDULE:

A. CURRENT FILE:

1 year

B. INACTIVE FILE:

1 year

C. STORAGE:

Permanent

D. MICROFILM FILE OR RECORD AND

DESTROY DATA

RETURN DATA

E.  STORE FILM

RETURN FILM

14. ARRANGEMENT OF RECORDS:

CHRONOLOGICAL

ALPHABETICAL

SERIES CUT OFF:

CALENDAR

CONTINUOUS

NUMERICAL

SUBJECT NUMERICAL

FISCAL

ALPHABETICAL BY:

15. APPRAISAL OF FILE OR RECORD - (TABULATE EACH FORM BY NUMBER AND TITLE)

The Member Contribution Account (MCA) Control Books verify and document account activity for each employer member in all retirement systems managed by the VSRS. The systems include the VSRS (Subsystems: State, Political and Teacher Codes), Judicial, State Police officers and Trust Fund A. The Control Section reconciles the Data Processing MCA detail file to the General Ledger Control Accounts, using the Control Books.

Each Control Book includes detail reports such as group contribution reports (goes), refunds, retirement transfers, key changes and the journal voucher. Also included are the Daily and Monthly Recap worksheets showing beginning and ending balances.

The date range is 1972 to the present and the total accumulation is 112 cubic feet.

DISPOSITION: Retain for one year after the current fiscal year, or until audited, whichever comes first, and transfer to the Archives and Records Division, Virginia State Library for permanent retention. Access is restricted to staff of the VSRS and the Office of the Auditor of Public Accounts, bearing written permission from the Assistant Director of Finance, VSRS.

SPACE BELOW THIS LINE FOR USE OF STATE RECORDS ADMINISTRATOR

APPROVED RETENTION AND DISPOSAL SCHEDULE:

BURN

\_\_\_\_\_

WASTE PAPER

CURRENT FILE:

INACTIVE FILE:

STORAGE:

RETAIN PERMANENTLY

APPROVED AS RECOMMENDED BY AGENCY

\_\_\_\_ YEARS

\_\_\_\_ YEARS

\_\_\_\_ YEARS

\_\_\_\_ YEARS AFTER AUDIT

REMARKS:

DATE:

JUN 03 1981

STATE COMPTROLLER OR DEPUTY:

STATE RECORDS ADMINISTRATOR:

DATE: 4/13/81

STATE LIBRARIAN OR DEPUTY: *Louisa H. Morrison*

DATE: APR 10 1981

*C. Ross Burke*