

Standard Operating Procedures Manual

City of Poquoson Fire and Rescue



City of Poquoson Fire and Rescue

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Poquoson, VA 23662
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GENERAL ADMINISTRATION

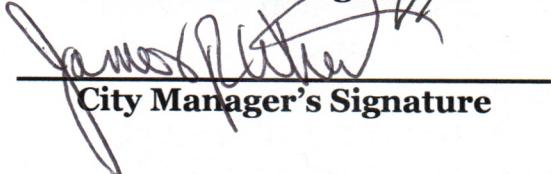
SOP#: GA 12.10

Title: Records Retention

Effective Date: 02/21/2019

Revised Date: _____


Fire Chief's Signature


City Manager's Signature

RECORDS RETENTION

I. PURPOSE

To establish guidelines for retention of public safety records and procedures for proper disposal of those records. These guidelines will remain compliant with the Library of Virginia Records Retention and Disposition Schedule.

This SOP is not all-inclusive and cannot encompass all situations that may be encountered.

II. POLICY

This policy will encompass both paper and electronic records. The Code of Virginia 42.1-77 defines records by their content, not their format. A Records Officer will be designated by the Fire Chief. This Records Officer will be reported to the Library of Virginia as required by current regulation. The department Records Officer will be responsible for updating this policy as the Library of Virginia Records Retention and Disposition Schedule is updated.

III. PROCEDURES (Excluding E-mail)

Any files pertaining to a current, known investigation or court case must be maintained until that case has been resolved.

Fire Department records shall be physically destroyed or electronically purged according to the following schedule:

Report Type	Library of Virginia Section Number	Required Retention Period (Poquoson)
Duty Roster (Daily Log)	100745	7 years
Fire Training and Activities	200392	7 years
Fire Reports	007037	7 years
EMS Reports	007046	7 years
Fire Inspection Reports	007043	11 years
Haz-Mat Reports	007100	50 years**
SOP/Directives	100765	Destroy when no longer administratively useful
Preplan Documents	Not covered	Destroy old preplans after updating
Grant paperwork	Not covered	10 years
OEMS Required Background Check	Not covered	Destroy 5 years after provider separates from department

After 7 years of storage in the current Records Management System used by the department, Haz-Mat Reports shall be converted to .pdf or similar format and maintained on the department server as individual files for the required 50 years. The records shall be purged from the Records Management System at the 7 year benchmark.

This adopted schedule meets, at a minimum, the requirements set

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forth by the current Library of Virginia GS-17 (Law Enforcement, Fire and Emergency Services) regulations.

These records shall be destroyed or purged by the end of each January according to the above schedule.

IV. PROCEDURES (E-mail)

Fire Department staff are encouraged to purge their email records in accordance with the Library of Virginia Records Retention and Disposition Schedule GS-19 County and Municipal Governments Administrative Records standard. This standard defines the content of various administrative emails and the proper method of disposition. For **“Non-confidential destruction”** the email may be deleted after meeting the proper retention period. For **“Confidential Destruction,”** a records destruction form must be completed by the Records Officer and approved by the Fire Chief prior to deletion. This deletion must occur with the assistance of IT to ensure all copies and backups have been removed as well. Some common examples are listed below (these are not all-inclusive):

Record Type	Library of Virginia Series Number	Required Retention Period	Disposition Method
Acknowledgment and Referrals	010021	3 months after end of calendar year	Non-confidential
Agreements, MoU and Non-Fiscal contracts	010025	3 years after termination	Non-confidential
Approved Forms	010091	Immediate after superseded, obsolete, or rescinded	Non-confidential
Citizen Complaint	010004	1 year after last action	Confidential
Correspondence (Department Head)	010037	3 years after end of calendar year	Non-confidential

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Correspondence (Other Officials)	010038	2 years after end of calendar year	Non- confidential
Correspondence (Routine)	010039	Immediate after no longer useful	Non- confidential
FOIA Requests	010049	3 years after last action	Non- confidential
Investigative Reports	010058	3 years after last action	Non- confidential
Vacation or Work Schedules	010109	2 years after end of calendar year	Non- confidential



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RECORDS RETENTION AND DISPOSITION SCHEDULE

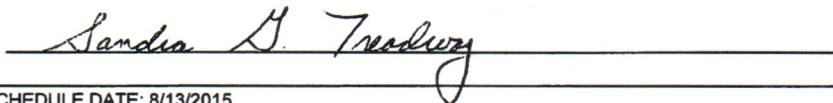
GENERAL SCHEDULE NO. GS-17

COUNTY AND MUNICIPAL GOVERNMENTS

Law Enforcement, Fire and Emergency Services

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

APPROVED:



EFFECTIVE SCHEDULE DATE: 8/13/2015

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.

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RECORDS RETENTION AND DISPOSITION SCHEDULE**GENERAL SCHEDULE NO. GS-17****COUNTY AND MUNICIPAL GOVERNMENTS****Law Enforcement, Fire and Emergency Services**

EFFECTIVE SCHEDULE DATE: 8/13/2015

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Abandoned/Impounded Vehicles</u>	100812	3 Years after equipment, facility, or property sold or no longer in use	Non-confidential Destruction
This series documents the identification, retrieval, processing, return, or disposal of abandoned or impounded vehicles. This series may consist of, but is not limited to: tow sheet and disposition form.			
<u>Accreditation Records: Supporting documentation - Commission on Accreditation for Law Enforcement Agencies (CALEA)</u>		6 Years after creation	Non-confidential Destruction
This series documents compliance with the Commission on Accreditation for Law Enforcement Agencies (CALEA) accreditation program standards. This series may include, but is not limited to: accreditation standard-file content and annual compliance reports.			
<u>Accreditation Records: Supporting documentation - Virginia Law Enforcement Professional Standards Commission (VLEPSC)</u>		8 Years after creation	Non-confidential Destruction
This series documents compliance with the Virginia Law Enforcement Professional Standards Commission (VLEPSC) accreditation program standards. This series may include, but is not limited to: accreditation standard-file content and annual compliance reports.			
<u>Alarm: Security - Activated</u>	100706	1 Year after closed	Non-confidential Destruction
This series documents the activation of a home or business security alarm system linked to the law enforcement agency's response system, the notification to the agency, the investigation into the cause, and the findings (including billable false alarms). This series may include, but is not limited to: incident reports, dispatch notes, and false-alarm logs.			

