



**RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. 325-005
VIRGINIA DEPARTMENT OF BUSINESS ASSISTANCE
EXISTING BUSINESS SERVICES**

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

AGENCY APPROVALSTATE APPROVAL

AGENCY HEAD OR DEPUTY

STATE RECORDS ADMINISTRATOR

AGENCY RECORDS OFFICER

COMPTROLLER OR DEPUTY

EFFECTIVE SCHEDULE DATE

MAY 20 2004

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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 Disposal* (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. 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."
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 AND DESCRIPTION

SERIES NUMBER

SCHEDULED RETENTION AND DISPOSITION

Company Files

005511

Retain 3 years after last contact, then destroy.

This series consists of files of existing businesses that the Department is working with in its Business Assistance Visitation Program. Includes site visit reports, correspondence, company literature, newspaper clippings and other supporting documentation. Refer to *Code of Virginia*, § 2.2-902.

Project/Subject Files

005512

Retain 3 years after last related action, then purge outdated material from files or entire file, then destroy.

This series includes information and contacts collected to support existing businesses. Includes, but not limited to, information on rail and freight services, Planning District Commission files and monthly reports. Refer to *Code of Virginia*, § 2.2-902.

Women's Business Enterprise CertificationWomen's Business Enterprise (WBE) Certifications - Approved

005513

Retain 6 months after failure to renew certification, then destroy.

This series documents specific businesses that have applied for and obtained certifications as Women's Business Enterprises. Certifications make businesses eligible for selected state and federal programs. Businesses are required to renew certification every 2 years. Refer to *Code of Virginia*, § 2.2-902.



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RECORDS SERIES AND DESCRIPTION

SERIES NUMBER

SCHEDULED RETENTION AND DISPOSITION

Women's Business Enterprise (WBE) Certifications – Denied
 or Incomplete

005514

Return application with refund to applicant.

This series documents specific businesses that have applied for Certifications as Women's Business Enterprises. Certifications and applications were incomplete or certification was denied. Refer to *Code of Virginia*, § 2.2-902.