



LIBRARY OF VIRGINIA

Government Records Services
800 E. Broad St., Richmond VA 23219
(804) 692-3600

RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. GS-106

ALL STATE AGENCIES

General Services

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

APPROVED:

EFFECTIVE SCHEDULE DATE: 3/13/2025

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 completed RM-3 Form must be approved by an agency-designated records officer before records can be destroyed.
4. Any records created prior to 1912 must be offered, in writing, to the Library of Virginia (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.
5. All known audits, requests for records pursuant to the Virginia Freedom of Information Act, § 2.2-3700, et seq., and retention schedule renegotiations regarding 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 and/or operational reformatting processes until all issues are resolved.
6. The retentions and dispositions listed on the attached page(s) apply regardless of format, e.g., paper, microfilm, electronic image, etc. Unless prohibited by law, records may be reformatted at the agency's 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. Whether the required preservation is through prolongation of appropriate hardware and/or software, reformatting, or migration, it is the obligation of the agency to do so.

7. Records custodians must ensure that confidential or privacy-protected information contained in records and non-records is ultimately destroyed to prevent unauthorized disclosure. Confidential destruction of paper is accomplished only through shredding, pulping, or burning. For electronic information, it is accomplished by overwriting the data or physically destroying the media. Merely deleting confidential or privacy-protected information is not sufficient. Documents containing Social Security numbers must be destroyed in compliance with 17VAC15-120-30.

8. 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 State Archives, which may purge select records in accordance with professional archival practices in order to ensure efficient preservation and access.

9. Unless otherwise directed, files are closed out at the end of each calendar or fiscal year, as appropriate. Retention periods start at that time. Other event-based filing cutoffs (e.g., "after last action") must be defined and consistently applied by the agency.



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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Building Maintenance/Management: ADA Compliance Records</u> This series documents contacts regarding, and evaluations of, potential Americans with Disabilities Act (ADA) compliance issues pertaining to state-owned or -operated facilities and/or state-owned infrastructure. This series may include, but is not limited to: correspondence, evaluations, reports, and assessments.	200834	5 Years after closed	Confidential Destruction
<u>Building Maintenance/Management: Custodial Records</u> Documents the supervision of custodial activities including but not limited to assignments, work responsibilities, checklists, inspections, reports and other related documents except fiscal and payroll.	012223	0 Years after no longer administratively useful	Non-confidential Destruction
<u>Building Maintenance/Management: Elevator Inspections</u> Verifies the completion of required elevator inspections.	012226	3 Years after last action	Non-confidential Destruction
<u>Building Maintenance/Management: Grounds Keeping Records</u> Documents the supervision of grounds keeping activities including but not limited to assignments, work responsibilities, checklists, inspections, reports and other related documents except fiscal and payroll.	100616	0 Years after no longer administratively useful	Non-confidential Destruction
<u>Building Maintenance/Management: Inspections</u> This series documents the inspection of state or agency owned property and installed equipment not covered by another records series. This series may include, but is not limited to: inspections, photographs, recommended actions, and follow-up notes.	200809	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Building Maintenance/Management: Installed Equipment</u> Documents the installation, maintenance, service and history of building installed equipment.	100617	0 Years after equipment, facility, or property sold or no longer in use	Non-confidential Destruction



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<u>Building Maintenance/Management: Parking Records</u> Documents the assignment, control and use of parking spaces.	012229	3 Years after end of calendar year	Non-confidential Destruction
<u>Building Maintenance/Management: Repair/Service Records</u> Documents requests for building repair or service work, including call records, work orders, actions and other related documentation except on installed equipment.	100618	3 Years after project completion	Non-confidential Destruction
<u>Building Maintenance/Management: Space Utilization</u> Documents the assignment, control and use of offices, floor space, rooms or other facilities within assigned buildings, excluding fiscal records.	012232	0 Years after no longer administratively useful	Non-confidential Destruction
<u>Building Maintenance/Management: Warranty Files</u> Documents the manufacturer's/vendor's warranty to replace and/or repair defective materials or equipment.	100619	1 Year after expiration	Non-confidential Destruction
<u>Environmental Protection: Hazardous Waste Reports</u> Documents preparation and filing of reports required by Virginia Administrative Code, 9VAC20-60-305. 9VAC20-60-305	012234	3 Years after event	Non-confidential Destruction
<u>Environmental Protection: Medical Waste Records</u> Documents the authorized and proper disposal of medical waste as required by Virginia Administrative Code, 9VAC20-120-305. 9VAC20-120-305	012237	3 Years after event	Non-confidential Destruction
<u>Environmental Protection: Other Waste Disposal Records</u> Documents any activities related to waste disposal not otherwise listed on this schedule.	012236	3 Years after end of calendar year	Non-confidential Destruction
<u>Environmental Protection: Transportation Manifests</u> Documents the authorized and proper transportation of hazardous waste as required by Virginia Administrative Code, 9VAC20-60-430. 9VAC20-60-430	012235	3 Years after event	Non-confidential Destruction



