



## LIBRARY OF VIRGINIA

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

## RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. GS-109

ALL STATE AGENCIES

Library and Museum

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

APPROVED:

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EFFECTIVE SCHEDULE DATE: 12/9/2021

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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 completed RM-3 Form must be approved by an agency-designated records officer before records can be destroyed.
4. Any records created prior to 1912 must be offered, in writing, to the Library of Virginia (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.
5. All known audits, requests for records pursuant to the Virginia Freedom of Information Act, § 2.2-3700, et seq., and retention schedule renegotiations regarding 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 and/or operational reformatting processes until all issues are resolved.
6. The retentions and dispositions listed on the attached page(s) apply regardless of format, e.g., paper, microfilm, electronic image, etc. Unless prohibited by law, records may be reformatted at the agency's 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. Whether the required preservation is through prolongation of appropriate hardware and/or software, reformatting, or migration, it is the obligation of the agency to do so.

7. Records custodians must ensure that confidential or privacy-protected information contained in records and non-records is ultimately destroyed to prevent unauthorized disclosure. Confidential destruction of paper is accomplished only through shredding, pulping, or burning. For electronic information, it is accomplished by overwriting the data or physically destroying the media. Merely deleting confidential or privacy-protected information is not sufficient. Documents containing Social Security numbers must be destroyed in compliance with 17VAC15-120-30.

8. 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 State Archives, which may purge select records in accordance with professional archival practices in order to ensure efficient preservation and access.

9. Unless otherwise directed, files are closed out at the end of each calendar or fiscal year, as appropriate. Retention periods start at that time. Other event-based filing cutoffs (e.g., "after last action") must be defined and consistently applied by the agency.



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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<p><u>Accessions</u></p> <p>This series documents the addition of manuscripts or artifacts into collections. This series may include but is not limited to: correspondence, receipts, agreements, logs and any other records documenting custody or ownership.</p>	012315		Permanent, In Agency
<p><u>Affiliated Groups</u></p> <p>This series documents the relationship between the library or museum and affiliated groups, organizations, or foundations. This series may include, but is not limited to: correspondence, minutes, by-laws, staff liason files, and materials used to make or support decisions.</p>	200723	5 Years after closed	Confidential Destruction
<p><u>Catalog Cards or Entries</u></p> <p>This series documents the description, identification, and location of individual items within library or museum collections. This series may include, but is not limited to: bibliographic creation record, and card catalogs.</p>	012317	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<p><u>Catalogs: Collections</u></p> <p>This series documents the collections of libraries and museums. This series may include, but is not limited to: collection catalogs.</p>	005001	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<p><u>Circulation Records - Item History</u></p> <p>This series documents the circulation history; borrower information; description of the material borrowed; due date; overdue, lost, and damage/repair notations; and fine payments of specific items within the collections. This series may include, but is not limited to: card files, correspondence, databases, logs, pull/call slips, registers, and spreadsheets.</p>	012320	0 Years after no longer administratively useful	Confidential Destruction



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<u>Circulation Records - Patron History</u> This series documents the borrowing history of specific patrons. This series may include, but is not limited to: applications for library cards and borrowing history.	012321	0 Years after closed	Confidential Destruction
<u>Deaccessions</u> This series documents the removal of an item from a collection and documents any change in custody for an item in the collection. This series may include, but is not limited to: correspondence, condition reports, agreements, and deaccessioning documents.	012322		Permanent, In Agency
<u>Exhibits</u> This series documents the planning, preparation, and set up of library or museum exhibits. This series may include, but is not limited to: correspondence, schedules, budgets, shipping and packing itineraries and instructions, installation plans, insurance policies and contracts, attendance logs, and publicity files.	005002	5 Years after no longer administratively useful	Confidential Destruction
<u>Interlibrary Loans</u> This series documents the requests to or from other libraries for loan of items from collections. This series may include, but is not limited to: requests, responses, and check-in/out records.	012324	1 Year after event	Confidential Destruction
<u>Loans: Incoming</u> This series documents the terms and conditions of incoming loan agreements. This series may include, but is not limited to: loan agreements, correspondence, insurance documents, condition reports, and receipts.	200720	5 Years after event	Confidential Destruction
<u>Loans: Outgoing</u> This series documents the terms and conditions of outgoing loan agreements. This series may include, but is not limited to: loan agreements, correspondence, insurance documents, condition reports, and receipts.	012316	5 Years after event	Confidential Destruction

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<u>Patron Identification and/or Registration Cards</u> This series documents the identification or registration of patrons and issuance of library or identification cards. This series may include but is not limited to: applications for library or registration cards.	012326	0 Years after closed	Confidential Destruction
<u>Programming and Events</u> This series documents the development and management of public programming and events, including programs for teachers, youth and family, exhibitions, lectures, workshops, symposia, films and concerts, and other public events. This series may include, but is not limited to: contracts, purchase orders, photographs, publicity, travel arrangements, evaluations and surveys, and schedules.	200722	5 Years after event	Confidential Destruction
<u>Rights and Reproduction Requests</u> This series documents requests for permission, whether granted or denied, to use or reproduce copyrighted materials. This series may include but is not limited to: requests or applications, correspondence, item information, and documentation of approval or denial.	200721	0 Years after expiration	Non-confidential Destruction
<u>Special Gifts or Donations</u> This series documents the acceptance and use of special gifts and donations, including equipment, funds, or real property. This series may include but is not limited to: correspondence, receipts, and shipping documentation.	012327	5 Years after no longer administratively useful	Non-confidential Destruction