

THE LIBRARY OF VIRGINIA  
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**RECORDS RETENTION AND DISPOSITION SCHEDULE**

**SPECIFIC SCHEDULE NO. 402-001**

AGENCY: Virginia Marine Resources Commission

DIVISION: Conservation/Replenishment

SUBUNIT:

This schedule is continuing authority under the provisions of the Virginia Public Records Act, §§42.1-76 et seq. Code of Virginia, for the retention and disposition of the records as stated. This schedule supersedes previously approved applicable schedules. Request approval on Form RM-3, Certificate of Records Disposal, before the destruction of record series noted in this schedule. Any records created prior to the Constitution of 1902 must first be offered to the LVA before applying these disposition instructions.

AGENCY APPROVAL

STATE APPROVAL

AGENCY HEAD OR DEPUTY

*Wm. D. Counts*

ST. RECORDS ADMINISTRATOR

*C. Paster*

AGENCY RECORDS OFFICER

*William B. Brown Sr.*

COMPTROLLER OR DEPUTY

EFFECTIVE SCHEDULE DATE: FEB 18 1998

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RECORD SERIES NUMBER, TITLE AND DESCRIPTION

SCHEDULED RETENTION AND DISPOSITION

1. Oyster Buyers' (Tax) Reports

Oyster buyers' reports required to be sent to the Commission by § 28.2-544 of the Code of Virginia.

a. Original reports

Retain 3 years, then destroy.

b. Electronic database entries

Retain entries 20 years, then delete.

2. Oyster Inspection/Quota Monitoring

Records of Marine Patrol Officer's observations and inspections of oyster harvesting boats.

a. Original reports

Retain 3 years, then destroy.

b. Electronic database entries

Retain entries 20 years, then delete.

3. Shellfish Conservation/Replenishment Program Activities

Duplicate copies of routine operating or accounting records retained for reference and planning purposes.

Retain until no longer administratively useful, then destroy.

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4. Shellfish Relaying

Permits, reports and records of the transportation and replanting (relaying) of shellfish, for purification, from condemned waters to unpolluted waters.

- |                                |                                       |
|--------------------------------|---------------------------------------|
| a. Original reports            | Retain 3 years, then destroy.         |
| b. Electronic database entries | Retain entries 20 years, then delete. |