



**RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. 409-007
MINES, MINERALS AND ENERGY, DEPARTMENT OF
MINED LAND RECLAMATION, DIVISION OF
RECLAMATION SERVICES - PERMITTING**

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

AGENCY APPROVALSTATE APPROVAL

AGENCY HEAD OR DEPUTY

STATE RECORDS ADMINISTRATOR

AGENCY RECORDS OFFICER

COMPTROLLER OR DEPUTY

EFFECTIVE SCHEDULE DATE JUN 10 2005

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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 Disposal* (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. 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."
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 SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<p><u>Bond Forfeiture Lists</u> This series documents permits that resulted in bond forfeitures. List is maintained for general reference purposes.</p>	005277	Retain permanently in agency.
<p><u>Map/Photograph Files</u> This series contains final mine map and photographs removed from records series 0050279 "Mining Permits", after microfilming.</p>	005278	Transfer to Archives, Library of Virginia for permanent retention.
<p><u>Mining Permits</u> This series documents the issuance of mining permits as required by <i>Code of Virginia</i>, § 45.1-234.</p>	005279	<p>Retain 5 years after permit expiration and bond release, then microfilm records according to Library of Virginia's standards/guidelines; retain records in new format permanently. Transfer original camera negative to Imaging Services Branch of the Library of Virginia. Remove final mine map and photographs and transfer to records series 005278 "Map/Photograph Files". Destroy remaining originals in compliance with No. 8 on schedule cover page, after quality control inspection verifies information was successfully transferred to new format. Document destruction of original records after reformatting on <i>Certificate of Records Disposal</i> (RM-3 form).</p>



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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<p><u>Pending Permit Packets</u> This series documents the receipt and review of mining permit applications as required by <i>Code of Virginia</i>, § 45.1-234.</p>	005280	Return disapproved packets to applicant. Transfer approved packets to records series 005279, "Mining Permits"
<p><u>Pending Permits: Disapproved Permits - Reviews and Correspondence</u> This series documents the receipt and review of mining permit applications as required by <i>Code of Virginia</i>, § 45.1-234.</p>	005281	Retain 1 year after disapproval, then destroy in compliance with No. 8 on schedule cover page.
<p><u>Permit Index Cards</u> This series contains selected data on each permit retained for a quick reference/locator guide.</p>	005282	After entry of selected data into DMLR database, microfilm records according to Library of Virginia's standards/guidelines; retain records in new formats permanently. 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 <i>Certificate of Records Disposal</i> (RM-3 form).
<p><u>Permit Ledgers</u> This series documents the activities of each permit including approvals, renewals, revisions and other supporting information.</p>	005283	Retain permanently in agency.