

**LIBRARY OF VIRGINIA**

Records Analysis Section
 800 E. Broad St., Richmond VA 23219
 (804) 692-3600

RECORDS SURVEY

(RM-19 Form August 2013)

1. Agency Library of Virginia		2. Division / Department Archives, Records, and Collection Services		3. Section / Sub-Unit Records Analysis Section	
4. Contact Person Erec D. Pfizer		5. Telephone Number and Extension 804-555-1234 x34		6. E-mail Address erec.pfizer@lva.virginia.gov	
7. Records Series Title Records Analysts' Work Papers					
8a. Schedule Status <input checked="" type="checkbox"/> Update to Schedule No: 202-027 <input type="checkbox"/> New Schedule			8b. Series Status <input checked="" type="checkbox"/> Update to Series No: 005423 <input type="checkbox"/> New Series		
9. Date Range of Records 2004-present			10. Series still in use? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
11. Description Describe purpose or function of series. Include possible document types and any other pertinent information concerning this series. This series documents work completed by records analysts on general and agency specific records retention and disposition schedules as well as other assigned projects and innatives. This series may include, but is not limited to: schedule drafts, correspondence with records officers on projects, and notes compiled during focus groups.					
12. File Arrangement Check all that apply and clarify. <input checked="" type="checkbox"/> Alphabetical by by analyst's last name <input type="checkbox"/> Numerical by <input checked="" type="checkbox"/> Chronological by year <input type="checkbox"/> None, explain:					
13. Records Cutoff Select option from dropdown box or explain alternate cutoff. Calendar Year <input type="checkbox"/> Explain if other:					
14. Frequency of Use Select option from dropdown box. Less than monthly					
15. Are these Essential Records? Essential records are those deemed immediately necessary to begin recovery of business after a disaster. <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, explain:					
16. Records Medium Check all that apply. Provide additional details such as unusual paper size, software/hardware specifications, special equipment needed, etc. <input checked="" type="checkbox"/> Paper Additional Details: Most modern working papers are kept on a network drive. Records of past analysts are in paper. <input type="checkbox"/> Microform <input type="checkbox"/> Audiovisual <input checked="" type="checkbox"/> Electronic					

17. ANNUAL Accumulation of Records in ALL Locations Fill in all that apply.

- Cubic Feet
12"x15"x10" = 1 c.f. 2 c.f.
- Bytes (KB, MB, GB, TB) 450 MB
- Other, explain:

18. TOTAL Accumulation of Records in ALL Locations Fill in all that apply.

- Cubic Feet 10 c.f.
- Bytes 250 GB
- Other, explain:
Location(s) of Records

19. Cite any authority governing creation, management, retention, and/or disposition of series. Include a copy of any pertinent agency, state, or federal law, regulation, or policy.

Code of Virginia, § 42.1-85 Records Management Program; agencies to cooperate; agencies to designate records officer

20. Access to Records

- No restrictions
- Protected under the Government Data Collection and Dissemination Practices Act (*Code of Virginia* §2.2-3800 et seq.)
- Exempt from public disclosure under the Freedom of Information Act (*Code of Virginia* §2.2-3700 et seq.)
Specific provision:
- Other legal restrictions. Include a copy of the pertinent Code or Act to substantiate restrictions.
Explain:

21. Recommended Retention and Disposition

- a. Total length of retention: Permanent **OR**
 1 years after termination
- b. Disposition method of non-permanent records: Non-Confidential
- c. Do you plan to digitize or microfilm this series? No
 Yes, we plan to: N/A
- d. Where do you store these records? Agency Storage

22. Explanation of Requested Retention and Disposition

Analysts may need to go back to past projects, especially schedules, when working with an agency again. However, after an analyst is no longer with the agency, one year is a sufficient time for their supervisor to go through their records and determine what is an open project to be reassigned and what has been completed and can be destroyed.

23. Survey Completed By Erec D. Pfizer

24. Date of Survey 9/1/2013