

RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. 121-001
OFFICE OF THE GOVERNOR

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 [Signature] STATE RECORDS ADMINISTRATOR [Signature]
AGENCY RECORDS OFFICER [Signature] COMPTROLLER OR DEPUTY _____

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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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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 "Governor – Personal or Private Papers."</p>
<p><u>Constituent Services – Certificates of Recognition/Proclamations</u> This series consists of requests for and responses to requests for Certificates of Recognition.</p>	101215	<p>Retain until the end of Governor's term, then transfer inactive records to the Archives, Library of Virginia, for permanent retention.</p>
<p><u>Constituent Services – Constituent Correspondence</u> This series documents the constituent correspondence received throughout the Governor's Administration. Consists of letters, faxes, electronic mail and the Governor's, Secretariat or staff responses. Also includes exports from the Intranet Quorum correspondence database.</p>	101216	<p>Retain until the end of the Governor's term, then transfer inactive records to the Archives, Library of Virginia, for permanent retention. Archives may purge records in accordance with standard archival practices. See "Administration Electronic Records" for transfer details.</p>
<p><u>Constituent Services – Governor's Fellows Program</u> This series consists of applications for and acceptance into the Governor's Fellow Program. Includes background data, related memoranda and correspondence, assignments, mentors and press releases.</p>	101219	<p>Retain until the end of Governor's term, then transfer inactive records to the Archives, Library of Virginia, for permanent retention.</p>
<p><u>Constituent Services – Governor's Intern Program</u> This series consists of applications for the Governor's Intern Program, acceptance/denial and assignments.</p>	101220	<p>Retain until the end of Governor's term, then transfer inactive records to the Archives, Library of Virginia, for permanent retention.</p>
<p><u>Constituent Services – Mass Mailings/Write-ins/Petitions</u> This series consists of copies of paper or electronic mass mailings sent by constituents, members of the legislature, public employees or other selected groups.</p>	101223	<p>Retain until the end of Governor's term, then transfer inactive records to the Archives, Library of Virginia, for permanent retention</p>



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<u>Executive Mansion – Art, Artifact and Furnishings Files</u> This series documents the history of the art and artifacts used or stored in the Executive Mansion.	101226	Retain permanently or may be transferred to the Archives, Library of Virginia.
<u>Executive Mansion – First Lady’s Files</u> This series documents the itinerary of the First Lady in regards to official appearances. This series also includes the First Lady’s correspondence.	101245	Retain until the end of Governor’s term, then transfer inactive records to the Archives, Library of Virginia, for permanent retention.
<u>Executive Mansion – Gift Files</u> This series documents and accounts for gifts to the Governor or the Mansion.	101218	Retain until the end of Governor’s term, then transfer inactive records to the Archives, Library of Virginia, for permanent retention.
<u>Executive Mansion – Mansion Director’s Files</u> This series documents the activities and correspondence of the Mansion Director, including records that document the maintenance and business functions of the Executive Mansion.	101228	Retain until the end of Governor’s term, then transfer inactive records to the Archives, Library of Virginia, for permanent retention.
<u>Executive Mansion – Mansion Events</u> This series documents functions held at the Executive Mansion.	101229	Retain until the end of Governor’s term, then transfer inactive records to the Archives, Library of Virginia, for permanent retention.
<u>Executive Office – Briefing Binders</u> This series documents the receipt of briefing binders from the previous Administration or the transition staff for the Governor and the Administration.	101248	Retain until the end of Governor’s term, then transfer inactive records to the Archives, Library of Virginia, for permanent retention.
<u>Executive Office – Cabinet Meeting Files</u> This series consists of Cabinet Meeting agendas and presentation materials.	006219	Retain until the end of Governor’s term, then transfer inactive records to the Archives, Library of Virginia, for permanent retention.



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<u>Executive Office – General Files of the Chief of Staff and Deputy Chief of Staff</u> This series documents the actions of the Governor's Chief of Staff and Deputy Chief of Staff.	101225	Retain until the end of Governor's term, then transfer inactive records to the Archives, Library of Virginia, for permanent retention.
<u>Executive Office – General Files of the Governor's Counselor</u> This series documents the actions of the Governor's Counselor.	101575	Retain until the end of Governor's term, then transfer inactive records to the Archives, Library of Virginia, for permanent retention. Files that contain attorney-client privileged information shall be sealed for 75 years.
<u>Executive Office – Miscellaneous Reports and Briefing Binders</u> This series consists of reports and briefings provided to the Governor's Office. This series may include, but is not limited to: briefing books and reports from trade missions, the Council on Virginia's Future, the Governor's Advisory Council on Revenue Estimates (GACRE), the Governor's Advisory Board of Economists (GABE), and Congressional Delegation Meetings. This series may be used for permanent records that are not identified elsewhere on the Governor's schedule.	000468	Retain until the end of Governor's term, then transfer inactive records to the Archives, Library of Virginia, for permanent retention.
<u>Executive Office – Virginia Tech Review Panel Files</u> This series documents the actions of the Virginia Tech Review Panel.	101576	Retain until the end of Governor's term, then transfer inactive records to the Archives, Library of Virginia, for permanent retention.
<u>Executive Office – State Budget Files</u> This series documents the actions of the Governor and staff in relation to the Commonwealth's biennial budget. This series consists of budget notebooks, briefing papers, correspondence, draft budgets and other supporting documentation.	006221	Retain until the end of Governor's term, then transfer inactive records to the Archives, Library of Virginia, for permanent retention.
<u>Executive Office – Weekly Status Reports</u> Weekly Status Reports are bound reports that contain reports for each office and address topics of current interest.	006222	Retain until the end of Governor's term, then transfer inactive records to the Archives, Library of Virginia, for permanent retention.