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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
Alarm: Security - Permit/Registration	100707	1 Year after superseded, obsolete, or rescinded	Non-confidential Destruction
<p>This series documents the process required to link a home or business security alarm systems to a law enforcement agency's response system, as well as the information needed to respond to a system activation and invoice for billable false alarms. This series may consist of, but is not limited to: the application and supporting documentation, owner-contact information, and alarm-system data.</p>			
Alcoholic Beverage Control (ABC) Permit Files	100708	1 Year after last action	Non-confidential Destruction
<p>This series documents local review and/or approval of ABC permits. This series may include, but is not limited to: Application, background checks, and supporting documentation.</p>			
Animal Control Files	100711	5 Years after last action	Confidential Destruction
<p>This series documents law enforcement's participation in local animal control. This series may include, but is not limited to: Complaints, investigations, custody and disposition records, and animal bite records. COV 3.2-6557(B)</p>			
Arrest Files: Adult	100713	100 Years after birth	Confidential Destruction
<p>This series documents the cumulative history of arrests of a particular individual. This series may consist of, but is not limited to: warrants, finger prints, summonses, photographs, court disposition, and Central Criminal Records Exchange data.</p>			
Arrest Files: Adult - Death Notification	200150	1 Year after notification	Confidential Destruction
<p>This series documents the cumulative history of arrests of a particular individual about whose death the department has been notified. This series may consist of, but is not limited to: warrants, finger prints, summonses, photographs, court disposition, and Central Criminal Records Exchange data.</p>			

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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
Arrest Files: Juvenile	100714	23 Years after birth	Confidential Destruction
This series documents the cumulative history of arrests of a particular juvenile. This series may consist of, but is not limited to: warrants, finger prints, summonses, photographs, court disposition, and Central Criminal Records Exchange data.			
Arrest Logs/Books	100718	5 Years after last action	Confidential Destruction
This series documents the cumulative arrests by an agency in chronological order. This series may consist of, but is not limited to: log books.			
Arrestee Personal Property Inventory	200444	3 Years after creation	Non-confidential Destruction
This series documents a law enforcement agency's inventory of personal effects removed from an arrestee before transfer to a regional lockup or jail. This series may include, but is not limited to: logs, registers, and inventory forms.			
Automotive Operations: Radar Equipment Files	100721	0 Years after equipment, facility, or property sold or no longer in use	Non-confidential Destruction
This series documents the cumulative maintenance and repair history of radar speed-limit enforcement equipment, including but not limited to radar and LIDAR. This series may consist of, but is not limited to: service records.			
Automotive Operations: Speed-limit Enforcement Equipment Calibrations	100720	1 Year after expiration	Non-confidential Destruction
This series documents the routine, timely, and effective calibration of radar, LIDAR, tuning forks, speedometers, and all other speed-enforcement equipment. This series may consist of, but is not limited to: current and expired calibration-vendor's certificate.			



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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Background Checks</u> This series documents the request for, performance of, and submission of results from background checks/investigations on individuals as requested by courts, employers, and other persons in matters not involving an active investigative case. This series may include, but is not limited to: Special Conservator of the Peace application files; interview notes; birth, school, or military records; references; and the summarized results. COV 19.2-13 (A)	100772	3 Years after submission	Confidential Destruction
<u>Breath/Alcohol or Drug Testing Records</u> This series documents the collection and testing of breath/alcohol or drug tests on vehicle operators. This series may consist of, but is not limited to: logs and reports not included in case files.	005664	3 Years after event	Confidential Destruction
<u>Building Plans</u> This series documents buildings and other structures including, but not limited to floor plans, and the layout of plumbing, electrical, and other internal systems, as required by the Virginia Fire Prevention Code and the Virginia Uniform Statewide Building Code. This series may include, but is not limited to: blueprints, building plans, permitting and inspection information, and supporting documentation.	007045	0 Years after equipment, facility, or property sold or no longer in use	Confidential Destruction
<u>Community Crime Prevention Program Files</u> This series documents law enforcement's effort to develop and assist community based crime prevention programs. This series may consist of, but is not limited to: neighborhood watch, national night out, and similar program documentation.	100726	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction

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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Community Educational Programs</u> This series documents law enforcement participation in citizen education programs. This series may include, but is not limited to: citizen and youth Police Academies and substance abuse/gang awareness programs.	100746	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Compensation Board Certification Program Records</u> This series documents compliance with the Compensation Board's standards for the Career Development Program for Sheriffs. This series includes, but is not limited to: compliance forms, standards, proofs, and audit reports.	200132	4 Years after audit	Confidential Destruction
<u>Concealed Handgun Permit Checks or Logs</u> This series documents the information or consultation provided to the court regarding concealed handgun permit applicants, as well as any notice received from the court on permits granted, denied, or appealed. This series may include, but is not limited to: reports and notices. COV 18.2-308(D)	100727	2 Years after expiration	Confidential Destruction
<u>Confidential Informant Files</u> This series documents the identity of, contacts with, and reliability of confidential informants. This series may include, but is not limited to: photographs, identification number, and background notes.	100728	75 Years after birth	Confidential Destruction
<u>Confiscated or Surrendered Firearms Files</u> This series documents the confiscation of or acceptance of surrendered firearms by or to law enforcement authorities and the disposition of the firearm. This series may include, but is not limited to: description of firearm, court order, disposition, and other documentation.	100729	75 Years after last action	Non-confidential Destruction

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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Court Appearance Files</u> This series documents the scheduling and/or appearance of law enforcement officers or support staff in court proceedings in the course of law enforcement activities. This series may include, but is not limited to: Overtime cards, time sheets, supplemental incident reports, and logs.	100733	2 Years after event	Non-confidential Destruction
<u>Court Ordered and Other Process Records</u> This series documents the receipt and execution of, or failure to execute, court orders and/or other processes that include Extraditions, Hit Retentions, Subpoenas, Summons, Copies/Jackets of Executed Warrants, Warning Tickets, Affidavits, Eviction Notices, Levies to Foreclose, Seize and/or Sell Property, Parking Ticket Summons, Virginia Uniform Summons, and other legal action against an individual, family, firm or other entity. This series may include, but is not limited to: logs, registers, copies of orders, and other tracking documentation. COV 19.2-84 - 118	200142	1 Year after last action	Non-confidential Destruction
<u>Court Ordered Process Records: Protective Orders</u> This series documents the receipt and execution of, or failure to execute, court orders and/or other processes that include Adult Protective Orders, Child Protective Orders, Emergency Protective Orders, and Juvenile Detention Orders. This series may include, but is not limited to: logs, registers, copies of orders, and other tracking documentation. COV 16.1-251 to 254; 63.2-1606 to 1613	200143	1 Year after last action	Confidential Destruction
<u>Court Ordered Process Records: Residence Verification Records</u> This series documents the receipt and execution of, or failure to execute, court orders for residence verifications. This series may include, but is not limited to: logs, registers, copies of orders, and other tracking documentation.	100669	1 Year after last action	Confidential Destruction



