

THE LIBRARY OF VIRGINIA
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RECORDS RETENTION AND DISPOSITION SCHEDULE

SPECIFIC SCHEDULE NO. 402-002

AGENCY: Virginia Marine Resources Commission

DIVISION: Fisheries Management

SUBUNIT: Artificial Reefs

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 Michael H. Meric ST. RECORDS ADMINISTRATOR C. Preston Hill

AGENCY RECORDS OFFICER Wendy B. Brown COMPTROLLER OR DEPUTY _____

EFFECTIVE SCHEDULE DATE: MAR 08 1998

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RECORDS SERIES NUMBER, TITLE AND DESCRIPTION SCHEDULED RETENTION AND DISPOSITION

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| <p>1. <u>Atlantic States Marine Fisheries Commission's (ASMFC) Artificial Reef Committee Records</u>
 Records of participation in the ASMFC's Artificial Reef Committee. This is an Ad Hoc committee of the participating states which makes recommendations to the ASMFC.</p> | <p>Retain as long as administratively useful, then destroy.</p> |
| <p>2. <u>Buoy Permits</u>
 Records of Coast Guard approval of the Commission's placement and maintenance of buoys on artificial reefs.</p> | <p>Retain permanently in the Commission.</p> |
| <p>3. <u>Reef Site Permits</u>
 Permit application and approval files.</p> | |
| <p>a. Approved applications</p> | <p>Retain permanently in the Commission.</p> |
| <p>b. Denied applications</p> | <p>Retain 3 years, then destroy.</p> |