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<u>Equipment Maintenance: Maintenance Reports</u> Documents the status of equipment in use by the agency.	012240	0 Years after event	Non-confidential Destruction
<u>Equipment Maintenance: Repair and Service Records</u> Documents the repair and service history of non-automotive and non-installed equipment owned by the agency..	100620	0 Years after equipment, facility, or property sold or no longer in use	Non-confidential Destruction
<u>Equipment Maintenance: Technical Reference and Maintenance Publications</u> Collects technical reference material needed to use, maintain, supply and repair agency owned equipment.	012239	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Equipment Maintenance: Warranty Files</u> Documents the manufacturer's/vendor's warranty to replace and/or repair defective equipment.	012242	1 Year after expiration	Non-confidential Destruction
<u>Property Usage and Lease Agreements</u> This series documents the temporary transfer of the use of agency property to another agency or the lease of agency property to private individuals or entities, including agency recommendations and Governor approvals. This series may include, but is not limited to, agreements, leases, and correspondence COV 2.2-1155	200816	15 Years after closed	Confidential Destruction
<u>Real Property: Construction As-Built Plans, Specification, Drawings, Plans and Maps</u> Documents the end result of agency construction and renovation projects. Refer to the Construction and Professional Services Manual, issued by the Department of General Services, for further instructions.	012221		Permanent, Archives
<u>Real Property: Construction Contract Administration</u> Documents agency actions in supervision of construction or renovation contracts.	100621	5 Years after decision	Non-confidential Destruction



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<u>Real Property: Construction Plan Reviews</u> Documents preliminary plans, drawings and specifications for construction or renovation projects	012222	1 Year after project completion	Non-confidential Destruction
<u>Real Property: Construction Project - Requests, Justifications, and Rankings</u> Documents the agencies actions to obtain authorization and funding for Capital Outlay Projects. COV 2.1-51.31	012230	5 Years after project completion	Non-confidential Destruction
<u>Real Property: Deeds - Recorded</u> Documents ownership of real property.	012224	0 Years after no longer administratively useful	Non-confidential Destruction
<u>Real Property: Deeds - Unrecorded</u> Documents ownership of real property.	012225		Permanent, In Agency
<u>Real Property: Leases</u> Documents the leasing of real property for agency use.	012228	5 Years after expiration	Non-confidential Destruction
<u>Real Property: Surplus Property Disposal</u> Documents the reporting and disposal of surplus real property. COV 2.1-505	012233	3 Years after last action	Non-confidential Destruction
<u>Reproduction: Mailing Lists</u> Documents creation of special purpose mailing lists for routine distribution of printed materials.	100622	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Reproduction: Management Files</u> Documents the routine management of an agency printing/duplication shop.	012246	0 Years after no longer administratively useful	Non-confidential Destruction

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<u>Reproduction: Printing Masters, Art Works, Specifications and Layouts</u> Documents the planning and layout of complex printing requirements.	100623	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Reproduction: Printing/Duplication Job Orders - Requestor Copy</u> Documents agency requests for printing/duplication, either internal or external, excluding purchase orders.	012245	1 Year after end of calendar year	Non-confidential Destruction
<u>Reproduction: Printing/Duplication Job Orders - Shop Copy</u> Documents work requested of and/or completed by an agency run printing or duplication shop. Series includes printing order, planning files, receipt documents and other supporting material. Refer to General Records Retention and Disposition Schedule No. GS-102, Fiscal Records for retention guidelines on payment records.	012243	1 Year after last action	Non-confidential Destruction
<u>Risk Management: Insurance Claims</u> Documents the filing of claims by the agency or against the agency's insurers.	012247	2 Years after event	Non-confidential Destruction
<u>Risk Management: Insurance Policies</u> Documents the insurance status of an agency.	012248	5 Years after last action	Non-confidential Destruction
<u>Security: Visitor Access Control Records</u> This series documents visitor access to specific buildings, departments, rooms, or areas. This series may include, but is not limited to: access lists, sign-in sheets, logs, registers, screenings, instruction books, and emergency contacts.	200734	1 Year after no longer administratively useful	Confidential Destruction
<u>Stockroom/Warehouse: Issue/Delivery Records</u> Documents the issue or delivery of supplies to users within the agency.	012249	6 Months after end of calendar year	Non-confidential Destruction



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<u>Stockroom/Warehouse: Receiving Records - Accounting Copy</u> Documents the receipt of goods from vendors and/or common carriers.	012250	0 Years after decision	Non-confidential Destruction
<u>Stockroom/Warehouse: Receiving Records - Other Copies</u> Documents the receipt of goods from vendors and/or common carriers.	100624	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Stockroom/Warehouse: Signature Card/Authority Files</u> Documents the authority of an individual to receive, accept and sign for supplies and equipment for internal units of the agency.	012251	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Stockroom/Warehouse: Stock Control/ Usage Records</u> Documents the on-hand balances, status, usage, issuance and reorder of stocks of supplies stored for issue by the stockroom or warehouse.	012252	6 Months after last action	Non-confidential Destruction
<u>Stockroom/Warehouse: Stock Locator Records</u> Document the assignment of and location of stocks of inventories maintained on hand by the stockroom or warehouse.	012253	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction