LIBRARY OF VIRGINIA
ARCHIVAL AND RECORDS MANAGEMENT SERVICES DIVISION
(Form RM-2 April 2009)

RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. 601-189
VIRGINIA DEPARTMENT OF HEALTH
DIVISION OF VITAL RECORDS AND HEALTH STATISTICS

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

AGENCY APPROVAL		STATE APPROVAL	
AGENCY HEAD OR DEPUTY	Karen Beulez	STATE RECORDS ADMINISTRATOR	
AGENCY RECORDS OFFICER		COMPTROLLER OR DEPUTY	

EFFECTIVE SCHEDULE DATE AUG 18 2010

POLICIES 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 (RM-3 Form). A signed RM-3 Form 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 Form must be sent to Library of Virginia (LVA).
4. Any records created prior to 1913 must be offered, in writing, to LVA before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from LVA. A copy of the offer must be attached to the RM-3 Form when it is submitted to 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." All records must be accessible throughout their retention period in analog or digital format. Whether the required preservation is through prolongation of appropriate hardware and/or software, reformatting, or migration, it is the obligation of the agency or locality to do so.
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. Ultimate destruction is accomplished through shredding, pulping, burning, and overwriting or physically destroying media. Deletion of confidential or privacy-protected information in computer files or other electronic storage media is not acceptable. Records containing Social Security numbers must be destroyed in compliance with 17VAC15-120-30.
9. Under the *Virginia Public Records Act*, § 42.1-79, LVA is the official custodian and trustee of all state agency records transferred to the Archives, Library of Virginia. LVA may purge select records in accordance with professional archival practices in order to ensure efficient access.
10. Unless otherwise directed, files are closed out at the end of each calendar or fiscal year as appropriate. Retention periods start at that time.

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EFFECTIVE SCHEDULE DATE August 16, 2010

This schedule supersedes 601-189 dated June 13, 1989.

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
Birth Records This series documents births in the Commonwealth of Virginia. This series may include, but is not limited to: birth certificates, spontaneous fetal death reports, and certificates of birth resulting in a stillbirth. *Code of Virginia* § 32.1-257 and 12VAC5-550-100	000522	Retain permanently. May be offered to the Archives, Library of Virginia.
Death Records This series documents deaths in the Commonwealth of Virginia. *Code of Virginia* § 32.1-263 and 12VAC5-550-110	000523	Retain permanently. May be offered to the Archives, Library of Virginia.
Divorce Records This series documents divorces in the Commonwealth of Virginia. *Code of Virginia* § 32.1-268 and 12VAC5-550-140	015090	Retain permanently. May be offered to the Archives, Library of Virginia.
Marriage Records This series documents marriages in the Commonwealth of Virginia. This series may include, but is not limited to: marriage return and certificate. *Code of Virginia* § 32.1-267 and 12VAC5-550-130	015089	Retain 100 years after filed with VDH then transfer to the Archives, Library of Virginia.