

COMMONWEALTH OF VIRGINIA  
THE LIBRARY OF VIRGINIA  
RECORDS MANAGEMENT DIVISION  
(804) 786-5634

# RECORDS RETENTION AND DISPOSITION SCHEDULE

## SPECIFIC SCHEDULE NO. 601-005

AGENCY: Virginia Department of Health

DIVISION: Children's Specialty Services

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 *Dancy Bullock* <sup>acting</sup> 1ST. RECORDS ADMINISTRATOR *Jennis M. Holloman*

AGENCY RECORDS MANAGER *[Signature]* COMPTROLLER OR DEPUTY \_\_\_\_\_

EFFECTIVE SCHEDULE DATE: 3/5/96

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RECORD SERIES NUMBER AND TITLE SCHEDULED RETENTION AND DISPOSITION

- 1. Duplicate Patient Medical Records Destroy accumulation by shredding or pulping.