



An Update on  
Managing Records:  
What's New or About to  
be New at the LVA?

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## A Public Record...

... documents a transaction  
or activity ...

Regardless of physical  
form or characteristic ...

... is produced, collected,  
received or retained in  
pursuance of law or in  
connection with the  
transaction of public  
business.

COV § 42.1-77





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## Records Management <http://www.lva.virginia.gov/agencies/records>

Under the authority of the Virginia Public Records Act, the Records Analysis Section (RAS) at the Library is responsible for ensuring that public records are maintained and available throughout their life cycle.

RAS supports localities and state agencies with the efficient and economical management of their public records by publishing Records Retention & Disposition Schedules, presenting workshops, monitoring the disposal of non-permanent records, and assisting with the transfer of permanent records to the Archives.

Use the [contacts](#) page to identify your agency/locality records officer and LVA records analyst.

- [Services - Education/training, State Records Center, Imaging Services](#)
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### Locality General Schedules

Searchable Database for Locality General Schedules

**General Administration**

- GS-19, Administrative Records (Dec 2012) \*New series: 200131\*
- GS-02, Fiscal Records (Aug 2012)
- GS-16, General Services (Nov 2011)
- GS-33, Information Technology (Mar 2009)
- GS-03, Personnel Records (Aug 2012)

**Local Departments**

- GS-31, Airports (Sep 2003)
- GS-05, Assessment Records (Dec 2007)
- GS-14, County and Municipal Attorneys (May 2010)
- GS-06, Land Use, Land Development and Public Works (June 2012)
- GS-11, Parks and Recreation (Mar 2008)
- GS-22, Public Library (June 2004)
- GS-21, Public School (Dec 2012) \*Several series made defunct\*
- GS-07, Public Utilities (Nov 2011)
- GS-32, Redevelopment and Housing Authority (July 2007)
- GS-28, Treasurer (June 2001)
- GS-01, Voter Registration and Elections (May 2010)

**Human Services**

- GS-18, Community Services Board (CSB) (Mar 2008)
- GS-15, Social Services (Feb 2012)

**Judiciary**

- GS-12, Circuit Court (Nov 2011)
- GS-13, Commonwealth's Attorney (July 2009)
- GS-27, Court Appointed Special Advocate (CASA) (July 2009)
- GS-26, Pretrial Services (Sep 2003)

**Public Safety**

- GS-25, Community Corrections Act Program (Sep 2006)
- GS-29, Criminal Justice Training Academy (Dec 2007)
- GS-10, Fire and Rescue (Feb 2004)
- GS-24, Juvenile Residential Services (Nov 2003)
- GS-17, Law Enforcement (Sep 2010)
- GS-08, Sheriff and Regional Jails (Dec 2012) \*New series: 200132\*
- GS-30, Virginia Alcohol Safety Action Program (VASAP) (Feb 2013) \*Complete revision\*

\* Recent updates are highlighted in red \*

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## General Schedules for Virginia Localities

This search looks for specific terms within the current local General Schedules. From the search results you can link directly to a PDF version of the General Schedule where the series is listed. Use your browser's FIND feature or Adobe Acrobat's SEARCH feature to locate your search term specifically within the General Schedule.

Tips for searching General Schedules ([audible video](#))

Important search tips:

- Any combination of characters you enter will be found exactly as you have typed them. For example, searching Series Description for **ELECT** will return any series containing the words **ELECT, ELECTION, ELECTIONS, ELECTRONIC, and SELECT**.
- The same rule applies for numbers. Searching Series Number for **186** will return any series with those three numbers in sequence, such as **100186** and **005186**.
- Be specific in your searches but try variations of the same terms to clarify your results.
- Avoid searching on terms such as record or file as these words are used in almost every series.
- You **can not** use wildcards in this search.

Search by:

Schedule Number

Schedule Title

Series Title  (e.g. Financial Accounting Records, Legal Opinion, Minutes)

Series Number  (e.g. 010090, 447, 6223)

Series Description  (e.g. environment, timesheet, warehouse)

RECORDS SERIES AND DESCRIPTION      SERIES NUMBER      SCHEDULED RETENTION AND DISPOSITION

**Defunct Series**

Desegregation Records (1952 – 1978)

This series documents the desegregation of public schools in the Commonwealth of Virginia between 1952 and 1978. Files documenting desegregation may also be found in Series 008111, "School System Studies and Reports: Final Record Copy - Historically Significant", Series 008117, "Superintendent's Administrative Records: Policy and Program Development", and Series 008118, "Superintendent's Legal Opinions File."

