



**LIBRARY OF VIRGINIA**

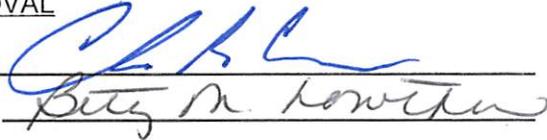
Archives, Records, and Collections Services  
800 E. Broad St., Richmond VA 23219  
(804) 692-3600

RECORDS RETENTION AND DISPOSITION SCHEDULE  
SPECIFIC SCHEDULE NO. 301-207  
Agriculture and Consumer Services, Dept. of  
Consumer Protection, Division of  
Plant Industry Service, Office of

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

AGENCY APPROVAL

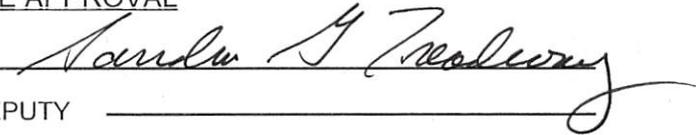
AGENCY HEAD OR DEPUTY



AGENCY RECORDS OFFICER

STATE APPROVAL

STATE ARCHIVIST



COMPTROLLER OR DEPUTY

EFFECTIVE SCHEDULE DATE: **MAY 12 2015**

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 Destruction (RM-3 Form). A signed RM-3 Form 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 Form must be sent to Library of Virginia (LVA).
- 4. Any records created prior to 1913 must be offered, in writing, to LVA before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from LVA. A copy of the offer must be attached to the RM-3 Form when it is submitted to 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 ensure that information in confidential or privacy-protected records is protected from unauthorized disclosure through the ultimate destruction of the information. Ultimate destruction is accomplished through shredding, pulping, burning, and overwriting or physically destroying media. Deletion of confidential or privacy-protected information in computer files or other electronic storage media is not acceptable. Records containing Social Security numbers must be destroyed in compliance with 17VAC15-120-30.
- 9. Under the Virginia Public Records Act, § 42.1-79, LVA is the official custodian and trustee of all state agency records transferred to the Archives, Library of Virginia. LVA 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.



**LIBRARY OF VIRGINIA**

Archives, Records, and Collections Services  
800 E. Broad St., Richmond VA 23219  
(804) 692-3600

RECORDS RETENTION AND DISPOSITION SCHEDULE

SPECIFIC SCHEDULE NO. 301-207

Agriculture and Consumer Services, Dept. of

Consumer Protection, Division of

Plant Industry Service, Office of

EFFECTIVE SCHEDULE DATE: 5/12/2015

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Apiary Inspection Records</u> This series documents apiaries and their inspections. This series may include, but is not limited to: correspondence and reports.	200406	3 Years after end of calendar year	Non-confidential Destruction
<u>Dealers in Agriculture Products Program Files</u> This series documents the licensure of dealers in agricultural products. This series may include, but is not limited to: license applications, surety bonds, worksheets, reports, receipts, and correspondence.	200407	3 Years after expiration	Non-confidential Destruction
<u>Endangered Species Program Files</u> This series documents requests for permits and determinations of impacts to state-listed threatened and endangered species. This series may include, but is not limited to: requests for funds, correspondence, and conservation project documentation.	200408	3 Years after end of calendar year	Non-confidential Destruction
<u>Feed Program Files</u> This series documents the licensure and registration of feed and animal-remedy businesses and products. This series may include, but is not limited to: applications, inspection fees and receipts, violation letters, sample transcripts, laboratory results, penalty assessments, and supporting documentation.	200307	3 Years after end of calendar year	Non-confidential Destruction
<u>Fertilizer and Lime Program Files</u> This series documents the licensure and registration of fertilizer and lime manufacturers and products. This series may include, but is not limited to: applications, inspection fees and receipts, violation letters, sample transcripts, laboratory results, penalty assessments, and supporting documentation.	200308	3 Years after end of calendar year	Non-confidential Destruction
<u>Fertilizer Statistical Reports</u> This series documents statistical data reported by licensed firms of all amounts and types of fertilizer and soil sold in Virginia each year. This series may include, but is not limited to: spreadsheets.	200309	3 Years after end of state fiscal year	Confidential Destruction



**LIBRARY OF VIRGINIA**

Archives, Records, and Collections Services  
800 E. Broad St., Richmond VA 23219  
(804) 692-3600

RECORDS RETENTION AND DISPOSITION SCHEDULE

SPECIFIC SCHEDULE NO. 301-207

Agriculture and Consumer Services, Dept. of  
Consumer Protection, Division of  
Plant Industry Service, Office of

EFFECTIVE SCHEDULE DATE: 5/12/2015

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Ginseng Records</u> This series documents the certification , purchase, and sale of Ginseng, including information pertaining to dealers and landowners. This series may include, but is not limited to: landowner declaration documentation, reports, forms, and correspondence	200409	6 Years after end of state fiscal year	Non-confidential Destruction
<u>Gypsy Moth Program Records</u> This series documents gypsy moth eradication, suppression, regulatory, and Slow the Spread programs. This series may include, but is not limited to: survey data, treatment area maps, Slow the Spread contacts and invoices, and cooperative agreements between United States Department of Agriculture (USDA) Forest Services and Animal and Plant Health Inspection Services.	200410	3 Years after end of calendar year	Non-confidential Destruction
<u>Nursery Records</u> This series documents nursery operations and dealer registrations. This series may include, but is not limited to: registration payment receipts and registration and inspection documentation.	200411	3 Years after end of calendar year	Non-confidential Destruction
<u>Phytosanitary Certificates</u> This series documents the issuance of certificates to export plant products to other states and countries. This series may include, but is not limited to: certificates, reports, and correspondence.	200412	3 Years after end of calendar year	Non-confidential Destruction
<u>Plant Pathology Records</u> This series documents plant disease diagnostics for plant samples collected from forestry, agricultural, and horticultural resources and sent to the plant pathology laboratory. This series may include, but is not limited to: reports, worksheets, and correspondence.	200413	3 Years after end of calendar year	Non-confidential Destruction



**LIBRARY OF VIRGINIA**

Archives, Records, and Collections Services  
800 E. Broad St., Richmond VA 23219  
(804) 692-3600

RECORDS RETENTION AND DISPOSITION SCHEDULE  
SPECIFIC SCHEDULE NO. 301-207  
Agriculture and Consumer Services, Dept. of  
Consumer Protection, Division of  
Plant Industry Service, Office of

---

EFFECTIVE SCHEDULE DATE: 5/12/2015

---

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Seed Program Files</u>	200310	3 Years after end of calendar year	Non-confidential Destruction

This series documents the licensure of seed manufacturers and registration of lawn and turf seed mixtures. This series may include, but is not limited to: applications, gross-sales receipt reports, violation letters, sample transcripts, laboratory results, penalty assessments, seed test request forms, seed lab transcripts and reports, correspondence notifying manufacturers of violations and penalty assessments, and supporting documentation.

---