

Department of Planning and Budget 2006 Fiscal Impact Statement

1. Bill Number SB461

House of Origin	<input type="checkbox"/> Introduced	<input type="checkbox"/> Substitute	<input type="checkbox"/> Engrossed
Second House	<input type="checkbox"/> In Committee	<input type="checkbox"/> Substitute	<input checked="" type="checkbox"/> Enrolled

2. Patron Devolites Davis

3. Committee Passed both Houses

4. Title Virginia Public Records Act; timely destruction of records.

5. Summary/Purpose: Provides that each agency shall ensure that records authorized to be destroyed or discarded under the Virginia Public Records Act, are destroyed or discarded in a timely manner in accordance with the provisions of the Virginia Public Records Act.

6. Fiscal Impact: See item 8.

7. Budget amendment necessary: No.

8. Fiscal implications: Under the authority of the Virginia Public Records Act, as well as state statutes and regulations, the Library of Virginia publishes records retention and disposition schedules, offers consultation and assistance to state and local offices, reviews the disposal of non-permanent records and assists with the transfer of permanent and historically significant records to the Archives.

Currently the Library has a single staff member devoting twenty-five percent of his time monitoring the records and disposition schedules of the 230 state agencies, authorities and institutions and their subsets as well as those of the localities. To inform agencies of the requirements of Senate Bill 461 and to monitor compliance and compile statistics and prepare the report for chairs of the Senate Committee on General Laws and Technology and the House Committee on General Laws will result in an increased workload for the Library. Approximately fifty percent of the state and local agencies covered by the Virginia Public Records Act are not active participants in the records management program. It will require fifty percent of the Library's staff member's time to ensure compliance with the provisions of Senate Bill 461 and to compile statistics and prepare the report for chairs of the Senate Committee on General Laws and Technology and the House Committee on General Laws.

For the noncompliant agencies there will be the expense entailed in the appropriate destruction of records containing personal information and with the time and effort involved in completing the original certification of records destruction to the Library of Virginia.

9. Specific agency or political subdivisions affected: The Library of Virginia, Secretary of the Commonwealth.

10. Technical amendment necessary: No.

11. Other comments: Those state and local agencies that do not already possess a crosscut shredder or who have not been hiring a vendor to shred their records will incur additional cost to comply with the legislation. While a basic crosscut shredder costs about \$40 retail, it is not designed for bulk shredding of records. The Library of Virginia provides certified confidential destruction of paper records for \$7 per cubic foot. The commercial rate for the destruction of paper records is slightly higher..

Date: 3/10/06 / wfb

Document: G:\BOS Stuff\2006 Session\2006 Legislation\SB461ER.DOC

cc: Secretary of the Commonwealth,
Secretary of Education