



## LIBRARY OF VIRGINIA

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

## RECORDS RETENTION AND DISPOSITION SCHEDULE

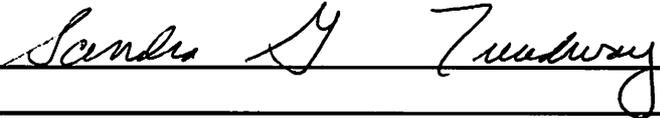
GENERAL SCHEDULE NO. GS-08

COUNTY AND MUNICIPAL GOVERNMENTS

Local and Regional Jails

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: 12/12/2013

### 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	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Canteen, Commissary and Kitchen Records</u>  This series documents the routine operations and control of jail canteens, commissary and kitchens. This series may include, but is not limited to: inventory control records, inmate accounting records and other related files.	100637	3 Years after end of state fiscal year	Non-confidential Destruction
<u>Court Docket Lists</u>  This series documents the names and occasions for inmate or employee court docket entries. This series may include, but is not limited to: dockets, logs and lists.	100638	6 Months after creation	Non-confidential Destruction
<u>Cumulative Booking and Release Records</u>  This series documents the cumulative booking and release of inmates and reporting of inmate populations to the Compensation Board. This series may include, but is not limited to: jail registers, master lists of inmates, and summary information regarding inmates entered into automated systems. 53.1-187; 53.1-121; 53.1-115.1	100651	20 Years after separation	Confidential Destruction
<u>Home Detention Records, Electronic</u>  This series documents the application and use of electronic monitors for inmates selected for home detention. This series may include, but is not limited to: applications, notification letters, driver's license history, and criminal history.	100631	3 Years after separation	Confidential Destruction
<u>Incident Records, Reportable</u>  This series documents the recording of incidents that require reporting to the Department of Corrections such as deaths, discharges of firearms, erroneous releases, escapes, fires requiring evacuation of inmates, hostage situations and recapture of escapees. This series may include, but is not limited to: initial reports and investigation results. 6VAC15-40-110; 6VAC15-40-1350	100640	3 Years after end of calendar year	Confidential Destruction



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<u>Inmate Headcount Sheet</u>  This series documents the routine counting and recordation of inmates in a jail facility. This series may include, but is not limited to: headcount sheets, lists and logs.	100644	3 Years after end of calendar year	Confidential Destruction
<u>Inmate Incarceration Records</u>  This series documents the history of and staff interaction with an inmate during the period of incarceration at the facility. This series may include, but is not limited to: booking sheets, screening forms, assessments, history of confinement, personal property receipts, incident reports, correspondence, housing assignments, drug testing results and findings, grievance documentation, photographs, classification information, pre-trial release documents, parole notices, and other release documentation.	100645	3 Years after separation	Confidential Destruction
<u>Inmate Medical Records</u>  This series documents the medical treatment of an inmate while at the facility. This series may include, but is not limited to: medical histories, appointment records, referrals, medication administration orders, treatment records, and nurse and physician notes. 18VAC85-20-26; 6VAC15-40-410	100657	6 Years after separation	Confidential Destruction
<u>Inmate Purchase Records</u>  This series documents the control and use of inmate funds to purchase canteen and/or commissary items or other services. This series may include, but is not limited to: receipts.	100648	3 Years after end of state fiscal year	Confidential Destruction
<u>Inmate Transportation Records</u>  This series documents the movement of inmates from one place to another, including times, dates, employee in charge, names of inmates transported, and locations where inmates were transported. This series may include, but is not limited to: registers, transport orders and mileage cards.	100674	3 Years after end of calendar year	Confidential Destruction

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<u>Inmate Work Program</u> This series documents control of and participation in inmate work programs. This series may include, but is not limited to: applications, recommendation letters, drug screening results, daily logs, and monthly statistical reports.	100632	3 Years after end of calendar year	Confidential Destruction
<u>Inspection Records, Jail</u> This series documents the routine inspection of facilities, programs and inmates and includes findings and actions taken. This series may include, but is not limited to: inspection forms. 6VAC15-20-30	100650	3 Years after end of calendar year	Non-confidential Destruction
<u>Medication Administration Logs</u> This series documents the routine issuance of prescribed medications to inmates each day. This series may include, but is not limited to: logs and registers.	100658	3 Years after end of calendar year	Confidential Destruction
<u>Nursing Reports</u> This series documents the routine actions and observations of the nursing staff. This series may include, but is not limited to: logs and reports.	100659	3 Years after end of calendar year	Confidential Destruction
<u>Revenue and Expenditure Reporting, Jail</u> This series documents sources and amounts of revenues and expenditures associated with facility operations, as reported to the Compensation Board. This series may include, but is not limited to: receipt and disbursement reports. 53.1-86	100654	3 Years after end of state fiscal year	Non-confidential Destruction
<u>Security Logs and Records, Jail</u> This series documents routine accomplishment of security requirements at the facility. This series may include, but is not limited to: logs and registers not otherwise specified on this schedule.	100655	3 Years after end of calendar year	Confidential Destruction