



## LIBRARY OF VIRGINIA

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

The schedule on the attached page(s) is

APPROVED:

Sandra

EFFECTIVE SCHEDULE DATE: 1/4/20

1. This schedule is continuing authority, Public Records Act, § 42.1-76, et seq., retention and disposition of the records.
2. This schedule supersedes previously.
3. This schedule is used in conjunction with Destruction (RM-3 Form). A signed RM-3 designated records officer and on file in records can be destroyed. After the record signed RM-3 Form must be sent to Library.
4. Any records created prior to 1913 must be destroyed before applying these disposition instructions destroyed 60 days after date of the offer LVA. A copy of the offer must be attached submitted to LVA.
5. All known audits and audit discrepancies must be settled before the records can be destroyed.
6. All known investigations or court cases must be resolved before the records can be destroyed. Subpoenas, investigations, or litigation involving listed records suspends any disposal of records until issues are resolved.



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## RECORDS RETENTION AND DISPOSITION SCHEDULE

### GENERAL SCHEDULE NO. GS-100

### ALL STATE AGENCIES

### Governor's Cabinet

EFFECTIVE SCHEDULE DATE: 1/4/2018

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Appointment Calendars: Secretary</u>  This series documents the scheduled appointments and activities of the Secretary. This series may include, but is not limited to: electronic and paper appointment-keeping instruments.	200601		Permanent, Archives
<u>Board Appointments</u>  This series documents the Secretary's role in any board-appointment process. This series may include, but is not limited to: correspondence and memoranda.	200602		Permanent, Archives
<u>Cabinet Meeting Records: Annotated</u>  This series contains materials from Governor's Cabinet meetings collected and annotated by the Secretary.	200603		Permanent, Archives
<u>Correspondence and Subject Files: Secretariat</u>  This series documents all other communications of the Secretariat, including those with boards and committees, as well as any subject matter, that are not specified elsewhere or contained within the CRM system. This series may include, but is not limited to: letters, faxes, memos, e-mail, reports, and briefs.	200605		Permanent, Archives
<u>Correspondence: Assigned State Agencies</u>  This series documents the correspondence sent and received by the Secretariat to and from assigned state agencies, filed by agency. This series may contain, but is not limited to: correspondence in digital or paper formats.	200604		Permanent, Archives



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<u>Decision Briefs: Supporting Documentation</u>  This series consists of the supporting documentation from assigned agencies asking for the Secretary's permission to perform a major function or policy initiative within the agency and is not part of the official record forwarded by the Secretariat to the Governor's office via the CRM system. This series may include, but is not limited to: briefs, memoranda, and correspondence.	200606		Permanent, Archives
<u>Grants</u>  This series documents assigned state agencies' requests for and receipt of federal or other grant funding. This series may include, but is not limited to: correspondence and programmatic documentation.	200607		Permanent, Archives
<u>Planning and Budget: Assigned State Agencies</u>  This series documents the interactions between the Office of the Secretary and the Governor's staff, assigned state agencies, and the Department of Planning and Budget regarding the development and modification of the Commonwealth's budget. This series may include, but is not limited to: incoming and outgoing correspondence, budget reports, notes, and supporting documentation.	200608		Permanent, Archives
<u>Public Relations</u>  This series documents the Secretary's involvement at official functions, as well as the planning, development, and carrying out of public relations activities or visits sponsored or supported by the Secretariat. This series may include, but is not limited to: speeches or remarks, digital and/or analog images, audio/video files, social media content, and promotional material.	200609		Permanent, Archives



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<u>Special Projects and Studies</u>  This series documents the Secretariat's interaction with and oversight of projects and studies related to the Governor's initiatives, as well as other projects not identified in this or any other schedule. This series may include, but is not limited to: Notes, briefs, reports, and correspondence.	200610		Permanent, Archives
<u>Weekly Report Files</u>  This series consists of the weekly reports received from assigned state agencies and any supporting documentation of the Secretariat's weekly report submitted to the Governor's office.	200611		Permanent, Archives