

**RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. 201-034
DEPARTMENT OF EDUCATION
FINANCE DIVISION
SUPPORT SERVICES**

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

Robert W. Wynn

STATE RECORDS ADMINISTRATOR

Conley A. Edwards

AGENCY RECORDS OFFICER

Michelle Parker

COMPTROLLER OR DEPUTY

EFFECTIVE SCHEDULE DATE *October 22, 2008*

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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 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.

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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
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This schedule replaces 201-034 dated June 3, 2003 and 201-034 A01 dated June 22, 2006.

<p><u>School Building Project Documents and Plans</u></p> <p>This series consists of records submitted to the Superintendent of Public Instruction pertaining to the building of, addition to, or alteration of a public school building. This series may include, but is not limited to: public school division superintendent approval, architect or engineer statement, and a copy of the final plans. <i>Code of Virginia</i> §22.1-140</p>	008235	Retain until building disposed of then offer to the Archives, Library of Virginia. If not accepted, plans may be given to the school division or buyer or destroyed.
<p><u>School Building Project Plans – As Built – Sold or Destroyed</u> <i>Defunct Series</i></p> <p>This series consists of the permanent documentation maintained in compliance with <i>Code of Virginia</i> §22.1-140. Includes, but is not limited to, project cover sheet, overall civil/site plans, fire and life safety building code plans, overall and detail floor plans, building elevations, and roof plans.</p>	009257	Retrieve from series 008235 after disposed of building. Offer to the Archives, Library of Virginia. If not accepted, plans may be given to buyer or destroyed.
<p><u>School Building Project Plans: Non-permanent Documentation</u> <i>Defunct Series</i></p> <p>This series consists of the non-permanent documentation maintained in compliance with <i>Code of Virginia</i> §22.1-140. Includes, but is not limited to, structural, plumbing, mechanical, and electrical plans, as well as other project documentation not included in series 008235, "School Building Project Plans: Permanent Documentation".</p>	008236	Retain 2 years after building is occupied, then destroy.



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RECORDS SERIES AND DESCRIPTION

SERIES NUMBER

SCHEDULED RETENTION AND DISPOSITION

School Building Project Specifications

008237

Retain 2 years after building is occupied, then destroy.

This series consists of the building project specifications that are maintained in compliance with *Code of Virginia* §22.1-140.