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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
Crime Analysis Files	100735	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
This series documents the formal and/or informal analysis of crimes, patterns of crimes, and the reporting of the analysis. This series may include, but is not limited to: PIN maps, criminal activity statistics, and profiles of criminal activity.			
<u>Criminal History Records: Local Information Requests and Challenges</u>	100739	2 Years after closed	Confidential Destruction
This series documents the process by which local law enforcement offices receive requests from local individuals regarding their information contained in the local law enforcement records (including their criminal histories), any challenges to that information or history, the investigation conducted, the response, and the documentation indicating the close of the inquiry or challenge. This series may include, but is not limited to: request forms, correspondence, and research notes. COV 9.1-132; 6VAC20-120-50 (B.5.)			
<u>Dangerous Dog Records</u>	000342	5 Years after closed	Confidential Destruction
This series documents any complaints, investigations, or incidents involving dogs that are determined to be dangerous or vicious. COV 3.2-6540			
<u>Dispatch (Communications) and Emergency Call Recordings: Not Retained as Evidence</u>	200163	6 Months after event	Confidential Destruction
This series documents the radio communications between dispatch/central communications and officers in the field. This series also documents the recording of incoming calls (including Next Generation 911) for fire, police, and rescue services, and the actions taken in response. This series may include, but is not limited to: audio recordings, video recordings, text messages, and photographs.			

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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Dispatch (Communications) and Emergency Call Records:</u> <u>Supporting Documentation</u>	200164	10 Years after creation	Non-confidential Destruction
This series documents the recording of radio communications at law enforcement dispatch centers and incoming calls for fire, police and rescue services, and the actions taken in response. This series may include, but is not limited to: logs, reports, and supporting documentation including Computer Aided Dispatch software and Calls-for-Service reports.			
<u>Duty Rosters</u>	100745	1 Year after last action	Non-confidential Destruction
This series documents the work days, work hours, jobs, tasks, patrol areas, equipment, weapons, and other duties assigned to law enforcement officers. This series may include, but is not limited to: logs, rolls, rosters, and registers.			
<u>Expungements</u>	000121	3 Years after order	Confidential Destruction
This series documents the process of destroying law enforcement records, including all copies thereof and references thereto, that have been ordered expunged and sealed by the court. This series may include, but is not limited to: expunged records, court orders, and indexes/finding aids. 6VAC20-120-80; COV 19.2-392.2			
<u>FCC License Records</u>	200445	3 Years after event	Non-confidential Destruction
This series documents the initial/renewed licensing of radio communication sites. This series may include, but is not limited to: FCC license and supporting documentation.			
<u>Field Notes: Not Retained as Evidence</u>	000344	5 Years after last action	Non-confidential Destruction
This series documents and consists of the notes made from contacts and interviews conducted in the field with known/suspected law breakers by a law enforcement agent in regards to investigations, modus operandi, and/or complaint resolution. 28CFR23.20(h)			

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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
Fingerprints and Photographs This series documents and consists of the fingerprints and photographs (mug shots) of adults and juveniles taken during the booking process and made available to the Central Criminal Records Exchange. COV 16.1-299 (B); COV 19.2-392 (A)	200144	100 Years after birth	Confidential Destruction
Fingerprints and Photographs: Juvenile - No Warrant or Petition Filed This series documents and consists of the fingerprints and photographs taken of a juvenile in connection with an alleged violation of law, but against whom no warrant or petition was subsequently filed. COV 16.1-299(C)	100758	60 Days after creation	Confidential Destruction
Fire Code Compliance Inspection Reports This series documents Virginia Fire Prevention Code compliance inspections and all other mandated fire inspections carried out by emergency services personnel. This series includes, but is not limited to: inspection reports, photographs, notices of violation, and supporting documentation.	007043	10 Years after submission	Non-confidential Destruction
Fire Training: Class Records This series documents all aspects of firefighter training classes. This series may include, but is not limited to: rosters, intern sheets, lesson plans and curriculum information, instructor information, attendance records, and course and instructor evaluations.	200392	5 Years after end of calendar year	Confidential Destruction
Firearms Qualifications This series documents an officer's qualifications and proficiency in the use of selected types of firearms through scheduled testing. This series may include, but is not limited to: testing criteria, test results, and certifications.	100761	5 Years after event	Non-confidential Destruction

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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
General Orders and Regulations	100765	0 Years after no longer administratively useful	Non-confidential Destruction
This series documents the local and internal orders, rules, and regulations for law enforcement activities. This series may include, but is not limited to registers, logs, and other policy documentation.			
Hazardous Materials Files	007100	50 Years after event	Non-confidential Destruction
This series documents incidents that involve hazardous materials that are responded to by qualified and/or certified personnel and/or emergency response personnel. Incidents may include hazardous material spills, releases, leaks, dump sites, and explosions. This series includes, but is not limited to: hazardous materials incident report, memoranda, lab reports, samples, and supporting documentation.			
House Watch Checklists and Reports	100767	0 Years after no longer administratively useful	Confidential Destruction
This series documents the performance and/or completion of a house watch. This series may include, but is not limited to: citizen request form, property description, and officer-response verification.			
Incident Reports: Emergency Services, Fire and Rescue	007037	6 Years after event	Confidential Destruction
This series documents incidents to which emergency services and/or fire and rescue staff respond and may include address, units and personnel responding, hospital transportation information, summaries, and time stamps. This series may include, but is not limited to: reports and station or unit logs.			
Internal Affairs Complaints	100770	0 Years after no longer administratively useful	Confidential Destruction
This series documents internal, confidential, administrative investigations based on complaints against law enforcement officers and/or offices, and include founded and un-founded cases. This series may include, but is not limited to: complaint documentation, notes, findings, and reports.			

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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
Investigative Case Files: Historically Significant This series documents the processes and results of any systematic investigations, inquiries, or examinations into criminal or suspected criminal acts, and that local law enforcement determines to have historical value.	000345		Permanent, In Agency
Investigative Case Files: Less Serious Offenses - Resolved This series documents the processes and results of any systematic investigations, inquiries, or examinations into criminal or suspected criminal acts that have been committed, are being committed, or are about to be committed; and may be related to, but not limited to: assault, burglary, deaths, destruction of property, drug/narcotic offenses, extortion, gambling, identity theft, Intimidation, larceny, pornography, prostitution, robbery, arson, suicide, vandalism, and weapons law violations. This series may include, but is not limited to records pertaining to: Breath Alcohol, Confiscated (non-weapon) Property, City-wide/In-car Surveillance/ Monitoring Recordings, Controlled Substance Seizures, Dispatch/ Communications Recordings, Emergency Calls, Evidence (including receipts and requests for), Field Notes, Fingerprints (including latents), Incident Reports, Lab Requests/ Reports/ Certificates of Analysis, Photographs, Polygraphs, Release (Waiver) Forms, Summons, and Virginia Criminal Information Network/ National Crime Information Center (VCIN/NCIC) entries.	200146	30 Years after closed	Confidential Destruction

