State copy

COMMONWEALTH OF VIRGINIA

THE LIBRARY OF VIRGINIA

RECORDS MANAGEMENT AND IMAGING SERVICES DIVISION
(Form RM-2 Aug 98)

# RECORDS RETENTION AND DISPOSITION SCHEDULE
# SPECIFIC SCHEDULE NO. 208-001
# VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY
# COLLEGE OF VETERINARY MEDICINE

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 | C. Preston Feff |
| AGENCY RECORDS OFFICER | | COMPTROLLER OR DEPUTY | |

EFFECTIVE SCHEDULE DATE DEC 1 0 2001



## 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*, (Section 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.

COMMONWEALTH OF VIRGINIA

THE LIBRARY OF VIRGINIA

RECORDS MANAGEMENT AND IMAGING SERVICES DIVISION
(Form RM-2 Aug 98)

# RECORDS RETENTION AND DISPOSITION SCHEDULE
# SPECIFIC SCHEDULE NO. 208-001
# VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY
# COLLEGE OF VETERINARY MEDICINE

EFFECTIVE SCHEDULE DATE DEC 1 0 2001



| RECORDS SERIES AND DESCRIPTION | SERIES NUMBER | SCHEDULED RETENTION AND DISPOSITION |
|---|---|---|
| Veterinary Patient Medical Records<br>This series documents the medical treatment specific to inpatient and outpatient animals at the Virginia-Maryland Regional College of Veterinary Medicine. Includes information on diagnostic workups, drugs administered, and all relevant medical and surgical procedures performed. These records are also maintained for research and clinical study purposes. | 008001 | Retain 20 years after last treatment, then destroy in compliance with No. 8 on schedule cover page. |
| Veterinary Medical X-Ray Records<br>This series consists of diagnostic x-ray films used in the medical treatment of inpatient and outpatient animals at the Virginia-Maryland Regional College of Veterinary Medicine. | 008002 | Retain 10 years after last treatment, then destroy. |