


RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. 839-001
LEGISLATIVE BRANCH – COMMISSION ON YOUTH

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

AGENCY APPROVALSTATE APPROVAL

AGENCY HEAD OR DEPUTY

STATE RECORDS ADMINISTRATOR

AGENCY RECORDS OFFICER

COMPTROLLER OR DEPUTY

EFFECTIVE SCHEDULE DATE SEP 28 2006

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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 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." 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 insure 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.
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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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<p><u>Analysts' Study-related Records</u></p> <p>This series consists of information gathered during research for report writing. Includes but is not limited to undeveloped study issues, documents and duplicates of records contained in other research series, and background data that is collected, but then not used in the final report.</p>	006262	Retain 2 years after file is closed , then transfer to the Records Center, Library of Virginia. Retain in Records Center 2 years. Total retention 4 years then destroy.
<p><u>Commission Proceedings and Records</u></p> <p>This series consists of the historical records describing the work of the Commission. Documentation includes member lists, agency plans and annual legislative activity reports, meeting calendars, agendas and meeting materials, recommendations presented for action and revisions/results of those actions. Also included is documentation on Commission bills and resolutions.</p>	006263	Retain in agency for 10 years, then transfer to Archives, Library of Virginia.
<p><u>Research Projects for Members</u></p> <p>This series consists of informal, informational research conducted by Commission staff at the request of individual members of the General Assembly. Research relates to legislation under consideration or in various stages of the legislative process. Includes but is not limited to correspondence, reference material, agency documents and reports.</p>	006264	Retain 3 years after file is closed, then transfer to the Records Center, Library of Virginia. Retain in Records Center 2 years. Total retention 5 years, then transfer to Archives, Library of Virginia.



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RECORDS SERIES AND DESCRIPTION

SERIES NUMBER

SCHEDULED RETENTION AND DISPOSITION

Study Documentation Records

006265

Retain 3 years after study is completed, then transfer to Archives, Library of Virginia.

This series consists of all records that substantiate a study report to the Virginia General Assembly or to the Commission. Includes but is not limited to correspondence, working papers, reference materials, actual survey responses (if applicable), records of the work of Advisory or other study groups (if applicable), relevant agency documents, final reports, and materials documenting actions by the General Assembly, executive branch, or other entities' actions on study recommendations approved by the Commission.