



LIBRARY OF VIRGINIA

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

RECORDS RETENTION AND DISPOSITION SCHEDULE

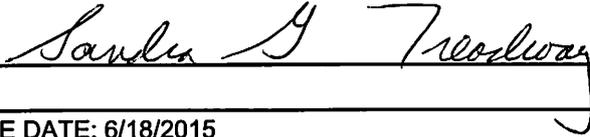
GENERAL SCHEDULE NO. GS-19

COUNTY AND MUNICIPAL GOVERNMENTS

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: 6/18/2015

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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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	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	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	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		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	5 Years after end of calendar year	Confidential Destruction
<u>Appointment Calendars</u> 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.	010027	1 Year after end of calendar year	Non-confidential Destruction



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<u>Approved Forms Masters and Supporting Documentation</u> This series documents the development, design, approval, and use of forms.	010091	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Citizen Complaint Files</u> This series documents citizen complaints, preliminary investigations, findings, background material and responses.	010004	1 Year after last action	Confidential Destruction
<u>Citizen Petitions</u> This series documents receipt of a petition form citizens, preliminary research and responses. COV 15.2-301	010005		Permanent, In Agency
<u>Consultants' Reports and Related Documents</u> This series documents the work of consultants hired by the locality. This series may include, but is not limited to: consultant reports and notes.	010033	5 Years after end of calendar year	Non-confidential Destruction
<u>Contract Records</u> This series documents the performance and conformance of contractual obligations of the locality or owed to the locality.	200101	5 Years after termination	Confidential Destruction
<u>Correspondence/Subject Files: Board Members - Except 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.	100893	3 Years after end of calendar year	Non-confidential Destruction
<u>Correspondence/Subject Files: Board/Council - Mandated by Code of Virginia or Virginia Administrative Code - Chairpersons</u> 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.	100891		Permanent, Archives



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<u>Correspondence/Subject Files: Boards/Commissions/Conferences</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.	100892	3 Years after end of calendar year	Non-confidential Destruction
<u>Correspondence/Subject Files: City Manager/County Administrator</u> 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.	010006		Permanent, In Agency
<u>Correspondence/Subject Files: Department or Division Heads</u> 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.	010037	3 Years after end of calendar year	Non-confidential Destruction
<u>Correspondence/Subject Files: Other Officials</u> 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.	010038	2 Years after end of calendar year	Non-confidential Destruction
<u>Correspondence/Subject Files: Routine, Administrative - Not Specified Elsewhere</u> 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.	010039	0 Years after no longer administratively useful	Non-confidential Destruction
<u>Deeds and Property Files</u> This series documents local government ownership of real property. COV 15.2-1800 to 1814	010007	10 Years after equipment, facility, or property sold or no longer in use	Non-confidential Destruction



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



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<u>E-Rate Program: After June 30, 2015</u> 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	200426	10 Years after last action	Non-confidential Destruction
<u>E-Rate Program: Before July 1, 2015</u> 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	200427	5 Years after last action	Non-confidential Destruction
<u>Executive Orders</u> This series documents orders of the city manager or county administrator.	010045		Permanent, In Agency
<u>Feasibility Studies</u> This series documents feasibility studies created by or for a locality.	010046		Permanent, In Agency

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<u>Finding Aids or File Locators</u> This series consists of lists created to locate files, records, or artifacts.	010047	0 Years after no longer administratively useful	Non-confidential Destruction
<u>Freedom of Information Act (FOIA) Requests</u> 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	010049	3 Years after last action	Non-confidential Destruction
<u>Grant Records: Funded</u> This series documents grant acceptance or approval, completion and conformance with grant stipulations that are not of a fiscal nature.	010051	5 Years after project completion	Confidential Destruction
<u>Grant Records: Unfunded</u> 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.	000182	1 Year after decision	Non-confidential Destruction
<u>Hearings: Administrative</u> This series documents administrative hearings not listed on another records retention schedule.	010054	3 Years after last action	Non-confidential Destruction
<u>History Files</u> 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.	010064		Permanent, Archives



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<u>Indexes, Checklists, and Control Lists</u> 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.	010055	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Industrial/Economic Development Authority</u> 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.	200131	6 Years after final payment	Confidential Destruction
<u>Information and Public Education Records: Other Records</u> This series documents public information or education campaigns and materials or items collected from various sources about the locality.	010057	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Information and Public Education Records: Pamphlets, Visual Aids and/or News Clippings Regarding Historically Significant Events</u> This series documents public information or education campaigns and materials or items about the locality, collected from public sources.	010056		Permanent, In Agency
<u>Investigative Reports</u> This series documents internal investigations of incidents, local officials, employees, departments or operations and policies not covered by another general or specific schedule.	010058	3 Years after last action	Non-confidential Destruction
<u>Legal Case Files</u> This series documents status of legal cases involving the locality, its officials, employees, or departments.	010061	10 Years after last action	Confidential Destruction



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<u>Legal Opinions</u> 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.	010059		Permanent, In Agency
<u>Locality Annual Reports</u> This series consists of reports prepared by or for the locality addressing the "state" of the locality, including goals, targets, objectives, and finances.	010063		Permanent, Archives
<u>Management Reports</u> This series consists of reports created for internal control or management of a specific function of the local government.	010065	0 Years after no longer administratively useful	Non-confidential Destruction
<u>Microform Records: Inspection Reports</u> 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	010093	3 Years after end of calendar year	Non-confidential Destruction
<u>Microform Records: Processing or Methylene Blue Tests</u> This series documents testing required to validate the correct processing and development of microform. 17VAC15-20-70	010094	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Minutes: Entity Having Enforcement, Regulatory, or Decision Powers</u> 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.	010029		Permanent, In Agency



