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COMMONWEALTH OF VIRGINIA



THE LIBRARY OF VIRGINIA

RECORDS MANAGEMENT AND IMAGING SERVICES DIVISION
(Form RM-2 Aug 98)

RECORDS RETENTION AND DISPOSITION SCHEDULE
AGENCY SPECIFIC SCHEDULE NO. 413-02
VIRGINIA ALCOHOL SAFETY ACTION PROGRAM
CENTRAL OFFICE

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: JUNE 1, 1999

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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. 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.



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RECORDS SERIES TITLE AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<p><u>Administrative Records</u> Documents the common functions and administration of various types of offices; records not otherwise listed on this schedule.</p>		Refer to <i>General Records Retention and Disposition Schedule GS No. 101, Administrative Records</i> , for retention guidelines.
<p><u>Electronic Records</u> Created or stored information held in any electronic format; records not otherwise listed on this schedule.</p>		Refer to <i>General Records Retention and Disposition Schedule GS No. 110, Electronic Records</i> for retention guidelines.
<p><u>Fiscal Records</u> Documents the expenditure of funds, accounting for funds, routine purchases and other activities of an accounting or financial nature; records not otherwise listed on this schedule.</p>		Refer to <i>General Records Retention and Disposition Schedule GS No. 102, Fiscal Records</i> , for retention guidelines.
<p><u>Personnel Records</u> Documents the management of staff and administration of benefits to staff; records not otherwise listed on this schedule.</p>		Refer to <i>General Records Retention and Disposition Schedule GS No. 103, Personnel / Human Resources Records</i> , for retention guidelines.
<p><u>Probationer Files - Inferno Case Management Database</u> Case files maintained electronically by VASAP Central Office. Data is entered by ASAP offices. Documents participation in program for alcohol- or drug-related offenses and habitual offender supervision and includes compliance information such as case summary form, notes, reports and treatment information.</p>	100180	Retain probationer's case information 20 years after completion of program or last contact, then delete and wipe information.