



LIBRARY OF VIRGINIA

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

RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. GS-100

ALL STATE AGENCIES

Governor's Cabinet

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: 1/4/2018

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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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