



LIBRARY OF VIRGINIA

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

RECORDS RETENTION AND DISPOSITION SCHEDULE

SPECIFIC SCHEDULE NO. 119-001

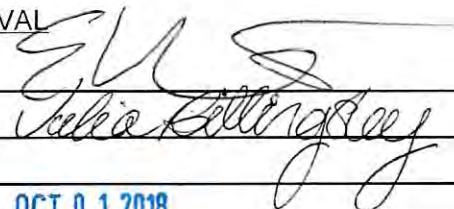
Lieutenant Governor, Office of the

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

AGENCY APPROVAL

AGENCY HEAD OR DEPUTY

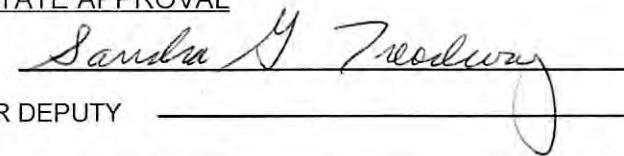
AGENCY RECORDS OFFICER


Julia Bellingray

STATE APPROVAL

STATE ARCHIVIST

COMPTROLLER OR DEPUTY


Sandra Y. Fredman

EFFECTIVE SCHEDULE DATE: **OCT 01 2018**

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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RECORDS RETENTION AND DISPOSITION SCHEDULE SPECIFIC SCHEDULE NO. 119-001 Lieutenant Governor, Office of the

EFFECTIVE SCHEDULE DATE: 10/1/2018

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Commission and Board Service</u> This series documents the lieutenant governor's appointments and service to any commissions, boards, councils, and task forces. This series may include, but is not limited to: correspondence, meeting notes, and unique agenda material.	006009		Permanent, Archives
<u>Communications</u> This series documents created and collected communications, other than correspondence, and photographs taken of the lieutenant governor and others at official/public events. This series may include, but is not limited to: press releases, photographs, press clippings, and social media content.	006012		Permanent, Archives
<u>Correspondence and Subject Files</u> This series documents official sent and received correspondence, as well as subject files not covered by any other series. This series may include, but is not limited to: letters, faxes, e-mail, memoranda, notes, briefs, and reports.	006010		Permanent, Archives
<u>Legislative Initiatives</u> This series documents legislative initiatives and efforts. This series may include, but is not limited to: legislation drafts, research notes, news articles, and briefs.	006216		Permanent, Archives
<u>Schedule and Itinerary</u> This series documents the lieutenant governor's official appearances, itinerary, and speeches. This series may include, but is not limited to: calendars, schedules, speeches or remarks, and briefings.	006215		Permanent, Archives