



RECORDS RETENTION AND DISPOSITION SCHEDULE
 SPECIFIC SCHEDULE NO. 202-038
 LIBRARY OF VIRGINIA
 RECORDS MANAGEMENT AND IMAGING SERVICES
 STATE RECORDS CENTER

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

AGENCY APPROVALSTATE APPROVAL

AGENCY HEAD OR DEPUTY

[Signature]
[Signature]

STATE RECORDS ADMINISTRATOR

[Signature]

AGENCY RECORDS OFFICER

COMPTROLLER OR DEPUTY

EFFECTIVE SCHEDULE DATE

APR 21 2003

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CONDITIONS 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 before the Constitution of 1902 came into effect (January 1, 1904) 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."
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. 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.



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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<p><u>Accession Log</u></p> <p>This series consists of an index of records transferred into the State Records Center by Records Center Client. Series includes an accession or transfer number, transferring agency, brief description, volume transferred and the date accepted. Log is used to assign transfer numbers.</p>	005406	Retain in agency 50 years after data entry, then destroy.
<p><u>Accounting Files</u></p> <p>This series documents the routine accounting for funds used by or collected for the State Records Center and Imaging Services Branch. Series contains a mixture of vouchers, billing invoices, interagency transfers and other supporting documentation. Refer to <i>General Records Retention and Disposition Schedule No. GS-102, Fiscal Records</i>.</p>		Refer to <i>General Records Retention and Disposition Schedule No. GS-102, Fiscal Records</i> for retention guidelines.
<p><u>Box Database</u></p> <p>This series consists of a table recording the location and identification of all boxes stored in the State Records Center or Archives and other relevant supporting tables.</p>	005407	Retain until item permanently removed from inventory, then delete entry. Disposal reporting on <i>Certificate of Records Disposal</i> (RM-3 form) not required.
<p><u>Building Plans and Supporting Documentation</u></p> <p>This series contains the as-built drawing for the current records center facility and other supporting documentation such as construction testing reports and installed equipment initial testing reports.</p>		Refer to <i>General Records Retention and Disposition Schedule No. GS-106, General Services Records</i> for retention guidelines.



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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<p><u>Contract Administration Records</u> This series documents staff administration, supervision or oversight of contractors or vendors providing supplies, services or equipment to the State Records Center.</p>	005408	Retain 3 years after expiration of contract, then destroy.
<p><u>Credit Card Records</u> This series documents the use of state owned credit cards by Records Center staff to make small or emergency purchases.</p>		Refer to <i>General Records Retention and Disposition Schedule No. GS-102, Fiscal Records</i> for retention guidelines.
<p><u>Customer Account Records</u> This series documents the history of Records Center contacts with its customers. Series may include, but is not limited to, correspondence, itemized bills, records of other services provided and related supporting documentation.</p>	005409	Retain 10 years after end of fiscal year, then purge and destroy.
<p><u>Disposal Files</u> This series consists of a history of records destroyed or returned by the State Records Center. Series includes Destruction Certificates, Transfer Forms and other supporting documentation.</p>	005410	After 5 years after disposal of records, then purge and transfer internally for Records Center storage. Retain in Records Center for 45 years. Total retention 50 years, then destroy.
<p><u>Equipment Maintenance and Service Records</u> This series documents the repair and service of equipment installed or used by Records Center staff.</p>	005411	Retain 3 years after disposal of equipment, then destroy.



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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<p><u>File Retrieval Requests – Closed</u> This series consists of agency requests for return of records and/or production of copies of records. Includes requests where records have been returned to storage location.</p>	005412	Retain 25 years after last action, then destroy in compliance with No. 8 on schedule cover page.
<p><u>File Retrieval Requests – Open</u> This series consists of agency requests for return of records and/or production of copies of records. Includes requests where records have not been returned to storage location.</p>	005413	Upon refilling of record, transfer the related request to records series 005412, "File Retrieval Requests – Closed".
<p><u>Material Data Safety Sheets (MSDS)</u> This series consists of a collection of manufacturer prepared safety sheets required by 29CFR1910.1020 to be on hand wherever hazardous materials are transported, stored or used.</p>	005414	Retain until permanent removal or disposal of related hazardous material, then destroy. Disposal reporting on <i>Certificate of Records Disposal</i> (RM-3 form) not required.
<p><u>Material Safety Training</u> This series consist of records documenting safety training, including training in the use of hazardous materials and mechanized or electrical equipment, and required certifications.</p>	005415	Retain 3 years after employee departure, then destroy.
<p><u>Record Transfers - Active</u> This series documents the receipt of records currently in the custody of the State Records Center. This series consists of Records Transfer and Receipt Forms or substitutes and supporting documentation.</p>	005416	Retain until all items on transfer have been destroyed and/or permanently transferred out of Records Center, then transfer to records series 005410, Disposal Files with all related Certificates of Record Disposal and related documentation attached.



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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<p><u>Scanner Download Reports</u></p> <p>This series consists of reports that document the entry of data into or out of Records Center databases through the use of barcode scanners.</p>	005417	Retain 1 year after report date, then destroy.
<p><u>Schedule Reference Files</u></p> <p>This series consists of duplicate copies of records retention and disposition schedules which have and impact on items stored in the Records Center.</p>		Nonrecords per <i>Virginia Public Records Act</i> , disposal reporting on <i>Certificate of Records Disposal</i> (RM-3 form) not required.
<p><u>Transportation Records</u></p> <p>This series consists of requests for pickup, delivery or transfer of records or other items by Records Center Staff.</p>	005418	Retain 3 years after action completed, then destroy.