



THE LIBRARY OF VIRGINIA

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

RECORDS RETENTION AND DISPOSITION SCHEDULE SPECIFIC SCHEDULE NO. 409-015 MINES, MINERALS AND ENERGY MINERAL RESOURCES LIBRARY

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

Steve Dushner

STATE RECORDS ADMINISTRATOR

Robert F. Neurock

AGENCY RECORDS OFFICER

Michael D Abbott

COMPTROLLER OR DEPUTY

EFFECTIVE SCHEDULE DATE

JUL 30 2003

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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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(JUL 30 2009)

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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<p><u>Aeromag and Aerorad Overlays</u> This series consists of mylar overlays created from information collected during magnetic or radar aerial surveys of the geology of Virginia. Series is used to update geologic resources. Overlays are scanned as tiff files and into a GIS system for convenience. Refer to <i>Code of Virginia</i>, 45.1-386.</p>	005471	Retain 60 years after creation, then transfer records to the Archives, Library of Virginia for permanent retention, <i>Code of Virginia</i> , 45.1-388.
<p><u>Field Maps</u> This series consists of pieces of USGS maps cut up for use during survey walkthroughs of specific areas by field geologists to determine landform and mineral resources. Maps were annotated by geologists as the surveys were conducted. Information was used to compile transfer maps, records series 005474. Maps may also contain genealogical information. Maps are scanned as tiff files for convenience. Refer to <i>Code of Virginia</i>, 45.1-386.</p>	005472	Retain 60 years after creation, then transfer records to the Archives, Library of Virginia for permanent retention, <i>Code of Virginia</i> , 45.1-388.
<p><u>Field Notebooks</u> This series consists of notebooks used during survey walkthroughs of specific areas by field geologists to determine landform and mineral resources. Notebooks were used by geologists to record data as surveys were conducted. Information was used to explain entries on field maps, records series 005472, or to enter other relevant data. Notebooks may also contain genealogical information. Notebooks are scanned as tiff files for convenience. Refer to <i>Code of Virginia</i>, 45.1-386.</p>	005473	Retain 60 years after creation, then transfer records to the Archives, Library of Virginia for permanent retention, <i>Code of Virginia</i> , 45.1-388.



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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Transfer Maps</u> This series consists of USGS maps annotated with mineral resource information collected during field surveys by staff geologists. Information updates Virginia resource information and may be used by USGS to update their maps. Information is compiled from records series 005472, "Field Maps" and 005473, "Field Notebooks". Maps are scanned as tiff files for convenience. Refer to <i>Code of Virginia</i> , 45.1-386.	005474	Retain 60 years after creation, then transfer records to the Archives, Library of Virginia for permanent retention, <i>Code of Virginia</i> , 45.1-388.