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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Investigative Case Files: Less Serious Offenses - Unresolved</u>	200147	50 Years after creation	Confidential Destruction

This series documents the processes and results of any systematic investigations, inquiries, or examinations into criminal or suspected criminal acts that have been committed, are being committed, or are about to be committed; and may be related to, but not limited to: assault, burglary, deaths, destruction of property, drug/narcotic offenses, extortion, gambling, identity theft, Intimidation, larceny, pornography, prostitution, robbery, arson, suicide, vandalism, and weapons law violations. This series may include, but is not limited to records pertaining to: Breath Alcohol, Confiscated (non-weapon) Property, City-wide/In-car Surveillance/ Monitoring Recordings, Controlled Substance Seizures, Dispatch/ Communications Recordings, Emergency Calls, Evidence (including receipts and requests for), Field Notes, Fingerprints (including latents), Incident Reports, Lab Requests/ Reports/ Certificates of Analysis, Photographs, Polygraphs, Release (Waiver) Forms, Summons, and Virginia Criminal Information Network/ National Crime Information Center (VCIN/NCIC) entries.

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RECORDS RETENTION AND DISPOSITION SCHEDULE**GENERAL SCHEDULE NO. GS-17****COUNTY AND MUNICIPAL GOVERNMENTS****Law Enforcement, Fire and Emergency Services**

EFFECTIVE SCHEDULE DATE: 8/13/2015

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
Investigative Case Files: Non-Serious Offenses - Resolved	000266	10 Years after closed	Confidential Destruction

This series documents the processes and results of any systematic investigations, inquiries, or examinations into criminal or suspected criminal acts that have been committed, are being committed, or are about to be committed; and may be related to, but not limited to: blackmail, bribery, counterfeiting, curfew, destruction of property, disorderly conduct, drug/narcotic offenses, DUI, embezzlement, extortion, forgery, fraud, gambling, identity theft, intimidation, larceny, loitering, peeping tom, pornography, prostitution, runaway, simple assault, thefts, trespassing, vagrancy, vandalism, arson and weapons law violations. This series may include, but is not limited to records pertaining to: Breath Alcohol, Confiscated (non-weapon) Property, City-wide/In-car Surveillance/ Monitoring Recordings, Controlled Substance Seizures, Dispatch/ Communications Recordings, Emergency Calls, Evidence (including receipts and requests for), Field Notes, Fingerprints (including latents), Incident Reports, Lab Requests/ Reports/ Certificates of Analysis, Photographs, Polygraphs, Release (Waiver) Forms, Summons, and Virginia Criminal Information Network/ National Crime Information Center (VCIN/NCIC) entries.

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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
Investigative Case Files: Non-Serious Offenses - Unresolved	200148	5 Years after creation	Confidential Destruction

This series documents the processes and results of any systematic investigations, inquiries, or examinations into criminal or suspected criminal acts that have been committed, are being committed, or are about to be committed; and may be related to, but not limited to: blackmail, bribery, counterfeiting, curfew, destruction of property, disorderly conduct, drug/narcotic offenses, DUI, embezzlement, extortion, forgery, fraud, gambling, identity theft, intimidation, larceny, loitering, peeping tom, pornography, prostitution, runaway, simple assault, thefts, trespassing, vagrancy, vandalism, arson and weapons law violations. This series may include, but is not limited to records pertaining to: Breath Alcohol, Confiscated (non-weapon) Property, City-wide/In-car Surveillance/ Monitoring Recordings, Controlled Substance Seizures, Dispatch/ Communications Recordings, Emergency Calls, Evidence (including receipts and requests for), Field Notes, Fingerprints (including latents), Incident Reports, Lab Requests/ Reports/ Certificates of Analysis, Photographs, Polygraphs, Release (Waiver) Forms, Summons, and Virginia Criminal Information Network/ National Crime Information Center (VCIN/NCIC) entries.

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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
Investigative Case Files: Serious Offenses - Resolved This series documents the processes and results of any systematic investigations, inquiries, or examinations into criminal or suspected criminal acts that have been committed, are being committed, or are about to be committed; and may be related to, but not limited to: homicide, murder, manslaughter, kidnapping, abduction, robbery, aggravated assault, sex crimes, rape, incest, or crimes against children. This series may include, but is not limited to records pertaining to: Breath Alcohol, Confiscated (non-weapon) Property, City-wide/In-car Surveillance/ Monitoring Recordings, Controlled Substance Seizures, Dispatch/ Communications Recordings, Emergency Calls, Evidence (including receipts and requests for), Field Notes, Fingerprints (including latents), Incident Reports, Lab Requests/ Reports/ Certificates of Analysis, Photographs, Polygraphs, Release (Waiver) Forms, Summons, and Virginia Criminal Information Network/ National Crime Information Center (VCIN/NCIC) entries.	100771	75 Years after closed	Confidential Destruction

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EFFECTIVE SCHEDULE DATE: 8/13/2015

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Investigative Case Files: Serious Offenses - Unresolved</u> This series documents the processes and results of any systematic investigations, inquiries, or examinations into criminal or suspected criminal acts that have been committed, are being committed, or are about to be committed; and may be related to, but not limited to: homicide, murder, manslaughter, kidnapping, abduction, arson, robbery, aggravated assault, sex crimes, rape, incest, or crimes against children. This series may include, but is not limited to records pertaining to: Breath Alcohol, Confiscated (non-weapon) Property, City-wide/In-car Surveillance/ Monitoring Recordings, Controlled Substance Seizures, Dispatch/ Communications Recordings, Emergency Calls, Evidence (including receipts and requests for), Field Notes, Fingerprints (including latents), Incident Reports, Lab Requests/ Reports/ Certificates of Analysis, Photographs, Polygraphs, Release (Waiver) Forms, Summons, and Virginia Criminal Information Network/ National Crime Information Center (VCIN/NCIC) entries.	200145	100 Years after creation	Confidential Destruction
<u>K-9/Horse Management Records</u> This series documents the management of dogs (K-9s) and horses in the service of law enforcement. This series may include, but is not limited to history, status, health, and training records.	100775	3 Years after separation	Non-confidential Destruction
<u>License Plate Tag Reader Records: Not Used as Evidence</u> This series documents the surveillance and recording of license plate tag numbers. This series may include, but is not limited to: video recordings, digital images and photographs.	200186	0 Years after decision	Non-confidential Destruction
<u>Logs</u> This series consists of key-control and all other law enforcement logs not listed elsewhere on this schedule.	005666	2 Years after closed	Non-confidential Destruction

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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
Master Name File	200149	100 Years after birth	Confidential Destruction
This series documents legal names and aliases used by a suspected or convicted law breaker. This series may include, but is not limited to: AKAs (Also Known As), nicknames, last known and previous addresses, as well as alternate birth dates, social security numbers, and other identifiers.			
Missing Persons Files	100780	75 Years after creation	Confidential Destruction
This series documents the receipt of notification of missing persons and runaways, and actions taken in response by law enforcement. This series may include, but is not limited to: initial report, photographs, witness statements, and investigative records.			
Missing Persons: Resolved	100779	1 Year after closed	Confidential Destruction
This series documents the receipt of notification of missing persons and runaways, and actions taken in response by law enforcement. This series may include, but is not limited to: initial report, photographs, witness statements, and investigative records.			
Missing Persons: With History - Resolved	100755	5 Years after closed	Confidential Destruction
This series documents the receipt of and actions taken in response to repeated notifications of a particular missing person or runaway, and the location(s) where missing person was previously found. This series may include, but is not limited to: initial report, photographs, witness statements, and investigative records.			
Parking Tickets	100783	3 Years after issuance	Non-confidential Destruction
This series documents the issuance of a citation and fine for violating parking regulations. This series may include, but is not limited to: parking tickets.			



