



RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. 325-002
DEPARTMENT OF BUSINESS ASSISTANCE
ADMINISTRATION

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

CLAWSON

STATE RECORDS ADMINISTRATOR

Charles Preston Hoff

AGENCY RECORDS OFFICER

Stacy van Leuven

COMPTROLLER OR DEPUTY

EFFECTIVE SCHEDULE DATE:

OCT 28 2002

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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 Destruction* (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. Microfilming must be done in accordance with *Virginia Administrative Code*, §§ 17VAC15-20-10, et. seq, "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*, (§ 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.



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RECORDS SERIES TITLE AND DESCRIPTION

SERIES NUMBER

SCHEDULED RETENTION AND DISPOSITION

Human ResourcesAgency Automobile/Fleet Records

This series documents the internal control of vehicles assigned for agency use. Series includes assignment and scheduling records, maintenance records, recall records and the agencies copies of accident reports. Refer to GS-105 for other motor vehicle records.

005092

Retain 2 years after return or disposal of vehicle, then destroy.

Incubator ProgramSmall Business Incubator Records

This series documents the Department's interaction with small businesses applying for incubator grants. Includes grant applications, correspondence, agreements and other supporting documentation.

005003

Retain 5 years after grant approval/denial, then destroy.

Special ActivitiesEvent Participation Records - Agency Coordinated Events - Event Folder

This series documents economic development seminars and other special events coordinated or sponsored by the Department. This series includes correspondence, bids and contracts for venues, income and expense records, speaker contacts/contracts, events, invitations, programs and other supporting documentation.

005004

Retain 5 years after event, then remove Historic Materials, records series 005005. Destroy Balance of files.



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RECORDS SERIES TITLE AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<p><u>Event Participation Records - Agency Coordinated Events - Historical Materials</u> This series documents economic development seminars and other special events coordinated or sponsored by the Department. This series consists of the historically important material purged out of the event file, records series 005004.</p>	005005	Transfer to the Archives, Library of Virginia for permanent retention.
<p><u>Event Participation Records - Non-Agency Coordinated Events</u> This series documents the Department's outreach and participation in trade shows, exhibits, conferences and other related events. This series includes invitations, correspondence, expense records and other supporting information.</p>	005006	Retain 5 years after the event, then destroy.
<p><u>Marketing Materials - Publications</u> This series includes a set of the Department's marketing publications.</p>	005007	Retain 5 years, then transfer one copy to the Archives, Library of Virginia for permanent retention. At time of publication send 20 copies of each title to Government Documents Program, Library of Virginia, per <i>Code of Virginia</i> , § 2.1-467.2.
<p><u>Marketing Materials - Supporting Documentation</u> This series documents the creation of the Department's marketing materials. This series consists of bids, specifications, invoices, payments and other supporting documentation. It also includes the Department's stationery and relevant graphic files.</p>	005008	Retain 3 years or as long as administratively necessary, whichever is greater; then destroy.