



**RECORDS RETENTION AND DISPOSITION SCHEDULE  
 SPECIFIC SCHEDULE NO. 326-001  
 CHIEF JOBS CREATION OFFICE**

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 Karl J. Martin

STATE ARCHIVIST Sandra H. Treasaway

AGENCY RECORDS OFFICER Deen B. Buck

COMPTROLLER OR DEPUTY \_\_\_\_\_

EFFECTIVE SCHEDULE DATE: November 15, 2011

SUPERSEDES SCHEDULE DATED: February 27, 2009

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**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 SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<p><u>Appointment Calendars – Chief Jobs Officer</u> This series documents the daily appointments and schedule of the Chief Jobs Officer.</p>	006271	Retain until end of Governor's term then transfer inactive records to the Archives, Library of Virginia for permanent retention. See "Administration Electronic Records" for transfer details.
<p><u>Cabinet Meeting Records</u> This series contains materials collected at Cabinet meetings by the Senior Advisor and any annotations to the material made by the Senior Advisor.</p>	006272	Record copy of Cabinet meeting materials retained by the Chief of Staff, Governor's Office (series 006219, Governor's Office schedule). Retain <u>only</u> annotated materials until the end of the Governor's term, then transfer to the Archives, Library of Virginia, for permanent retention.
<p><u>Correspondence and Supporting Documentation</u> This series consists of the chronological file of incoming and outgoing correspondence and other supporting documentation from the Office of Workforce. Includes constituent correspondence.</p>	006273	Retain until end of Governor's term then transfer inactive records to the Archives, Library of Virginia for permanent retention.
<p><u>Electronic Mail – Official Records</u> This series consists of any electronic mail which documents the actions of the Secretary or the Secretary's staff. Series consists of both incoming and outgoing electronic mail.</p>		Retain in accordance with the appropriate records series. Transfer of electronic records will be coordinated by the Library of Virginia and the Virginia Information Technologies Agency at the end of the Administration. Personal and private materials are non-records per the Virginia Public Records Act and should be deleted prior to transfer. See "Personal or Private Papers."



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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<p><u>Individual Analysts' Project-Related Records</u></p> <p>This series consists of information gathered during research for report writing. Includes but is not limited to correspondence, memoranda, emails, spreadsheets, reports, word processing documents, MS Access databases, public/private sector qualitative and quantitative information, and related documentation. Information is used by individual Workforce Analysts in undertaking research to study select education, training, and employment projects related to the development of Virginia's workforce. Research results may be brought forward to form the basis of records series 006275, "Research Projects Files," or retained for use in subsequent studies.</p>	006274	Retain until the end of Governor's term then transfer inactive records to the Archives, Library of Virginia, for permanent retention.
<p><u>Personal or Private Papers</u></p> <p>This series includes papers of the Secretary and Secretary's staff that are not related to the conduct of the Commonwealth's official business. The series may include correspondence and notes with family or friends, personal business papers, and political organization/party papers.</p>		Non-records per Virginia Public Records Act; disposal reporting on Certificate of Records Disposal (RM-3 form) not required. Refer to Code of Virginia, §§ 2.2-126 and 42.1-76.
<p><u>Research Project Files</u></p> <p>This series consists of the research activities used to develop and draft final reports on staff study for Workforce-authorized studies and initiatives. Records substantiate methodology and study findings and recommendations. Materials include correspondence, spreadsheets, word processing documents, reference materials, actual survey responses (if applicable), records of study groups (if applicable), relevant agency documents, final reports, and materials documenting Workforce actions and other entities' actions on study recommendations.</p>	006275	Retain until the end of Governor's term then transfer inactive records to the Archives, Library of Virginia, for permanent retention.



**LIBRARY OF VIRGINIA**

ARCHIVAL AND RECORDS MANAGEMENT SERVICES DIVISION  
(RM-2 Form August 2010)

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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<p><u>Governor's Commission on Economic Development and Job Creation Proceedings and Records</u></p> <p>This series consists of the historical record of the work of the Council. Materials include member lists, plans, reports, meeting calendars, spreadsheets, word processing documents, agendas and meeting materials, recommendations presented for action (and revisions/results of those actions), and related documentation. Also included is the correspondence of the Chairperson. Information is used to document the membership, proceedings, decisions, and actions of the Council.</p>	006276	Retain until the end of Governor's term, then transfer inactive records to the Archives, Library of Virginia, for permanent retention.
<p><b><i>Defunct Series</i></b></p> <p><u>Web Site: Office of the Senior Advisor to the Governor for Workforce</u></p> <p>This series documents the history of the Secretary's web site. Series include files, images and related scripts of the official site of the Office of the Secretary. Web site is maintained by the Virginia Information Technologies Agency.</p>	006277	Capture of this web site is undertaken by the Library of Virginia and/or its contracted service provider. Select web site captures are retained permanently by the Archives, Library of Virginia.