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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Pawnshop and Precious Metals Dealers: History Files</u> This series documents the location and licensing of pawnshops and precious metals dealers. This series may include, but is not limited to: application, fingerprints, and photos.	100785	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Pawnshop and Precious Metals Dealers: Reports</u> This series documents the submission of item description, serial number, value, and seller ID data related to items pawned and sold, as required by local ordinance. This series may include, but is not limited to: reports.	005667	3 Years after submission	Non-confidential Destruction
<u>Permit Review and Investigation Files</u> This series documents the request for and the results of an investigation of permit applicants, not otherwise listed on this schedule. This series may include, but is not limited to: investigation notes and final report.	005668	3 Years after closed	Confidential Destruction
<u>Permits: Operational</u> This series documents the issuance of permits to allow bonfires, the use of explosives, fireworks, fumigation, and tents at functions. This series may include, but is not limited to: application, approved permit, and supporting documentation.	007103	2 Years after expiration	Non-confidential Destruction
<u>Permits: Parade</u> This series documents the permitting of parades, parade routes, and related traffic control activities. This series may include, but is not limited to: application, supporting documentation, and letter of approval/denial.	100786	6 Months after expiration	Non-confidential Destruction
<u>Photographs and Evidence: Traffic Tickets</u> This series documents the collection evidence of traffic violations (not including automatic cameras at intersections). This series may include, but is not limited to: photographs and audio/visual recordings.	100791	1 Year after last action	Non-confidential Destruction

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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Pre-hospital Patient Care Reports</u>	007046	6 Years after event	Confidential Destruction
This series documents medical care provided by emergency services personnel and is used to summarize the facts and events of an emergency medical incident and any treatment provided. This series may include, but is not limited to: reports and related supplements or addenda. 12VAC5-31-530; 12VAC5-31-1140			
<u>Recording, Surveillance, or Monitoring Systems: Not Used as Evidence</u>	100796	30 Days after event	Non-confidential Destruction
This series documents the surveillance of an area and the actions of law enforcement officers, suspects, and bystanders, including in-car monitoring of officers. This series may include, but is not limited to: audio and video recordings.			
<u>Recording, Surveillance, or Monitoring Systems: Locality-Wide - Not used as evidence</u>	000187	7 Days after event	Non-confidential Destruction
This series documents the surveillance of large areas of a locality, other than traffic corridors, using cameras mounted at fixed locations.			
<u>Recording, Surveillance, or Monitoring Systems: Traffic Light Signals - Not used as evidence</u>	200151	2 Days after decision	Non-confidential Destruction
This series documents the failure of motorists to comply with traffic light signals (red lights), but the decision is made not to issue a summons. This series may include, but is not limited to: photographs and video recordings. COV 15.2-968.1 (H)			
<u>Recording, Surveillance, or Monitoring Systems: Traffic Light Signals - Used as evidence</u>	200152	60 Days after final payment	Non-confidential Destruction
This series documents the failure of motorists to comply with traffic light signals (red lights) and the collection of civil penalty payments. This series may include, but is not limited to: photographs and video recordings. COV 15.2-968.1 (H)			

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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Reports: No Investigative Value</u> This series documents non-criminal incidents and occurrences such as accidental deaths, suicides, lost and found property, and other occurrences that have been determined not to require further investigation. This series may include, but is not limited to: incident reports, tracking records, property receipts, and investigative files. 28CFR23.20(n); COV 15.2-1722	100800	5 Years after closed	Confidential Destruction
<u>Reports: Traffic Accident/Crash - Citizen</u> This series documents the investigation into and reporting of motor vehicle accidents/crashes that involve non-law enforcement vehicles. This series may include, but is not limited to: notes, reports, photographs, evidence, and other supporting documentation.	100781	3 Years after event	Confidential Destruction
<u>Reports: Traffic Accident/Crash - Law Enforcement</u> This series documents the investigation into and reporting of motor vehicle accidents/crashes that involve law enforcement vehicles. This series may include, but is not limited to: notes, reports, photographs, evidence, and other supporting documentation.	005670	3 Years after closed	Confidential Destruction
<u>Roll Call Files</u> This series documents officer attendance at meetings, briefings, inspections and other law enforcement activities, as well as any training received at these meetings. This series may include, but is not limited to: logs, rolls, rosters, and registers.	100802	1 Year after event	Non-confidential Destruction
<u>Special Assignment Records</u> This series documents assignments for activities such as dignitary visits, demonstrations, and other special events. This series may include, but is not limited to: operational and security plans, traffic control documentation, and logs.	200446	2 Years after project completion	Confidential Destruction

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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
Taxi Records	100804	3 Years after expiration	Non-confidential Destruction
This series documents the registration and/or permitting of taxi cabs and/or cab drivers. This series may include, but is not limited to: vehicle identification, rate cards, driver's identification, fingerprint cards, and driving records.			
Towed Vehicle Files	100805	3 Years after event	Non-confidential Destruction
This series documents law enforcement's actions in towing, or having towed, abandoned or damaged vehicles, vehicles involved in accidents or parking violations, and vehicles not in compliance with state or local laws. This series may include, but is not limited to: tow sheets.			
Towing Company Records	000347	3 Years after event	Confidential Destruction
This series documents the registration of tow and recovery operators. This series may include, but is not limited to: vehicle identification, rate cards, driver identification, fingerprint cards, Tow Truck Driver Authorization Document Registration, and driving records.			
Traffic Management and Control	100806	1 Year after last action	Non-confidential Destruction
This series documents information requested, compiled, and delivered for the investigation and resolution of traffic control problems. This series may include, but is not limited to: crash report and traffic safety check point statistics.			
<u>Virginia Criminal Information Network (VCIN/NCIC):</u> <u>Administrative Messages: Not part of an Investigative Case File</u>	005673	2 Years after end of calendar year	Confidential Destruction
This series documents the sending of messages to/through or receipt of messages from/through the Virginia Criminal Information Network (VCIN) or the National Crime Information Center (NCIC), and are not made part of an Investigative Case File. This series consists of, but is not limited to correspondence. 52-25			



