

COMMONWEALTH OF VIRGINIA

VIRGINIA STATE LIBRARY

DIVISION OF RECORDS MANAGEMENT

REQUEST FOR AND AUTHORIZATION OF RECORDS RETIREMENT

THIS AUTHORIZATION IS EFFECTIVE UNTIL CANCELLED

| | | |
|---|------------------------------|---|
| 2. AGENCY: Virginia Supplemental Retirement System | | 3. AUTHORIZATION NO. 158-26 |
| 4. DIVISION: Operations Department | | |
| 5. SUB-UNIT: Agency Services | | |
| 6. REQUESTED BY: T. R. Martin | DATE REQUESTED: 8-5-81 | |
| 7. AGENCY APPROVAL: Glen D. Pond | DATE APPROVED: 8/5/81 | |
| 8. RATE OF ACCUMULATION PER ANNUM: Discontinued | 9. KIND OF COPY: original | |
| 10. SIZE OF FORM/RECORD: 3 1/4" x 7 5/16" | 11. COLOR OF FORM: Buff | 12. <input checked="" type="checkbox"/> MACHINE POSTED: <input type="checkbox"/> |

1. NAME OF FILE OR RECORD:
History Card - Virginia Supplemental Retirement System

13. RECOMMENDED RETENTION AND DISPOSAL SCHEDULE:

| | | | | |
|-------------------------------|--------------------------------|--------------------------|--|--|
| A. CURRENT FILE: permanent | B. INACTIVE FILE: permanent | C. STORAGE: microfilm | D. MICROFILM FILE OR RECORD AND <input checked="" type="checkbox"/> DESTROY DATA <input type="checkbox"/> RETURN DATA | E. <input checked="" type="checkbox"/> STORE FILM <input checked="" type="checkbox"/> RETURN FILM |
|-------------------------------|--------------------------------|--------------------------|--|--|

14. ARRANGEMENT OF RECORDS:

| | | | | |
|---|--|--|-------------------------------------|--|
| <input type="checkbox"/> CHRONOLOGICAL | <input type="checkbox"/> ALPHABETICAL | SERIES CUT OFF: <input type="checkbox"/> CALENDAR | <input type="checkbox"/> CONTINUOUS | ALPHABETICAL BY: Numerical by: social security no. |
| <input checked="" type="checkbox"/> NUMERICAL | <input type="checkbox"/> SUBJECT NUMERICAL | <input checked="" type="checkbox"/> FISCAL | <input type="checkbox"/> | |

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

The history card documents the annual earnings record of individuals in the retirement system. Annual earnings of employees were posted to the card as a summary taken from the detail record on the ledger cards. The cards are now replaced by the Administrative Accounting System (AAS) and retained for reference as the only available record of earnings for this period.

The card shows the name of the employee, fiscal year of employment, fund, kind, sex, membership date, birth date, prior service, social security number, department, pay period, annual salary, gross salary, interest, contributions, total credits and social security number.

The date range is 1952 to 1972 and the total accumulation is 41.33 cubic feet.

DISPOSITION: Retain permanently by microfilming according to the standards approved by the State Library Board on June 27, 1977 for permanent record microfilm. After approval of the microfilm, the original record may be destroyed at the discretion of the agency.

SPACE BELOW THIS LINE FOR USE OF STATE RECORDS ADMINISTRATOR

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|---|--|-------------------------|---|--|
| APPROVED RETENTION AND DISPOSAL SCHEDULE: | | | | <input type="checkbox"/> BURN |
| CURRENT FILE: _____ YEARS | INACTIVE FILE: _____ YEARS | STORAGE: _____ YEARS | <input type="checkbox"/> RETAIN PERMANENTLY _____ YEARS AFTER AUDIT | <input type="checkbox"/> APPROVED AS RECOMMENDED BY AGENCY |
| REMARKS: | | | | <input type="checkbox"/> WASTE PAPER |
| DATE: 8/11/81 | STATE LIBRARIAN OR DEPUTY: Louis H. Manarin | DATE: 8-11-81 | STATE COMPTROLLER OR DEPUTY: C. Mary Burke STATE RECORDS ADMINISTRATOR: C. B. Bign | |