COMMONWEALTH OF VIRGINIA

THE LIBRARY OF VIRGINIA

RECORDS MANAGEMENT AND IMAGING SERVICES DIVISION
(Form RM-2 Aug 01)

RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. 409-002
MINES, MINERALS AND ENERGY, DEPARTMENT OF
MINED LAND RECLAMATION, DIVISION OF
ABANDONED MINE LANDS

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

AGENCY APPROVAL		STATE APPROVAL	
AGENCY HEAD OR DEPUTY	Jane Chapman	STATE RECORDS ADMINISTRATOR	Charles Preston Huff
AGENCY RECORDS OFFICER	Michael D Abbott	~~COMPTROLLER OR DEPUTY~~ MANAGER	

EFFECTIVE SCHEDULE DATE: APR 22 2002

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 Destruction* (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. Microfilming must be done in accordance with *Virginia Administrative Code*, §§ 17VAC15-20-10, et. seq, "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 MANAGEMENT AND IMAGING SERVICES DIVISION
(Form RM-2 Aug 98)

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RECORDS SERIES TITLE AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
Contract Administration Records This series documents the contracting of engineering and/or construction services for the reclamation of abandoned or forfeited mines. Series may include requests for proposals, invitations for bids, public advertisements, proposals, bids, contracts and attachments, notices of award, insurance certificates, plans, specifications, inspections, releases, bond releases, invoices and other supporting documentation, as appropriate.	005070	Retain 3 years after close of contract and/or last related grant, whichever is greater; then destroy.
Inventory of Abandoned Mine Lands This series inventories and tracks the location and status of abandoned mine lands in the Commonwealth of Virginia.	005071	After 3 years, microfilm records according to Library of Virginia's standards/guidelines; retain records in new format permanently, in agency. Transfer original camera negative to Imaging Services Branch of the Library of Virginia. Destroy originals after quality control inspection verifies information was successfully transferred to new format. Document destruction of original records after reformatting on *Certificate of Records Disposal* (RM-3 form).
Real Estate Records This series documents ownership of land affected by abandoned mined land reclamation projects. Series includes owner identification, consents to enter, deeds, liens, lien - no lien determinations, lien waivers or notices, fee appraisals and other supporting documentation. County tax maps, owner indices and other property mapping or identification instruments may be included.	005072	Retain 6 years after close of project and/or 3 years after end of last related grant, whichever is greater; then destroy.