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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Virginia Criminal Information Network (VCIN/NCIC): NCIC Validation Records</u> This series documents the monthly verification of valid entries and the removal of outdated and/or invalid entries, per the State Police-communicated list of entries from the National Crime Information Center (NCIC) database. 28CFR20.37	005675	2 Years after event	Confidential Destruction
<u>Virginia Criminal Information Network (VCIN/NCIC): Original Entry Printouts or Worksheets: Not related to an Investigative Case File</u> This series consists of original entry printouts or worksheets, if used, that exist solely to assist with data entry into the VCIN/NCIC system or to verify removal of entries from system. 52-25	005674	0 Years after closed	Confidential Destruction
<u>Warrants: Unexecuted</u> This series documents the criminal processes in the possession of a police or sheriff's department that have not been executed within, from date of issue, seven years if a felony warrant or three years if a misdemeanor warrant; or because they were issued for a now deceased person, issued based on mistaken identity, or issued as a result of technical or legal error; and have been ordered destroyed by the court. This series may include, but is not limited to: arrest warrants, summonses, capias, and other unexecuted criminal processes. COV 19.2-76.1	200153	0 Years after order	Confidential Destruction
<u>Weapons: Internal Assignments</u> This series documents the assignment of weapons of all types to personnel for law enforcement use. This series may include, but is not limited to: logs, registers, and rosters.	100762	5 Years after equipment, facility, or property sold or no longer in use	Non-confidential Destruction

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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Weapons: Inventory</u> This series documents the inventory and asset control of weapons and ammunition. This series includes, but is not limited to: logs and lists.	100635	0 Years after no longer administratively useful	Non-confidential Destruction



RECORDS RETENTION AND DISPOSITION SCHEDULE

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Administrative Records

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

APPROVED:

EFFECTIVE SCHEDULE DATE: 4-13-2017

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.



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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDED RETENTION PERIOD	DISPOSITION METHOD
<u>Acknowledgment and Referral Files</u>	010021	3 Months after end of calendar year	Non-confidential Destruction
This series documents receipt of an item or forwarding of an item to another office when no other action is taken or expected of the forwarding office.			
<u>Agenda and Supporting Documentation Files</u>	010024	3 Years after end of calendar year	Non-confidential Destruction
This series documents the publishing of public notices of meetings and proposed schedules. This series may include, but is not limited to: materials reviewed or used by the board, commission, or conference, and items presented to or introduced by the board, commission, or conference. COV 2.2-3707			
<u>Agreements, Memorandums of Understanding (MOU) and Non-Fiscal Contracts</u>	010025	3 Years after termination	Non-confidential Destruction
This series documents agreements, other than contracts involving procurement or payment of monies, between departments within the locality, other localities, other government agencies, business entities or an individual or group of individuals.			
<u>Annexation/Consolidation Files</u>	010002	Permanent, In Agency	
This series documents locality arguments, fact finding, and actions on agreements or disputes among counties, cities and towns, or decisions of the Commission on Local Government boundary changes to cities and towns. COV 15.2-3200 - 3244f			
<u>Annual Disclosure of Economic Interests</u>	010008	5 Years after end of calendar year	Confidential Destruction
This series consists of the disclosure of economic interest forms filed by members of governing bodies, commissions, and boards. COV 2.2-3115; COV 2.2-3117; COV 2.2-3115C			
<u>Appointment Calendars</u>	010027	1 Year after end of calendar year	Non-confidential Destruction
This series documents the agenda of public officials. This series may include, but is not limited to: printed or published calendars intended for limited or general distribution.			



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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Approved Forms Masters and Supporting Documentation</u>	010091	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
This series documents the development, design, approval, and use of forms.			
<u>Citizen Complaint Files</u>	010004	1 Year after last action	Confidential Destruction
This series documents citizen complaints, preliminary investigations, findings, background material and responses.			
<u>Citizen Petitions</u>	010005		Permanent, In Agency
This series documents receipt of a petition from citizens, preliminary research, and responses. COV 15.2-301			
<u>Consultants' Reports and Related Documents</u>	010033	5 Years after end of calendar year	Non-confidential Destruction
This series documents the work of consultants hired by the locality. This series may include, but is not limited to: consultant reports and notes.			
<u>Contract Records</u>	200101	5 Years after termination	Confidential Destruction
This series documents the performance and conformance of contractual obligations of the locality or owed to the locality.			
<u>Chairpersons</u>			
This series documents incoming and outgoing letters, memoranda, faxes, notes, and their attachments, in any format including, but not limited to, paper and e-mail.			
<u>Correspondence/Subject Files: Board Members - Except Chairpersons</u>	100893	3 Years after end of calendar year	Non-confidential Destruction
This series documents incoming and outgoing letters, memoranda, faxes, notes, and their attachments, in any format including, but not limited to, paper and e-mail.			
<u>Correspondence/Subject Files: Board/Council - Mandated by Code of Virginia or Virginia Administrative Code - Chairpersons</u>	100891		Permanent, Archives
This series documents the correspondence of code mandated boards. This series may include, but is not limited to: letters, memoranda, faxes, notes, e-mail and attachments.			



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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Correspondence/Subject Files: Boards/Commissions/Conferences</u>	100892	3 Years after end of calendar year	Non-confidential Destruction
This series documents incoming and outgoing letters, memoranda, faxes, notes, and their attachments, in any format including, but not limited to, paper and e-mail.			
<u>Correspondence/Subject Files: City Manager/County Administrator</u>	010006		Permanent, In Agency
This series consists of incoming and outgoing letters, memorandum, faxes, notes and their attachments, in any format including, but not limited to, paper and electronic mail.			
<u>Correspondence/Subject Files: Department or Division Heads</u>	010037	3 Years after end of calendar year	Non-confidential Destruction
This series consists of incoming and outgoing letters, memoranda, faxes, notes, and their attachments, in any format including, but not limited to, paper and e-mail.			
<u>Correspondence/Subject Files: Other Officials</u>	010038	2 Years after end of calendar year	Non-confidential Destruction
This series consists of incoming and outgoing letters, memoranda, faxes, notes, and their attachments, in any format including, but not limited to, paper and e-mail.			
<u>Correspondence/Subject Files: Routine, Administrative - Not Specified Elsewhere</u>	010039	0 Years after no longer administratively useful	Non-confidential Destruction
This series consists of incoming and outgoing letters, memoranda, faxes, notes, and their attachments of a routine administrative nature, in any format including, but not limited to, paper and e-mail.			
<u>Deeds and Property Files</u>	010007	10 Years after equipment, facility, or property sold or no longer in use	Non-confidential Destruction
This series documents local government ownership of real property. COV 15.2-1800 to 1814			

