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G. Stewart Petoe, Executive Director

MEMORANDUM

To: Virginia Conflict of Interest and Ethics Advisory Council

From: Stewart Petoe, Executive Director

Date: November 29, 2022

Re: Procedures for destruction of old disclosure forms

The Virginia Conflict of Interest and Ethics Advisory Council staff recommends that the Council adopt the following procedures for the destruction of disclosure forms *and requests for travel waivers* that have been kept longer than five years:

1. All annual filings submitted on or before February 1, pursuant to Va. Code §§ 2.2-3114, 2.2-3116, or 30-110, shall be kept for five calendar years. The filings will then be deleted on or as soon as practicable after the Council publishes the current year's annual filings, in accordance with Va. Code §§ 2.2-3114(C) and 30-110(A).
2. All filings submitted by an official or employee as a condition of assuming his office or position, pursuant to Va. Code §§ 2.2-3114, 2.2-3116, or 30-110, shall be kept for five calendar years. The filings will then be deleted on or as soon as practicable after the Council publishes the current year's annual filings, in accordance with Va. Code §§ 2.2-3114(C) and 30-110(A).
3. All session gift reports submitted pursuant to Va. Code §§ 2.2-3114.2 or 30-110.1 shall be kept for five calendar years. The session gift reports will then be deleted on or as soon as practicable after the Council publishes the current year's annual filings, in accordance with Va. Code §§ 2.2-3114(C) and 30-110(A).
4. All lobbyist's disclosure statements submitted pursuant to Va. Code § 2.2-416 or § 2.25-430 shall be kept for five calendar years. The lobbyists' disclosure statements will then be deleted on or as soon as practicable after July 1 of the next calendar year.
5. *All requests for a travel waiver submitted pursuant to Va. Code § 30-356.1 shall be kept for five calendar years. The requests and related paperwork will then be deleted on or as soon as practicable after the Council publishes the current year's annual filings, in accordance with Va. Code §§ 2.2-3114(C) and 30-110(A).*