



**RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. 202-53
THE LIBRARY OF VIRGINIA
RECORDS MANAGEMENT AND IMAGING SERVICES DIVISION
CIRCUIT COURT RECORDS PRESERVATION PROGRAM**

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

C. Preston Hoff for Nola Yehoh

STATE RECORDS ADMINISTRATOR

C. Preston Hoff

AGENCY RECORDS OFFICER

Ram Ruten

COMPTROLLER OR DEPUTY

EFFECTIVE SCHEDULE DATE MAR 16 2001

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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 808-303the 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.



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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<p><u>Grant Project Files-Accepted</u></p> <p>This series documents the awarding of grant monies to the localities for the preservation and management of their permanent public records as authorized by the General Assembly in 1990, (<i>Code of Virginia</i>, Section 17.1-275 (A.2)). The series contains the grant application, certification sheet, and supporting documentation for the project. Project status reports are also maintained in this series.</p>	100951	Retain in agency for 10 years after the completion of the project, then transfer to the Archives, Library of Virginia for permanent retention.
<p><u>Grant Project Files-Rejected</u></p> <p>This series documents the applications for grant awards under the Virginia Circuit Court Records Preservation Program (CCRPP) that were rejected by the grant review board.</p>	100952	Retain for 1 year then destroy.
<p><u>Grants Information Tracking System (GRITS)</u></p> <p>This series is used to track the information relating to the grants under the Virginia Circuit Court Records Preservation Program (CCRPP). The system maintains the name of the grantee, date of award, amount of award, disbursements, and notes relating to the grant. This system is maintained in an Access database.</p>		Refer to <i>General Records Retention and Disposition Schedule No. GS-110, Electronic Records, Electronic Databases or Spreadsheets - Administrative - Series No. 100067</i> for retention guidelines.