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<u>Directives</u>		010040		Permanent, In Agency
This series documents directives from the city council, city manager, county administrator, or board of supervisors outlining policy to lower levels of authority.				
<u>Directory Listings and Files</u>		010041	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
Lists of current or former employees and/or phone listings, office listings or lists of contacts or service providers.		200102	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Drafts</u>				
This series consists of materials produced during the planning, designing and composing of a public record. This series includes recordings of meetings used to create minutes.				
<u>Employee Suggestion Program Files</u>		010043	3 Years after last action	Non-confidential Destruction
This series documents the implementation and control of an employee suggestion plan.				
<u>Environmental Impact Studies</u>		010044		Permanent, In Agency
This series documents the environmental impact of major projects proposed by localities or reviewed by locality officials. COV 15.2-2202				



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E-Rate Program: After June 30, 2015	200426	10 Years after last action	Non-confidential Destruction
This series documents a school or library's eligibility, competitive bidding process, discount calculation, compliance with the Children's Internet Protection Act (CIPA), and fund disbursements related to the Schools and Libraries Program (aka E-Rate Program) of the Universal Service Fund administered by the Universal Service Administrative Company (USAC) under the oversight of the Federal Communications Commission (FCC). This series includes, but is not limited to: accreditation, charter, or Library Services and Technology Act (LSTA) Block 4 documentation; procurement documentation, worksheets, reports, bills, invoices, and receipts. FCC 14-189 ¶144	200427	5 Years after last action	Non-confidential Destruction
E-Rate Program: Before July 1, 2015			
This series documents a school or library's eligibility, competitive bidding process, discount calculation, compliance with the Children's Internet Protection Act (CIPA), and fund disbursements related to the Schools and Libraries Program (aka E-Rate Program) of the Universal Service Fund administered by the Universal Service Administrative Company (USAC) under the oversight of the Federal Communications Commission (FCC). This series includes, but is not limited to: accreditation, charter, or Library Services and Technology Act (LSTA) Block 4 documentation; procurement documentation, technology plans, worksheets, reports, bills, invoices, and receipts. FCC 14-189 ¶144			
Executive Orders	010045	Permanent, In Agency	
This series documents orders of the city manager or county administrator.			
Feasibility Studies	010046	Permanent, In Agency	
This series documents feasibility studies created by or for a locality.			



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Finding Aids or File Locators	010047	0 Years after no longer administratively useful	Non-confidential Destruction
This series consists of lists created to locate files, records, or artifacts.			
<u>Freedom of Information Act (FOIA) Requests</u>	010049	3 Years after last action	Non-confidential Destruction
This series documents responses to requests to view official records or retrieve information from official records. This series may include, but is not limited to: requests, response, and billing information. COV 2.2-3700 to 3714			
<u>Grant Records: Funded</u>	010051	5 Years after project completion	Confidential Destruction
This series documents grant acceptance or approval, completion and conformance with grant stipulations that are not of a fiscal nature.			
<u>Grant Records: Unfunded</u>	000182	1 Year after decision	Non-confidential Destruction
This series documents grant proposals that did not receive funding. This series may include, but is not limited to: letter of intent, application, budget, and notification of denial.			
<u>Hearings: Administrative</u>	010054	3 Years after last action	Non-confidential Destruction
This series documents administrative hearings not listed on another records retention schedule.			
<u>History Files</u>	010064	Permanent, Archives	
This series documents the history of the locality, its government, its accomplishments, its officials, or employees. This may include material of an exceptional nature that is listed as disposable in this or other general schedules. This series may include, but is not limited to: scrapbooks; photographs; articles; program notes; documentation of events sponsored or funded by the locality; narratives; and printed, audio, or audiovisual histories.			



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<u>Indexes, Checklists, and Control Lists</u>	010055	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
This series consists of forms, books, or computer records used for internal control of a process or action that does not act as the only record of final approval of the action or process.			
<u>Industrial/Economic Development Authority</u>	200131	6 Years after final payment	Confidential Destruction
This series documents the work of the authority to acquire, own, lease, and dispose of property, as well as make loans, to promote industry and develop trade. This series may include, but is not limited to: bond transcripts, correspondence, and legal documents.			
<u>Information and Public Education Records; Other Records</u>	010057	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
This series documents public information or education campaigns and materials or items collected from various sources about the locality.			
<u>Information and Public Education Records; Pamphlets, Visual Aids and/or News Clippings Regarding Historically Significant Events</u>	010056	Permanent, In Agency	
This series documents public information or education campaigns and materials or items about the locality, collected from public sources.			
<u>Investigative Reports</u>	010058	3 Years after last action	Non-confidential Destruction
This series documents internal investigations of incidents, local officials, employees, departments or operations and policies not covered by another general or specific schedule.			
<u>Legal Case Files</u>	010061	10 Years after last action	Confidential Destruction
This series documents status of legal cases involving the locality, its officials, employees, or departments.			



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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Legal Opinions</u>	010059	~	Permanent, In Agency
This series consists of opinions requested by the locality, its officials, employees, or departments, from the city or county attorney or the Attorney General's office on matters of law.			
<u>Locality Annual Reports</u>	010063		Permanent, Archives
This series consists of reports prepared by or for the locality addressing the "state" of the locality, including goals, targets, objectives, and finances.			
<u>Management Reports</u>	010065	0 Years after no longer administratively useful	Non-confidential Destruction
This series consists of reports created for internal control or management of a specific function of the local government.			
<u>Microform Records: Inspection Reports</u>	010093	3 Years after end of calendar year	Non-confidential Destruction
This series documents the inspection and approval of microform prepared by or for locality. This series may include, but is not limited to: copies of background densities and inspection reports. 17VAC15-20-70			
<u>Microform Records: Processing or Methylene Blue Tests</u>	010094	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
This series documents testing required to validate the correct processing and development of microform. 17VAC15-20-70			
<u>Minutes: Entity Having Enforcement, Regulatory, or Decision Powers</u>	010029	Permanent, In Agency	
This series documents the proceedings of meetings of boards, councils, conferences, committees, offices, and other groups having enforcement, regulatory or decision powers. This series includes indexes to minutes.			