008098

Transfer accumulation to the Archives, Library of Virginia for permanent retention.

Driver Education Records

This series documents completion of a driver education program by an individual student.

008218

Retain 1 year after a report of "pass" or "fail" is entered on series 008223, "Student Cumulative File: Long-Term Documentation – Post 1935" for each individual student then destroy in compliance with No. 8 on the schedule cover page.

Election Records: Student-Lists of Officers

This series consists of lists of officers elected in school student elections.

008142

Retain 1 year after the end of the current academic year. School library or appropriate school department may selectively retain all or part of the records for permanent preservation. Destroy balance of records.

Election Records: Student-Supporting Documentation

This series documents the process and results of school student elections. May include, but is not limited to, lists of students eligible to vote, register of those who voted, ballots, and election results.

008143

Retain until after the end of the current academic year or after the expiration of any appeal process for contested elections, whichever is longer, then destroy in compliance with No. 8 on the schedule cover page. Disposal reporting on Certificate of Records Destruction (RM-3 Form) not required.

Employment Certificates: Student

This series consists of employment certificate forms which students under age 16 must have in order to be hired for paid jobs.

008144

Retain until student's 16th birthday then destroy in compliance with No. 8 on the schedule cover page.

EFFECTIVE SCHEDULE DATE: 6/19/2012

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Acknowledgment and Referral Files</u>  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.	010021	Retain 3 Months after end of calendar year	Non-confidential Destruction
<u>Agenda and Supporting Documentation Files</u>  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	010024	Retain 3 Years after end of calendar year	Non-confidential Destruction
<u>Agreements, Memorandums of Understanding (MOU) and Non-Fiscal Contracts</u>  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.	010025	Retain 3 Years after termination	Non-confidential Destruction
<u>Annexation/Consolidation Files</u>  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	010002	Retain after project completion	Permanent, In Agency
<u>Annual Disclosure of Economic Interests</u>  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	010008	Retain 5 Years after end of calendar year	Confidential Destruction

## Records Management Forms

Submit forms that are completed in full and type-written (except signatures).

Which form do I use?

### Archival Transfer List and Receipt (ARC-1 Form)

- ARC-1 Preparation Instructions (pdf)
- Blank ARC-1 Form (Word)
- Blank ARC-1 Continuation Form (Word)

### Archival Transfer Folder List (ARC-2 Form)

- ARC-2 Preparation Instructions (pdf)
- Blank ARC-2 Form (Word)
- Blank ARC-2 Continuation Form (Word)

### Archival Microform Transfer List and Receipt (ARC-3 Form)

- ARC-3 Preparation Instructions (pdf)
- Blank ARC-3 Form (Word)
- Blank ARC-3 Continuation Form (Word)

### Certificate of Records Destruction (RM-3 Form)

- RM-3 Preparation Instructions (pdf)
- Volume Estimation Table (pdf)
- Blank RM-3 Form (Word)
- Completed Sample RM-3 (pdf)

### Records Center Retrieval Request (RM-18 Form)

Note: Continue to use RM-18 until further notice.

- Blank RM-18 (Word)

### Records Survey (RM-19 Form)

- RM-19 Description & Preparation Instructions (pdf)
- Blank RM-19: Two pages (Word)

### Records Locator Inventory (RM-20 Form)

- RM-20 Description & Preparation Instructions (pdf)
- Blank RM-20 template (Word)
- Blank RM-20 template (Excel)

### Records Officer Designation and Responsibilities (RM-25 Form)

- RM-25 Preparation Instructions (pdf)
- Blank RM-25 Form (Word)

This form documents the destruction of public records in accordance with the Virginia Public Records Act, §§ 42.1-76 through 42.1-91 of the Code of Virginia.

SUBMIT FILLABLE FORM WITH ORIGINAL SIGNATURES

<b>1. Agency / Locality / Regional Entity</b>	<b>2. Division / Department / Section</b>	<b>3. Person Completing Form</b>
<b>4. Address, City, St, &amp; Zip</b>	<b>5a. Telephone Number &amp; Extension</b>	<b>5b. E-mail Address</b>

6. Records to Be Destroyed					
a) Schedule and Records Series Number	b) Records Series Title	c) Date Range (mo/yr)	d) Location	e) Volume	f) Destruction Method

**DESTRUCTION APPROVALS**  
 NOTE: Public records may not be destroyed without receiving prior authorization from the agency or locality Approving Official and Designated Records Officer.  
 We certify that the records listed above have been retained for the scheduled retention period, required audits have been completed, and no pending or ongoing litigation or investigation involving these records is known to exist.

