

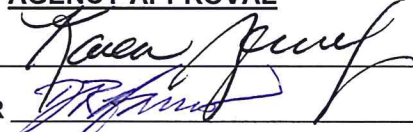



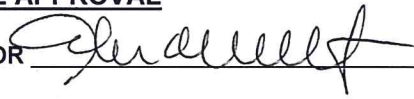
**RECORDS RETENTION AND DISPOSITION SCHEDULE
 SPECIFIC SCHEDULE NO. 601-017
 DEPARTMENT OF HEALTH
 OFFICE OF THE CHIEF MEDICAL EXAMINER**

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 
 AGENCY RECORDS OFFICER 

STATE RECORDS ADMINISTRATOR 
 COMPTROLLER OR DEPUTY _____

EFFECTIVE SCHEDULE DATE: 4/4/2011

SUPERSEDES SCHEDULE DATED: April 4, 2007

PAGE 1 OF 2 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 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.



**RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. 601-017
DEPARTMENT OF HEALTH
OFFICE OF THE CHIEF MEDICAL EXAMINER**

EFFECTIVE SCHEDULE DATE: April 4, 2011

SUPERSEDES SCHEDULE DATED: April 4, 2007

PAGE 2 OF 2 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<p><u>Decedent Locator Cards</u> This series documents vital information of decedents. This series may include, but is not limited to: decedent's name, date of death, date of birth, Social Security number, case file number, cause of death, and pathologist's name.</p>	009505	Retain permanently in agency, or may be offered to the Archives, Library of Virginia.
<p><u>Medical Examiner's (ME) Records</u> This series documents a decedent's cause and manner of death. This series may include, but is not limited to: ME's report, autopsy report, toxicology report, view diagram, scene diagram, evidence receipt, personal effects receipt, identification of unknown body, cremation certificate, report of gross findings, child death investigation form, and notice of ME case.</p>	009506	Retain 100 years after filing final report then destroy in compliance with No. 8 on schedule cover page.
<p><u>Morgue Log Books</u> This series documents log in/out information for the decedents that are brought into the morgue. This series may include, but is not limited to: decedent's name, transport company, funeral home, and date and time decedent was brought in and removed from the ME's facility.</p>	009507	Retain permanently in agency.
<p><u>Virginia State Anatomical Program (VSAP) Records</u> This series documents the donation of cadavers for educational advancement at medical schools and other institutions in Virginia. This series may include, but is not limited to: donor records, transportation authorization forms, and quarterly reports.</p>	001015	Retain 100 years after cadaver donation then destroy in compliance with No. 8 on the schedule cover page.