

THE LIBRARY OF VIRGINIA  
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# RECORDS RETENTION AND DISPOSITION SCHEDULE

## SPECIFIC SCHEDULE NO. 402-003

AGENCY: Virginia Marine Resources Commission

DIVISION: Habitat Management

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

ST. RECORDS ADMINISTRATOR

AGENCY RECORDS OFFICER

COMPTROLLER OR DEPUTY

EFFECTIVE SCHEDULE DATE: MAR 03 1998

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RECORD SERIES NUMBER, TITLE AND DESCRIPTION

SCHEDULED RETENTION AND DISPOSITION

1. Permit Application Files  
Commission records on the review, denial or approval of requests to use state-owned submerged lands, tidal wetlands and coastal primary sand dunes.

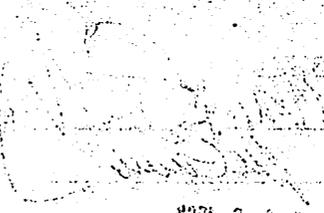
- a. Approved applications Retain permanently in the Commission.
- b. Denied applications Retain 25 years, then destroy.

THE UNIVERSITY OF CHICAGO  
LIBRARY

Approved as indicated by the Commission

Retain 3 years in library

W. W. W.



MAR 6 1959

RECEIVED  
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