<b>7. Approving Official (Type)</b>	<b>Signature</b>	<b>Date</b>
<b>8. Designated Records Officer (Type)</b>	<b>Signature</b>	<b>Date</b>
<b>9. Records Destruction Affirmed By:</b>	<b>Signature</b>	<b>Date</b>

(No attachments accepted with the original RM-3)

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# Documenting destruction



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**RECORDS OFFICER DESIGNATION AND RESPONSIBILITIES**

(RM-25 Form November 2012)

- Pursuant to the Virginia Public Records Act (Vpra) of the Code of Virginia (§42.1-76 et. seq.), the responsibilities of a designated Records Officer include, but are not limited to, the following (NB: "Agency" means State Agency, Locality, or Regional Authority/Entity):
- Complete and return by mail or delivery an original, type-written, signed RECORDS OFFICER DESIGNATION AND RESPONSIBILITIES (RM-25 Form) to the Library of Virginia.
  - Develop and implement a records management program based on records management best practices and procedures promulgated by the Archives, Records, and Collections Services Division of the Library of Virginia.
  - Provide training in records management procedures, practices, and use of appropriate forms, as necessary. As needed, collaborate with departmental Records Coordinators to help maintain an effective records management program.
  - Distribute Library of Virginia-approved RECORDS RETENTION AND DISPOSITION SCHEDULE information to appropriate staff members. Assist staff in surveying records that are unique to the agency in order to develop and implement accurate RECORDS RETENTION AND DISPOSITION SCHEDULES.
  - Assist in identifying records that can be destroyed in accordance with applicable RECORDS RETENTION AND DISPOSITION SCHEDULES. Approve the accurate and timely destruction of records by completing and/or reviewing CERTIFICATE(S) OF RECORDS DESTRUCTION (RM-3 Form), pursuant to Library of Virginia procedures for the destruction of records.
  - Identify all essential and archival records. Ensure records are properly maintained, protected, and accessible for the length of time cited in applicable RECORDS RETENTION AND DISPOSITION SCHEDULE.
  - Participate in decisions concerning records reformatting and/or storage.
  - Coordinate and approve the transfer of permanent, archival records, using the ARCHIVAL TRANSFER LIST AND RECEIPT (ARC-1 Form), and/or non-permanent records, using InfoInx, to the Library of Virginia.
  - Coordinate the development of a plan to help ensure the protection/recovery of records in the event of a disaster or any other unplanned incident.
  - Receive periodic updates from the Library of Virginia on important records management issues within the Commonwealth via the Virginia Records Officer Listserv (VA-ROL).
  - The responsibilities of a Records Coordinator are defined by the agency to include some variation of, but not to exceed, the responsibilities above, and should be documented in the agency's records management policy.

1. Agency / Locality / Regional Authority/Entity [ ]		2. Division or Department [ ]		2a. Section or Sub-Department (if needed) [ ]	
3. Name of Incoming Records Officer or Coordinator [ ]		4. Office / Job Title [ ]			
5. Mailing Address, City, State, Zip Code [ ]		8. New: <input type="checkbox"/> Records Officer <input type="checkbox"/> Records Coordinator		8a. For the listed: <input type="checkbox"/> Agency / Locality / Regional Authority <input type="checkbox"/> Department or Division <input type="checkbox"/> Sub-Department or Section	
6. Phone Number, with Direct Extension [ ]		Additional: <input type="checkbox"/> Records Officer <input type="checkbox"/> Records Coordinator			
7. E-mail [ ]		Replacement: <input type="checkbox"/> Records Officer <input type="checkbox"/> Records Coordinator			
[ ]		Replacing: [ ]			
We have read and understand the responsibilities of a Records Officer / Coordinator as outlined herein and pursuant to the Vpra of the Code of Virginia.					
9. Incoming Records Officer / Coordinator (Print) [ ]		Signature [ ]		Date [ ]	
10. Agency Head or Designee (Print) [ ]		Signature [ ]		Date [ ]	

MAIL / DELIVER TYPE-WRITTEN FORM WITH ORIGINAL SIGNATURES TO THE ADDRESS IN TOP LEFT CORNER

[ ] [ ] [ ] [ ] [ ]

# Questions?

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 804-692-3650

All forms and schedules, as well as additional  
 resources, available at:  
[www.lva.virginia.gov/agencies/records](http://www.lva.virginia.gov/agencies/records)

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