



RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. 325-003
DEPARTMENT OF BUSINESS ASSISTANCE
SMALL BUSINESS DEVELOPMENT

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

AGENCY APPROVAL

AGENCY HEAD OR DEPUTY

AGENCY RECORDS OFFICER

EFFECTIVE SCHEDULE DATE:

APR 01 2002

STATE APPROVAL

STATE RECORDS ADMINISTRATOR

COMPTROLLER OR DEPUTY

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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
<p><u>Defense Conversion Records</u> This series documents expenditure of federal funds earmarked for reducing the impact of defense base closings or base realignments on small businesses. <i>Defunct series.</i></p>	005061	Retain 3 years, then transfer to the Records Center, Library of Virginia. Retain in Records Center 2 years. Total retention 5 years.
<p><u>Flory Small Business Development Center Records</u> This series documents the closing of the Flory Center in Manassas and collects the remaining records of the Center for final disposal. Records include agreements, invoices, correspondence and reports. <i>Defunct series.</i></p>	005062	Retain 5 years, then transfer to the Records Center, Library of Virginia. Retain in Records Center 5 years. Total retention 10 years.
<p><u>Micro-Business Development Records</u> This series documents the agency work with the training and assistance of very small businesses (generally 5 employees or less). Series include agreements, correspondence and reports.</p>	005063	Retain 5 years, then transfer to the Records Center, Library of Virginia. Retain in Records Center 5 years. Total retention 10 years.
<p><u>Pollution Prevention Assistance Records</u> This series documents the agency's work with small businesses in the area of pollution prevention. Series includes agreements, correspondence and reports. <i>Defunct series.</i></p>	005064	Retain 3 years, then transfer to the Records Center, Library of Virginia. Retain in Records Center 2 years. Total retention 5 years.
<p><u>SBD/SBDC Director's Files</u> This series documents the activities of the Small Business Development Director and Center Directors. Series includes correspondence, program materials, center materials and other supporting documentation.</p>	005065	Retain 3 years, then transfer to the Records Center, Library of Virginia. Retain in Records Center 2 years. Total retention 5 years.
<p><u>Small Business Advisory Board: Agendas and Supporting Documentation</u> This series provides background and supporting materials for meetings of the Small Business Advisory Board.</p>	005066	Retain 3 years, then destroy.
<p><u>Small Business Advisory Board: Minutes and Historical Information</u> This series documents the activities of the Small Business Advisory Board. Series includes minutes and other items of a historic nature.</p>	005067	Retain in agency 5 years, then transfer records to the Archives, Library of Virginia for permanent retention.



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<p><u>Small Business Development Center Records</u> This series documents routine contacts between the Centers and supported small businesses. Series includes counseling and training materials, correspondence, agreements, invoices and reports.</p>	005068	Retain 5 years, then transfer to the Records Center, Library of Virginia. Retain in Records Center 5 years. Total retention 10 years. Destroy in compliance with No. 8 on schedule cover page.
<p><u>Women's Business Enterprise Program Records</u> This series documents the agency's activities in support of small businesses owned or operated by women. Series includes member profiles, certificates, fiscal records, conference materials, correspondence and other supporting documentation.</p>	005069	Retain 3 years, then transfer to the Records Center, Library of Virginia. Retain in Records Center 2 years. Total retention 5 years. Destroy in compliance with No. 8 on schedule cover page.