



**LIBRARY OF VIRGINIA**

Archives, Records, and Collections Services  
800 E. Broad St., Richmond VA 23219  
(804) 692-3600

**RECORDS RETENTION AND DISPOSITION SCHEDULE  
SPECIFIC SCHEDULE NO. 194-008  
General Services, Dept. of**

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 Richard F. Nivaski

STATE ARCHIVIST Sandra G. Tredegar

AGENCY RECORDS OFFICER Rhonda M. Bishton

COMPTROLLER OR DEPUTY \_\_\_\_\_

EFFECTIVE SCHEDULE DATE: APR 13 2015

**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 Destruction (RM-3 Form). A signed RM-3 Form 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 Form must be sent to Library of Virginia (LVA).
- 4. Any records created prior to 1913 must be offered, in writing, to LVA before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from LVA. A copy of the offer must be attached to the RM-3 Form when it is submitted to 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 ensure that information in confidential or privacy-protected records is protected from unauthorized disclosure through the ultimate destruction of the information. Ultimate destruction is accomplished through shredding, pulping, burning, and overwriting or physically destroying media. Deletion of confidential or privacy-protected information in computer files or other electronic storage media is not acceptable. Records containing Social Security numbers must be destroyed in compliance with 17VAC15-120-30.
- 9. Under the Virginia Public Records Act, § 42.1-79, LVA is the official custodian and trustee of all state agency records transferred to the Archives, Library of Virginia. LVA 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.



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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Annual Permit Report</u> This series documents the report of capital projects undertaken by state agencies that have Bureau of Capital Outlay Management (BCOM) delegated authority under the Annual Permit process. This series may include, but is not limited to: reports.	100584	3 Years after creation	Non-confidential Destruction
<u>Certificates of Use and Occupancy</u> This series documents the approval given to an owning agency to use and occupy a newly constructed or renovated facility until the facility is demolished or transferred from state control. This series may include, but is not limited to: certificates.	100585	0 Years after event	Non-confidential Destruction
<u>Construction Contracting Officers</u> This series documents the Department's process of certifying state agency staff members as Virginia Construction Contracting Officers. This series may include, but is not limited to: class attendance rosters, exams, answer sheets, score sheets, copies of certification, and correspondence.	200395	5 Years after end of calendar year	Non-confidential Destruction
<u>Delegation of Review Authority</u> This series documents the State Building Official's annual delegation of authority to selected state agencies for review and approval of construction plans and projects. This series may include, but is not limited to: correspondence.	100587	1 Year after end of calendar year	Non-confidential Destruction



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<u>Drawings, Specifications and Supporting Data: Building Permit Set</u> This series documents the Department's oversight of construction and renovation projects and the final building permit set. The Building Permit Set is a collective package of plans, specifications and contract documents issued for construction. Project is complete after final Building Code Official approval is issued (Certificate of Use and Occupancy or Building Permit Closeout form). This series may include, but is not limited to: drawings, plans, specifications and addenda.	100589	0 Years after project completion	Non-confidential Destruction
<u>Drawings, Specifications and Supporting Data: Design-In Progress</u> This series documents the Department's oversight of construction and renovation projects. This series may include, but is not limited to: schematics, preliminary and working drawings, including plans, specifications, design narratives, calculations, soils reports, and forms.	100588	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Inspection Files: Construction</u> This series documents the inspection of construction projects and any required actions for follow-up. The final approval for projects is given by issuing a Certificate of Use and Occupancy or a Building Permit Closeout form. The Certificates of Use and Occupancy or Building Permit Closeout forms, when used, complete the project inspection process. This series may include, but is not limited to: inspection reports, punch lists, and reports.	100592	3 Years after inspection	Non-confidential Destruction
<u>Inspection Files: Existing Structures</u> This series documents the inspection of an existing state-owned structure to assist an agency in analyzing the feasibility of renovation work or a non-state structure for potential purchase or lease by the state. This series may include, but is not limited to: inspection reports.	100593	3 Years after inspection	Non-confidential Destruction

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<u>Permits: Building</u> This series documents the authorization to begin work on construction and renovation projects after contract award. This series may include, but is not limited to: permits.	100594	3 Years after project completion	Non-confidential Destruction
<u>Permits: Non-State Agency Construction</u> This series documents the receipt of informational copies of building permits for construction or renovation of non-state-agency owned buildings on state-owned property. This series may include, but is not limited to: permits.	100595	3 Years after expiration	Non-confidential Destruction
<u>Permits: Special Use and Others</u> This series documents the approval of a one time use of facilities for activities not currently authorized. This series may include, but is not limited to: applications and permits.	100596	3 Years after expiration	Non-confidential Destruction
<u>Permits: Temporary Use</u> This series documents the approval for the temporary use of a property pending the completion of a construction or renovation project and the issuance of a certificate of use and occupancy. This series may include, but is not limited to: applications and permits.	100597	3 Years after expiration	Non-confidential Destruction
<u>Project Correspondence and Reports</u> This series documents administrative activities related to the supervision of construction and renovation projects. Project is completed after final inspection and Building Official Authorization (Certificate of Use and Occupancy or Building Permit Closeout documentation). This series may include, but is not limited to: correspondence and reports.	100598	3 Years after project completion	Non-confidential Destruction



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<u>Real Property: Leased</u> The series documents the leasing of real property by state agencies and institutions. This series may include, but is not limited to: amendments; capital, operating, finance, and income and expense leases; certificates of lease commencement; environmental impact reports; Governor's approval and decision briefs; landlord's W-9; lease administration documents; legal service notices; license and use agreements; marketing information; temporary transfer agreements; and title insurance.	200396	2 Years after expiration	Confidential Destruction
<u>Real Property: Owned</u> This series documents the state's ownership of real property. This series may include, but is not limited to: copies of deeds, environmental assessments, appraisal reports, correspondence, and finance leases.	006211		Permanent, Archives
<u>Site Plans</u> This series documents the ownership and assessment of state-owned properties. This series may include, but is not limited to: deeds, environmental assessments, appraisal reports, correspondence, and financial leases.	006212		Permanent, Archives
<u>Variances: Approved</u> This series documents the receipt of approval to vary from the Uniform Statewide Building Code during construction or renovation. This series may include, but is not limited to: correspondence, forms, and applications requesting variances.	100600	0 Years after equipment, facility, or property sold or no longer in use	Non-confidential Destruction
<u>Variances: Denied</u> This series documents the denial of requests to vary from the Uniform Statewide Building Code during construction or renovation. This series may include, but is not limited to: correspondence, forms, and applications.	100601	3 Years after decision	Non-confidential Destruction