



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-102

ALL STATE AGENCIES

Fiscal Records

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: 3/28/2024

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>Accounts Payable</u> This series documents moneys to be paid by the agency to its creditors. The series may include, but is not limited to: invoices, receipts, bills, canceled checks, returned checks, check registers, and checking statements.	012082	3 Years after end of state fiscal year	Non-confidential Destruction
<u>Accounts Receivable</u> This series documents moneys owed to the agency by its debtors. The series may include, but is not limited to: bills, invoices, receipts, deposit slips, and reimbursement documentation.	012083	3 Years after end of state fiscal year	Non-confidential Destruction
<u>Appropriation and Allotment</u> This series documents the appropriations from the state treasury and other sources.	012084	3 Years after end of state fiscal year	Non-confidential Destruction
<u>Audit Records: External</u> This series documents the audit of an agency completed by an outside auditor, such as the Auditor of Public Accounts (APA). This series may include, but is not limited to: working papers and prepared audit report.	012085	5 Years after end of state fiscal year	Non-confidential Destruction
<u>Audit Records: Internal</u> This series documents the audit of the agency's financial affairs by its own internal auditors or staff. This series may include, but is not limited to: working papers and prepared audit report.	012086	3 Years after end of state fiscal year	Non-confidential Destruction
<u>Bond Records</u> This series documents the issuance of bonds to fund capital projects, payments made by a fiscal/paying agent due to bond issues, and the destruction of bonds and bond coupons paid by the fiscal/paying agent. This series may include, but is not limited to: transfer statements, bond destruction certificates, and bond issue and payment documentation. 26 CFR § 1.148-5	200624	3 Years after last action	Confidential Destruction



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<u>Budget Records</u> This series documents the agency's work to establish a budget. This series may include, but is not limited to: working papers and forecasts.	200108	3 Years after end of state fiscal year	Non-confidential Destruction
<u>Cash and Bank Reports</u> This series documents financial transactions within the agency. This series may include, but is not limited to: cash reports, transmittal and settlement records, warrant records, bank statements, and reconciliation documentation.	200109	3 Years after end of state fiscal year	Non-confidential Destruction
<u>Contracts</u> This series documents contracts and agreements entered into by the agency. This series may include, but is not limited to: contract and supporting documentation.	200110	5 Years after expiration	Non-confidential Destruction
<u>Contracts and Agreements: Capital Improvements</u> This series documents the financial transactions related to a capital improvement. This series may include, but is not limited to: contracts, agreements, and reports generated by the Department of Accounts (DOA).	012099	0 Years after equipment, facility, or property sold or no longer in use	Non-confidential Destruction
<u>Financial Accounting Reports</u> This series documents regulatory compliance and accuracy in transaction processing, such as tracking of income and expenditures. This series may include, but is not limited to: Agency Risk Management and Internal Control Standards (ARMICS) documentation.	012103	3 Years after end of state fiscal year	Non-confidential Destruction
<u>Fixed Asset Accounting System (FAACS) Records</u> This series documents the control of fixed assets, such as land, buildings, and equipment, owned by the agency. This series may include, but is not limited to: inventories and reconciliation documents.	200111	3 Years after end of state fiscal year	Non-confidential Destruction



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<u>General Ledger</u> This series documents the assets, liabilities, fund balances, revenues, and expenses of the agency. This series may include, but is not limited to: journals and ledgers.	007026		Permanent, Archives
<u>Grant Projects: Financials</u> This series documents the annual financial management of state, federal, and/or private grant projects participated in or awarded/administered by state agencies that do not contain contractual terms for records retention. This series may include, but is not limited to: accounts payables and receivables, draw-down requests, and fiscal reports.	012108	3 Years after end of state fiscal year	Non-confidential Destruction
<u>Insurance Records and Reports</u> This series documents insurance coverage carried by the agency such as unemployment insurance. This series may include, but is not limited to: insurance policies, claims, invoices, and investment files.	012109	3 Years after end of state fiscal year	Confidential Destruction
<u>Inventory Control System</u> This series documents the tracking and control of agency property, equipment, and supplies. This series may include, but is not limited to: journals and reports.	200112	3 Years after end of state fiscal year	Non-confidential Destruction
<u>Payroll Records</u> This series documents the payroll activities of the agency. This series may include, but is not limited to: deduction authorizations and registers, leave records, ledgers and reports, compensation files, retirement contributions, time and attendance records, and time sheets.	200113	5 Years after end of state fiscal year	Confidential Destruction
<u>Purchasing Records</u> This series documents the purchasing of equipment, goods, services, and supplies by the agency. This series may include, but is not limited to: bids, bid proposals, contracts, agreements, purchase orders, and requisitions.	200114	5 Years after end of state fiscal year	Confidential Destruction



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<u>Receiving Records/Reports</u> This series documents the receiving of good, supplies and equipment by the agency.	012150	3 Years after end of state fiscal year	Non-confidential Destruction
<u>Reimbursement Records</u> This series documents the reimbursement of money to or from the agency. This series may include, but is not limited to: travel expense reimbursement and overpayment documentation.	012151	3 Years after end of state fiscal year	Confidential Destruction
<u>Retirement Files: Virginia Retirement System (VRS)</u> This series documents the participation of the agency in the Virginia Retirement System.	200115	3 Years after end of state fiscal year	Non-confidential Destruction
<u>Signature Cards</u> This series authorizes individuals to have signatory rights in handling various financial transactions for the agency.	007027	3 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Surplus Property Disposal</u> This series documents the disposition of property by the agency that has been declared as surplus and no longer needed for use. This series may include, but is not limited to: bill of sale and supporting documentation.	007028	3 Years after end of state fiscal year	Non-confidential Destruction
<u>Tax Exemption Records</u> This series documents the claims for tax exemption received and granted by the agency. This series may include, but is not limited to: claims files and reports.	200116	5 Years after end of state fiscal year	Non-confidential Destruction
<u>Trust Fund Records</u> This series documents the agency's banking transactions relating to trust funds. This series may include, but is not limited to: bank and payroll documents, receipts, and time and attendance documentation.	200117	3 Years after end of state fiscal year	Confidential Destruction



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<u>Unclaimed Property Records</u> This series documents the reporting of uncashed checks and credit balances held by the agency. This series may include, but is not limited to: holder report and remittance submitted to the Virginia Department of the Treasury, Division of Unclaimed Property. COV 55-210.24.1	007029	5 Years after end of state fiscal year	Confidential Destruction
<u>Vendor Files</u> This series documents the information of vendors and suppliers that provide goods and services. This series may include, but is not limited to: correspondence, W-9 and 1099 forms, Internal Revenue Service Taxpayer Identification Number (IRS TIN) match form, alternate payment address notice, and Automatic Clearing House (ACH) payment form.	012154	0 Years after no longer administratively useful	Confidential Destruction
<u>Workers' Compensation Records</u> This series documents claims filed based on work-related injury or illness. This series may include, but is not limited to: claims, application for benefits, wage documents used to determine compensation, and payment documentation.	012158	5 Years after end of state fiscal year	Confidential Destruction