



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. 301-250
Agriculture and Consumer Services, Dept. of
Milk Commission, State

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 Sandra J. Ad
AGENCY RECORDS OFFICER Betsy M. Lowther

STATE APPROVAL

STATE ARCHIVIST Sandra H. Trethewey
COMPTROLLER OR DEPUTY _____

EFFECTIVE SCHEDULE DATE: JAN 21 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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RECORDS RETENTION AND DISPOSITION SCHEDULE**SPECIFIC SCHEDULE NO. 301-250**

Agriculture and Consumer Services, Dept. of
 Milk Commission, State

EFFECTIVE SCHEDULE DATE: 1/21/2015

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Audit Files: Standard</u> This series documents the audits of original distributor monthly reports of Receipts and Utilization. This series may include, but is not limited to: findings, worksheets, documentary evidence, and correspondence.	100053	3 Years after audit	Non-confidential Destruction
<u>Audit Files: Undergoing Commission or Legal Actions</u> This series documents the audits of original distributor monthly reports of Receipts and Utilization, and includes any legal actions of the Commission. This series may include, but is not limited to: findings, worksheets, documentary evidence, and correspondence.	100054	3 Years after closed	Non-confidential Destruction
<u>Base Calculation Files</u> This series documents monthly assignment and adjustments of assignments of producer base to licensed processing distributors. This series may include, but is not limited to: worksheets.	100045	3 Years after end of calendar year	Non-confidential Destruction
<u>Cost Studies and Related Files: Standard</u> This series documents individual study and analysis of the processing costs of selected milk processing plants. This series may include, but is not limited to: cost studies, reports, worksheets, and correspondence.	100055	3 Years after end of calendar year	Non-confidential Destruction
<u>Cost Studies and Related Files: Undergoing Commission or Legal Action</u> This series documents individual study and analysis of the processing costs of selected milk processing plants, and includes any legal actions of the Commission. This series may include, but is not limited to: cost studies, reports, worksheets, and correspondence.	100056	3 Years after closed	Confidential Destruction



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<u>Distributors Files</u> This series documents the information of each licensed distributor. This series may include, but is not limited to: applications, copies of licenses, and correspondence.	100046	3 Years after event	Confidential Destruction
<u>Equalization Fund Files: Standard</u> This series documents the calculations of payments to and from the Equalization Fund. This series may include, but is not limited to: worksheets, reports, and correspondence.	100048	3 Years after end of calendar year	Non-confidential Destruction
<u>Equalization Fund Files: With Pending Legal Action</u> This series documents the calculations of payments to and from the Equalization Fund and includes any legal actions such as pending bankruptcy proceedings. This series may include, but is not limited to: worksheets, reports and correspondence	100049	3 Years after closed	Confidential Destruction
<u>Hearings Files</u> The series documents public hearing procedures and actions of the State Milk Commission. This series may include, but is not limited to: transcripts, notices, documentary evidence, and correspondence.	100050		Permanent, In Agency
<u>Investigations and Fair Trade Matters: Standard</u> This series documents investigations and other Fair Trade issues involving compliance to State Milk Commission rules and regulations. This series may include, but is not limited to: worksheets, documentary evidence, and correspondence.	100057	3 Years after last action	Non-confidential Destruction
<u>Investigations and Fair Trade Matters: Undergoing Commission or Legal Action</u> This series documents investigations and other Fair Trade issues involving compliance to State Milk Commission rules and regulations, and includes any legal actions of the Commission. This series may include, but is not limited to: worksheets, documentary evidence, and correspondence.	100058	3 Years after closed	Non-confidential Destruction



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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Monthly Producer Production Files</u> This series documents monthly milk production of producers. This series may include, but is not limited to: worksheets, reports, and correspondence.	100062	3 Years after end of calendar year	Non-confidential Destruction
<u>Monthly Reports of Receipts and Utilization :Undergoing Commission or Legal Action</u> This series documents monthly filings of distributor reports of Receipts and Utilization to establish payment requirements for producerbase deliveries, including processing plants with assigned base, and includes any legal actions of the Commission. This series may include but is not limited to: monthly reports, worksheets, and correspondence.	100060	3 Years after closed	Non-confidential Destruction
<u>Monthly Reports of Receipts and Utilization: Standard</u> This series documents monthly filings of distributor reports of Receipts and Utilization to establish payment requirements for producer base deliveries, including processing plants with assigned base. This series may include but is not limited to: monthly reports, worksheets, and correspondence.	100059	2 Years after audit	Non-confidential Destruction
<u>Producer Records</u> This series documents production and base information relative to licensed base-holding milk producers and non-base-holding producers. This series may include, but is not limited to: worksheets and correspondence	100063	7 Years after last action	Non-confidential Destruction
<u>Producer Recovery Fund files</u> This series documents the administration of Producer Recovery Fund actions by the Commission. This series may include, but is not limited to: worksheets and correspondence.	100051	3 Years after final payment	Confidential Destruction