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Minutes: Entity Without Enforcement, Regulatory or Decision Powers	010030	3 Years after end of calendar year	Non-confidential Destruction
This series documents proceedings of various meetings of advisory boards, councils, conferences, committees, offices, and other groups that do not have enforcement, regulatory, or decision making powers.			
Motion Pictures: Locality Produced or Sponsored	010068		Permanent, In Agency
This series documents motion pictures or videos, other than training material and temporary recordings of minutes, prepared by or for locality for a specific purpose.			
Office Instructions or Procedures	010069	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
This series documents internal guidelines, policies, or instructions for the operation of an office or a function.			
Ordinances and Resolutions	010017		Permanent, In Agency
This series documents the adoption of ordinances and resolutions by the board of supervisors or city/town council. COV 15.2-1433; COV 15.2-1425			
Organization Files: Administrative Structure and Management	010070		Permanent, In Agency
This series documents organization or functions of the locality's major administrative units; also, material about the reorganization of the departments or management structure.			
Organization Files: Other Records	010071	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
This series consists of files not directly related to the organization or reorganization of the locality's management structure.			
Photographs and Negatives: Historically Significant	010073		Permanent, Archives
This series documents the locality's organization, special ceremonies, occasions, events, and facilities. This series includes photographs or negatives created by or for locality.			

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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
Photographs and Negatives: Other Material	010075	0 Years after no longer administratively useful	Non-confidential Destruction
Photographs and Negatives: Personnel Identification	010074	1 Year after separation	Non-confidential Destruction
This series documents photographs used for identification of employees, contractors, or vendors. This series may include, but is not limited to: negatives, imaging files, requesting paperwork or documentation.			
Planning Files: Administrative	010076	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
This series documents the planning of administrative changes or projects, major purchases, significant events or occasions not requiring board or council approval of the details.			
Policy and Procedure Records	010018	Permanent, In Agency	
This series documents guidance issued or approved by the city council, city manager, board of supervisors and/or county administrator.			
Presentation Materials	010079	0 Years after no longer administratively useful	Non-confidential Destruction
This series documents presentations given by locality employees. This series may include, but is not limited to: slides, overheads, flip charts, and handouts.			
Proclamations	101211	2 Years after end of calendar year	Non-confidential Destruction
This series documents the honoring of specific groups, associations, or people by the Mayor or Board of Supervisors. The series consists may include, but is not limited to: formal proclamation signed by the Mayor or Board of Supervisors.			



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Program and Event Registration	200564	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
This series documents registration and attendance for events, workshops, conferences, and programs offered by an agency. This series may include, but is not limited to: applications, registration and payment information, release forms, and attendance records.			
<u>Project Documentation Files</u>	010082	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
This series documents the design, development, control, or monitoring of a specific project or group of projects.			
<u>Public Hearing Notices</u>	010019	1 Year after last action	Non-confidential Destruction
This series documents issuance and publication of notices of public hearings, other than board of supervisors or city/town council meetings. COV 2.2-3707			
<u>Public Relations Files: Historically Significant</u>	010083	Permanent, In Agency	
This series documents information provided to the public at large or specific elements of the public, business, or government communities. This series may include, but is not limited to: pamphlets, speeches, visual aids, news releases and clippings, and publications.			
<u>Public Relations Files: Other Items</u>	010084	0 Years after no longer administratively useful	Non-confidential Destruction
This series documents routine information provided to the public at large or specific elements of the public, business, or government communities. This series may include, but is not limited to: speeches and graphic arts material.			
<u>Publication or Duplication Masters or Proofs</u>	010086	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
This series consists of materials used to produce publications.			



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<u>Publications: Locality Produced or Sponsored</u>	010085		Permanent, In Agency
This series consists of official publications of locality meant for public distribution or general internal distribution. COV 42.1-94			
<u>Recordings, Audio and Visual: Historically Significant</u>	010087		Permanent, In Agency
This series consists of audio or visual recordings, created by or for a locality, that are of an enduring historically significant nature or that describe the current function or organization of the locality's major administrative units.			
<u>Recordings, Audio and Visual: Other Recordings</u>	010089	0 Years after no longer administratively useful	Non-confidential Destruction
This series consists of audio or visual recordings created by or for the locality that are not historically significant.			
<u>Records Management Files: Approved Certificates of Records Destruction (RM 3 Form)</u>	010090	3 Years after end of calendar year	Non-confidential Destruction
This series documents the locality's records destruction. This series includes Records Officer's copies of approved destruction certificates.			
<u>Records Management Files: Archival Transfer Forms</u>	200081		Permanent, In Agency
This series documents the transfer of permanent records to the Archives at the Library of Virginia. This series includes: Archival Transfer List and Receipt (ARC-1 Form), Archival Transfer Folder List (ARC-2 Form), and Archival Microform Transfer List and Receipt (ARC-3 Form).			
<u>Release Forms: Adults</u>	010022	5 Years after end of calendar year	Confidential Destruction
This series documents individual liability release statements for adults that are required for participation in various programs.			
<u>Release Forms: Minors</u>	010026	23 Years after birth	Confidential Destruction
This series documents individual liability release statements for children under the age of 18 required for participation in various programs.			



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Reports		010096	0 Years after no longer administratively useful	Non-confidential Destruction
This series documents routine reports not listed on any general or special schedule.				
Safety Records		010097	3 Years after last action	Non-confidential Destruction
This series documents accident investigations. This series may include, but is not limited to: accident reports and safety policy statements except those records required by OSHA or the Department of Labor and Industry.				
Schedule of Daily Activities: Required by Law or Regulation		010099	2 Years after end of calendar year	Non-confidential Destruction
This series documents the control or recording of the activities of employees other than payroll/hourly-wage records. This series may include, but is not limited to: diaries, logs, and registers.				
Service Recognition Program		200428	3 Years after event	Non-confidential Destruction
This series documents the process and events for recognizing the service and accomplishments of employees and volunteers. The documentation of the recognition itself should be placed in the individual personnel record. This series may include, but is not limited to: nomination forms, correspondence, reports, and lists.				
Surveys: Administrative		010105	2 Years after end of calendar year	Non-confidential Destruction
This series documents surveys produced by or for the locality for administrative, informational, or research purposes.				
Telephone Logs and Messages		010106	0 Years after no longer administratively useful	Non-confidential Destruction
This series documents incoming or outgoing routine telephone calls. This series may include, but is not limited to: message slips, voicemail messages, and call logs.				

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Vacation or Work Schedules	010109	2 Years after end of calendar year	Non-confidential Destruction
This series documents employee's time off from work, not created specifically for payroll purposes.			
Voice Mail/Answering Machine Messages: Relevant to Specific Actions	010111	0 Years after no longer administratively useful	Non-confidential Destruction
This series consists of recordings and message slips documenting incoming telephone calls. These messages have a bearing on actions or decisions taken or not taken.			
Work or Production Control Records	010113	0 Years after no longer administratively useful	Non-confidential Destruction
This series consists of records, not related to any other existing locality records series, created to project, monitor, control, tabulate, or report the daily work activities of an individual or group other than payroll records.			
Work Orders: Administrative Copies	010114	3 Years after end of calendar year	Non-confidential Destruction
This series documents work orders or production orders submitted by locality employees.			