



LIBRARY OF VIRGINIA

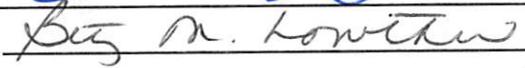
Archives, Records, and Collections Services
800 E. Broad St., Richmond VA 23219
(804) 692-3600

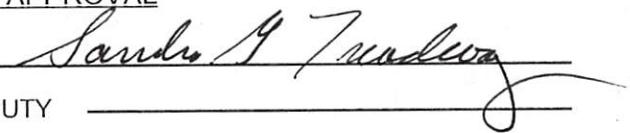
RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. 301-210
Agriculture and Consumer Services, Dept. of
Consumer Protection, Division of
Office of Weights and Measures

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 
AGENCY RECORDS OFFICER 

STATE ARCHIVIST 
COMPTROLLER OR DEPUTY _____

EFFECTIVE SCHEDULE DATE: MAY 17 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.



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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<p><u>Civil Penalties Files</u></p> <p>This series documents investigations and monetary penalties issued due to violations of various laws that include, but are not limited to: Virginia Weights and Measures, Virginia Public Weighmasters, Virginia Cotton Handlers, and Virginia Motor Fuel and Lubrication Oils. This series may include, but is not limited to: investigation reports, invoices, civil penalties, copies of checks, photos, correspondence, and supporting documentation.</p>	200414	3 Years after closed	Non-confidential Destruction
<p><u>Complaints and Investigation Reports</u></p> <p>This series documents the receipt and investigation of complaints. This series may include but is not limited to: complaints, investigation reports, findings, photos, letters of caution, letters of warning, letters of advisement, and correspondence</p>	200415	3 Years after closed	Non-confidential Destruction
<p><u>Metrology Client Records</u></p> <p>This series documents log-in, item calibration, confirmations, shipping, and contact information of Metrology Lab clients. This series may include, but is not limited to: worksheets, reports, documentary evidence, and correspondence.</p>	200416	3 Years after end of calendar year	Non-confidential Destruction
<p><u>Metrology Internal Records</u></p> <p>This series documents equipment calibration and maintenance, NIST (National Institute of Standards and Technology) Primary Standards calibration, Weighing Equipment Assessments, Assessment of Mass uncertainties, Proficiency Testing Results, Specification on Equipment, Control Document Distribution, and Metrology Accreditation. This series may include, but is not limited to: lists and reports.</p>	200417	10 Years after end of calendar year	Confidential Destruction



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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<p><u>Motor Fuel Brand Registration Files</u></p> <p>This series documents the registration of motor fuel brand names by manufacturers, wholesalers, and jobbers selling, or offering to sell, gasoline. This series may include, but is not limited to: registration applications and correspondence.</p>	200418	3 Years after closed	Non-confidential Destruction
<p><u>Motor Fuel Sample Transcripts</u></p> <p>This series documents the collection and analysis of motor fuel samples. This series may include, but is not limited to: fuel transcripts, fuel analysis, and device inspection reports.</p>	200419	3 Years after closed	Non-confidential Destruction
<p><u>Producer Protection Files</u></p> <p>This series documents the licensure for Commission Merchants and Cotton Handlers. This series may include, but is not limited to: license applications, surety bonds, letters of credit, schedule of commissions, duplicates of licenses, and correspondence</p>	200420	3 Years after approval	Confidential Destruction
<p><u>Public Weighmasters Files</u></p> <p>This series documents the licensure of public weighmasters. This series may include, but is not limited to: license and appointment applications, weighmaster oaths, employment eligibility verification forms, bonds, banking information, and correspondence.</p>	200421	3 Years after approval	Confidential Destruction
<p><u>Service Agencies and Service Technicians Files</u></p> <p>This series documents the training and licensure of service technicians and service agencies. This series may include, but is not limited to: license applications, certification tests, Certificate of Calibration, and correspondence.</p>	200422	3 Years after approval	Confidential Destruction