



**RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. 326-001
OFFICE OF THE SENIOR ADVISOR TO THE GOVERNOR FOR
WORKFORCE**

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

AGENCY APPROVALSTATE APPROVAL

AGENCY HEAD OR DEPUTY

STATE RECORDS ADMINISTRATOR

AGENCY RECORDS OFFICER

COMPTROLLER OR DEPUTY

EFFECTIVE SCHEDULE DATE FEB 27 2009

PAGE 1 OF 4 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." 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 insure 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.
9. 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 Archives, Library of Virginia. The Library 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.



RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. 326-001
OFFICE OF THE SENIOR ADVISOR TO THE GOVERNOR FOR
WORKFORCE

EFFECTIVE SCHEDULE DATE SEP 27 2013

PAGE 2 OF 4 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<p><u>Administration Electronic Records</u> Electronic records document all aspects of the operation and decision-making processes of the Administration. Administration electronic records consist of electronic mail, calendars, word processing files, spreadsheets, and databases, in addition to digital photographs and other electronic documents created and received by the Offices of the Governor and Cabinet Secretaries.</p>		<p>Retain in accordance with the appropriate records series. Transfer of electronic records will be coordinated by the Library of Virginia and the Virginia Information Technologies Agency at the end of the Administration. Personal and private materials are non-records per the Virginia Public Records Act and should be deleted prior to transfer. See "Personal or Private Papers."</p>
<p><u>Appointment Calendars – Office of the Senior Advisor</u> This series documents the daily appointments and schedule of the Senior Advisor.</p>	006271	<p>Retain until end of Governor's term then transfer inactive records to the Archives, Library of Virginia for permanent retention. See "Administration Electronic Records" for transfer details.</p>
<p><u>Cabinet Meeting Records</u> This series contains materials collected at Cabinet meetings by the Senior Advisor and any annotations to the material made by the Senior Advisor.</p>	006272	<p>Record copy of Cabinet meeting materials retained by the Chief of Staff, Governor's Office (series 006219, Governor's Office schedule). Retain <u>only</u> annotated materials until the end of the Governor's term, then transfer to the Archives, Library of Virginia, for permanent retention.</p>
<p><u>Correspondence and Supporting Documentation</u> This series consists of the chronological file of incoming and outgoing correspondence and other supporting documentation from the Office of Workforce. Includes constituent correspondence.</p>	006273	<p>Retain until end of Governor's term then transfer inactive records to the Archives, Library of Virginia for permanent retention.</p>



**RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. 326-001
OFFICE OF THE SENIOR ADVISOR TO THE GOVERNOR FOR
WORKFORCE**

EFFECTIVE SCHEDULE DATE

PAGE 3 OF 4 PAGES

RECORDS SERIES AND DESCRIPTION

SERIES NUMBER

SCHEDULED RETENTION AND DISPOSITION

Electronic Mail – Official Records

This series consists of any electronic mail which documents the actions of the Secretary or the Secretary's staff. Series consists of both incoming and outgoing electronic mail.

Retain in accordance with the appropriate records series. Transfer of electronic records will be coordinated by the Library of Virginia and the Virginia Information Technologies Agency at the end of the Administration. Personal and private materials are non-records per the Virginia Public Records Act and should be deleted prior to transfer. See "Personal or Private Papers."

Individual Analysts' Project-Related Records

006274

This series consists of information gathered during research for report writing. Includes but is not limited to correspondence, memoranda, emails, spreadsheets, reports, word processing documents, MS Access databases, public/private sector qualitative and quantitative information, and related documentation. Information is used by individual Workforce Analysts in undertaking research to study select education, training, and employment projects related to the development of Virginia's workforce. Research results may be brought forward to form the basis of records series 006275, "Research Projects Files," or retained for use in subsequent studies.

Retain until the end of Governor's term then transfer inactive records to the Archives, Library of Virginia, for permanent retention.

Personal or Private Papers and Records

This series includes papers of the Secretary and Secretary's staff that are not related to the conduct of the Commonwealth's official business. The series may include correspondence and notes with family or friends, personal business papers, and political organization/party papers.

Non-records per Virginia Public Records Act; disposal reporting on Certificate of Records Disposal (RM-3 form) not required. Refer to Code of Virginia, §§ 2.2-126 and 42.1-76.



**RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. 326-001
OFFICE OF THE SENIOR ADVISOR TO THE GOVERNOR FOR
WORKFORCE**

EFFECTIVE SCHEDULE DATE 11/23/16

PAGE 4 OF 4 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<p><u>Research Project Files</u> This series consists of the research activities used to develop and draft final reports on staff study for Workforce-authorized studies and initiatives. Records substantiate methodology and study findings and recommendations. Materials include correspondence, spreadsheets, word processing documents, reference materials, actual survey responses (if applicable), records of study groups (if applicable), relevant agency documents, final reports, and materials documenting Workforce actions and other entities' actions on study recommendations.</p>	006275	Retain until the end of Governor's term then transfer inactive records to the Archives, Library of Virginia, for permanent retention.
<p><u>Virginia Workforce Council Proceedings and Records</u> This series consists of the historical record of the work of the Council. Materials include member lists, plans, reports, meeting calendars, spreadsheets, word processing documents, agendas and meeting materials, recommendations presented for action (and revisions/results of those actions), and related documentation. Also included is the correspondence of the Chairperson. Information is used to document the membership, proceedings, decisions, and actions of the Council.</p>	006276	Retain until the end of Governor's term, then transfer inactive records to the Archives, Library of Virginia, for permanent retention.
<p><u>Web Site: Office of the Senior Advisor to the Governor for Workforce</u> This series documents the history of the Secretary's web site. Series include files, images and related scripts of the official site of the Office of the Secretary. Web site is maintained by the Virginia Information Technologies Agency.</p>	006277	Capture of this web site is undertaken by the Library of Virginia and/or its contracted service provider. Select web site captures are retained permanently by the Archives, Library of Virginia.