



**RECORDS RETENTION AND DISPOSITION SCHEDULE  
SPECIFIC SCHEDULE NO. 202-043  
THE LIBRARY OF VIRGINIA  
RECORDS MANAGEMENT AND IMAGING SERVICES  
INFORMATION IMAGING**

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

**AGENCY APPROVAL****STATE APPROVAL**

AGENCY HEAD OR DEPUTY

STATE RECORDS ADMINISTRATOR

AGENCY RECORDS OFFICER

COMPTROLLER OR DEPUTY

EFFECTIVE SCHEDULE DATE

JUN 24 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>Agency/Locality Agreements or Contracts</u></p> <p>This series consists of copies of formal or informal agreements or contracts between the Branch and other branches within the Library for services to be provided by the Branch.</p>	005453	Retain 5 years after expiration or completion of agreement or contract, then destroy.
<p><u>Automated Records Management Information System (ARMIS)</u></p> <p>This series consists of an electronic database used to locate and control microforms in security storage with the Branch. Series includes information on records stored, production information, quality control and other related data.</p>	005454	When items permanently removed from Branch control, delete database entries. Disposal reporting on <i>Certificate of Records Disposal</i> (RM-3 form) not required.
<p><u>Branch Status Reports</u></p> <p><i>Defunct series.</i> This series consists of internal status reports from various subordinate units.</p>	005455	Retain 3 years after end of the calendar year, then destroy.
<p><u>Branch Head's Agency/Locality Files</u></p> <p><i>Defunct series.</i> This series consists of records of significant dealings between the Branch and supported agencies or localities. Series includes storage inventories, correspondence and other supporting material.</p>	005456	Transfer entire series to State Records Center. Retain in Records Center 20 years, then destroy.
<p><u>Expungement Records</u></p> <p>This series consists of copies of court orders requiring Expungement of records, orders and indexes, and any actions taken by Branch personnel to comply with the order, including refilming of records.</p>	005457	Retain permanently in agency.



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<p><u>Field Operator's Inventories</u></p> <p>This series consists of copies of inventories of circuit court records compiled by field camera operators at the start of filming the vital records of that court.</p>	005458	Retain 20 years, then transfer records to the Archives, Library of Virginia for permanent retention.
<p><u>Film Inspection/Quality Control Records</u></p> <p>This series consists of film inspections and quality control inspection records completed by branch personnel of microfilm produced in-house, by agencies or localities and/or outside vendors.</p>	005459	Retain 3 years after last action, then destroy.
<p><u>Film Vault Log</u></p> <p>This series consists of log of film moving in and out of storage in the Vital Records Vault and is used for tracking and control purposes.</p>	005460	Retain 3 years after return of all related film, then destroy.
<p><u>Hydrothermograph Readings</u></p> <p>This series consists of tracing and/or printouts of temperature and relative humidity readings automatically taken in Branch storage areas. Readings are used to track efficiency of installed HVAC and related equipment.</p>	005461	Retain 6 months, then destroy.
<p><u>Job Folders - Duplication</u></p> <p>This series consists of the history of specific duplication jobs accomplished by the Branch. Folders contain operator assignments, copies of receipts/transfers, workflow tracking, copies of agreements and other supporting documentation.</p>	005462	Retain 10 years after job completion, then destroy.



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Job Folders - Production

005463

Retain permanently in agency.

This series consists of the history of specific production jobs accomplished by the Branch. Folders contain microfilm ledger sheets, job sheets, operator's worksheets and other supporting documentation. Operator's worksheets contain specific information on retakes and location of retakes that is not located elsewhere.

Methylene Blue Tests

005464

Retain 3 years after receipt, then destroy.

This series consists of copies of testing to determine freedom from residual contamination of processed microfilm.

Mormon Duplication Project Records

005465

Transfer entire series to State Records Center. Retain in Records Center 20 years, then destroy.

*Defunct series.* This series consists of records of the interactions between the Branch and the Church of Latter Day Saints on a program to microfilm certain genealogical records in the custody of the Library of Virginia. Series includes contracts, duplication records, inspection reports and other supporting documentation.

Operator's Worksheets

005466

Retain permanently in agency.

This series documents the set up and operation of cameras and other equipment by operators. Series includes camera number, settings, jobs and other reference information. Operator's worksheets contain specific information on retakes and location of retakes that is not located elsewhere.



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Transfer/Receipt Records

005467

After 3 years, scan records according to Library of Virginia's standards/guidelines; retain records in new format permanently. Destroy originals after quality control inspection verifies information was successfully transferred to new format. Document destruction of original records after reformatting on *Certificate of Records Disposal* (RM-3 form).

This series documents the transfer of custody of microfilm and other vital records to the Branch. Series consists of RM-17 forms, substitutes and other supporting documentation.

Weekly Production Reports

005468

Retain 1 year after the end of the calendar year, then destroy.

This series consists of reports prepared by camera operators and other staff, documenting production figures for the week.