



RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. 129-039
DEPARTMENT OF HUMAN RESOURCE MANAGEMENT
COMBINED VIRGINIA CAMPAIGN

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

AGENCY APPROVAL

STATE APPROVAL

AGENCY HEAD OR DEPUTY

David L. Wilkin

(Acting)

STATE RECORDS ADMINISTRATOR

John B. Breche

AGENCY RECORDS OFFICER

[Signature]

COMPTROLLER OR DEPUTY

EFFECTIVE SCHEDULE DATE FEB 01 2003

PAGE 1 OF 3 PAGES

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 Disposal* (Form RM-3). A signed RM-3 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 must be sent to Library of Virginia (LVA).
4. Any records created before the Constitution of 1902 came into effect (January 1, 1904) must be offered, in writing, to the 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. A copy of the offer must be attached to the RM-3 form when it is submitted to the 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."
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. Normally, destruction of confidential or privacy-protected records will be done by shredding or pulping. "Deletion" of confidential or privacy-protected information in computer files or other electronic storage media is not acceptable. Electronic records must be "wiped" clean or the storage media physically destroyed.



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PAGE 2 OF 3 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<p><u>Applications-Federation:</u> This series documents applications from federations to apply to the combined campaign.</p>	006110	Retain 3 years after campaign closed, then destroy in compliance with No. 8 on schedule cover page.
<p><u>Applications-Independent:</u> This series documents applications from charities not associated with federations to apply to the combined campaign.</p>	006111	Retain 3 years after campaign closed, then destroy in compliance with No. 8 on schedule cover page.
<p><u>Applications-Regional Federation:</u> This series documents applications from regional federations to apply to the combined campaign.</p>	006112	Retain 3 years after campaign closed, then destroy in compliance with No. 8 on schedule cover page.
<p><u>Campaign Results:</u> This series documents the campaign data of all donations given to each charity from state agency and/or region.</p>	006113	Retain 3 years after final payment, then destroy in compliance with No. 8 on schedule cover page.
<p><u>CVC-Agency Coordinators Forms:</u> This series documents completed forms from state agency with all contract information about their designated CVC Coordinator.</p>	006114	Retain 3 years after campaign closed, then destroy in compliance with No. 8 on schedule cover page.
<p><u>CVC-Appeals:</u> This series documents correspondence from charities asking to reconsider rejection of their application to the combined campaign.</p>	006115	Retain 3 years after campaign closed, then transfer to the Records Center, Library of Virginia. Retain in Records Center 7 years. Total retention 10 years, then destroy in compliance with No. 8 on schedule cover page.



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PAGE 3 OF 3 PAGES

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<p><u>CVC-Minutes:</u> This series documents board/commission meetings for election of officers and advisory boards.</p>	006116	Retain 3 years after campaign closed, then transfer to the Archives, Library of Virginia for permanent retention.
<p><u>CVC- Reports:</u> This series documents monthly reports on the status of the campaign and suggestions of improvement for the campaign.</p>	006117	Retain 3 years after campaign closed, then destroy.
<p><u>CVC-Survey (State Employees):</u> This series documents the CVC Surveys that are sent to state employees. The questions are designed to let the state employee inform the campaign's organizers what they know about the campaign, what they like, and what they would change.</p>	006118	Retain 3 years after campaign closed, then destroy.
<p><u>CVC-Questionnaires</u> This series documents questionnaires sent to a limited population for their opinion of the CVC Program.</p>	006119	Retain 3 years after campaign closed, then destroy.
<p><u>Procedures Books:</u> This series documents rules and regulations for the combined campaign.</p>	006120	Retain 3 years after campaign closed, then transfer to the Archives, Library of Virginia for permanent retention.