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<u>Minutes: Entity Without Enforcement, Regulatory or Decision Powers</u> 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.	010030	3 Years after end of calendar year	Non-confidential Destruction
<u>Motion Pictures: Locality Produced or Sponsored</u> 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.	010068		Permanent, In Agency
<u>Office Instructions or Procedures</u> This series documents internal guidelines, policies, or instructions for the operation of an office or a function.	010069	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Ordinances and Resolutions</u> 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	010017		Permanent, In Agency
<u>Organization Files: Administrative Structure and Management</u> This series documents organization or functions of the locality's major administrative units; also, material about the reorganization of the departments or management structure.	010070		Permanent, In Agency
<u>Organization Files: Other Records</u> This series consists of files not directly related to the organization or reorganization of the locality's management structure.	010071	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Photographs and Negatives: Historically Significant</u> This series documents the locality's organization, special ceremonies, occasions, events, and facilities. This series includes photographs or negatives created by or for locality.	010073		Permanent, Archives



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<u>Photographs and Negatives: Other Material</u> This series consists of photographs, negatives, image files, filmstrips, or slides produced by the locality, not considered historically significant.	010075	0 Years after no longer administratively useful	Non-confidential Destruction
<u>Photographs and Negatives: Personnel Identification</u> 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.	010074	1 Year after separation	Non-confidential Destruction
<u>Planning Files: Administrative</u> 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.	010076	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Policy and Procedure Records</u> This series documents guidance issued or approved by the city council, city manager, board of supervisors and/or county administrator.	010018		Permanent, In Agency
<u>Presentation Materials</u> This series documents presentations given by locality employees. This series may include, but is not limited to: slides, overheads, flip charts, and handouts.	010079	0 Years after no longer administratively useful	Non-confidential Destruction
<u>Proclamations</u> 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.	101211	2 Years after end of calendar year	Non-confidential Destruction



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<u>Project Documentation Files</u> This series documents the design, development, control, or monitoring of a specific project or group of projects.	010082	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Public Hearing Notices</u> 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	010019	1 Year after last action	Non-confidential Destruction
<u>Public Relations Files: Historically Significant</u> 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.	010083		Permanent, In Agency
<u>Public Relations Files: Other Items</u> 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.	010084	0 Years after no longer administratively useful	Non-confidential Destruction
<u>Publication or Duplication Masters or Proofs</u> This series consists of materials used to produce publications.	010086	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Publications: Locality Produced or Sponsored</u> This series consists of official publications of locality meant for public distribution or general internal distribution. COV 42.1-94	010085		Permanent, In Agency



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<u>Recordings, Audio and Visual: Historically Significant</u> 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.	010087		Permanent, In Agency
<u>Recordings, Audio and Visual: Other Recordings</u> This series consists of audio or visual recordings created by or for the locality that are not historically significant.	010089	0 Years after no longer administratively useful	Non-confidential Destruction
<u>Records Management Files: Approved Certificates of Records Destruction (RM 3 Form)</u> This series documents the locality's records destruction. This series includes Records Officer's copies of approved destruction certificates.	010090	3 Years after end of calendar year	Non-confidential Destruction
<u>Records Management Files: Archival Transfer Forms</u> 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).	200081		Permanent, In Agency
<u>Release Forms: Adults</u> This series documents individual liability release statements for adults that are required for participation in various programs.	010022	5 Years after end of calendar year	Confidential Destruction
<u>Release Forms: Minors</u> This series documents individual liability release statements for children under the age of 18 required for participation in various programs.	010026	23 Years after birth	Confidential Destruction
<u>Reports</u> This series documents routine reports not listed on any general or special schedule.	010096	0 Years after no longer administratively useful	Non-confidential Destruction

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<u>Safety Records</u> 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.	010097	3 Years after last action	Non-confidential Destruction
<u>Schedule of Daily Activities: Required by Law or Regulation</u> 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.	010099	2 Years after end of calendar year	Non-confidential Destruction
<u>Service Recognition Program</u> 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.	200428	3 Years after event	Non-confidential Destruction
<u>Surveys: Administrative</u> This series documents surveys produced by or for the locality for administrative, informational, or research purposes.	010105	2 Years after end of calendar year	Non-confidential Destruction
<u>Telephone Logs and Messages</u> 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.	010106	0 Years after no longer administratively useful	Non-confidential Destruction
<u>Vacation or Work Schedules</u> This series documents employee's time off from work, not created specifically for payroll purposes.	010109	2 Years after end of calendar year	Non-confidential Destruction



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<u>Voice Mail/Answering Machine Messages: Relevant to Specific Actions</u> 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.	010111	0 Years after no longer administratively useful	Non-confidential Destruction
<u>Work or Production Control Records</u> 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.	010113	0 Years after no longer administratively useful	Non-confidential Destruction
<u>Work Orders: Administrative Copies</u> This series documents work orders or production orders submitted by locality employees.	010114	3 Years after end of calendar year	Non-confidential Destruction