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<p><u>Governor – Correspondence and Supporting Documentation</u> This series documents Governor’s correspondence not filed or listed in any other records series on this schedule.</p>	101230	Retain until the end of Governor’s term, then transfer inactive records to the Archives, Library of Virginia, for permanent retention.
<p><u>Governor – Personal or Private Papers</u> This series includes records that are not related to the official business of the Commonwealth. This series may include correspondence with family or friends, personal business records and records of/from political organizations, not related to the role of the Governor or the Governor’s staff.</p>		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.
<p><u>Policy Office – General Assembly Legislation</u> This series documents the Governor or staff’s interaction with the General Assembly or its members regarding proposed legislation.</p>	101233	Retain until the end of Governor’s term, then transfer inactive records to the Archives, Library of Virginia, for permanent retention.
<p><u>Policy Office – Legislative Guidance</u> This series documents the office’s guidance to Planning and Budget, Cabinet Officials, the Governor’s staff and various agency heads in regards to proposed legislative or budget matters. This series includes records for the Division of Legislative Automated Systems (LAS).</p>	101236	Retain until the end of Governor’s term, then transfer inactive records to the Archives, Library of Virginia, for permanent retention.
<p><u>Policy Office – Regulations</u> This series documents receipt and interactions with agencies in regards to existing or proposed agency regulations. Records are currently kept in the Office of the Registrar of Regulations as a public record of that office.</p>	101237	Retain until the end of Governor’s term, then transfer inactive records to the Archives, Library of Virginia, for permanent retention.



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<u>Policy Office – Subject Files</u> This series documents the Office's actions in regards to specific subject matters of a continuing nature, and records the office's interactions with the Governor, the Governor's staff, the Cabinet and agency heads. This series includes the project files created by individual policy analysts, as well as the talking points for the Governor's official speeches.	101238	Retain until the end of Governor's term, then transfer inactive records to the Archives, Library of Virginia, for permanent retention.
<u>Press Office – Governor's Web Site</u> This series documents the history of the Governor's web site. Series includes files, images and related scripts of the official site of the Office of the Governor.	006220	Capture of 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.
<u>Press Office – News Summaries and Publications</u> This series documents the Office's activities to collect current events information relevant to the administration of government.	101239	Retain until the end of Governor's term, then transfer inactive records to the Archives, Library of Virginia, for permanent retention. Archives may purge records in accordance with standard archival practices.
<u>Press Office – Official Speeches</u> This series documents the speeches given by the Governor or other members of the Administration.	101242	Retain until the end of Governor's term, then transfer inactive records to the Archives, Library of Virginia, for permanent retention.
<u>Press Office – Photographs</u> This series documents the collection of photographs of the Governor or other public officials at official appearances.	101240	Retain until the end of Governor's term, then transfer inactive records to the Archives, Library of Virginia, for permanent retention.
<u>Press Office – Press Releases and Public Schedules</u> This series documents the issuance of press releases by the Governor or the Administration, as well as the itineraries of the Governor and First Lady in regards to official appearances.	101241	Retain until the end of Governor's term, then transfer inactive records to the Archives, Library of Virginia, for permanent retention. Archives may purge records in accordance with standard archival practices.
<u>Scheduling Office – Invitations and Responses</u> This series documents the receipt of and response to invitations received by the Governor or the First Lady.	101247	Retain until the end of Governor's term, then transfer inactive records to the Archives, Library of Virginia, for permanent retention.



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<u>Virginia Liaison Office – General Files of the Virginia Liaison Office</u> This series documents the interaction of the Office with various offices of the federal government, other state governments, businesses, professional organizations and other bodies.	101249	Retain until the end of Governor's term, then transfer inactive records to the Archives, Library of Virginia, for permanent retention.
<u>Virginia Liaison Office – National Governor's Association Files</u> This series documents the Commonwealth's interactions with the National Governor's Association.	101250	Retain until the end of Governor's term, then transfer inactive records to the Archives, Library of Virginia, for permanent retention.
<u>Virginia Liaison Office – Southern Governor's Association Files</u> This series documents the Commonwealth's interactions with the Southern Governor's Association.	101577	Retain until the end of Governor's term, then transfer inactive records to the Archives, Library of Virginia, for permanent retention.