



LIBRARY OF VIRGINIA

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

RECORDS RETENTION AND DISPOSITION SCHEDULE

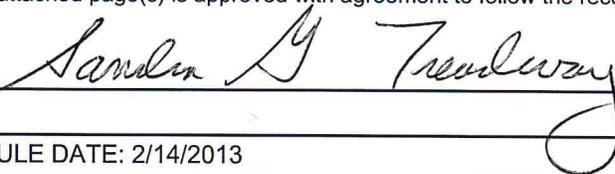
GENERAL SCHEDULE NO. GS-30

COUNTY AND MUNICIPAL GOVERNMENTS

Virginia Alcohol Safety Action Program (VASAP) 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: 2/14/2013

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>Class Rosters</u> This series documents persons assigned to classes or group therapy, the type of session, date and time, and class instructors. This series may include, but is not limited to: lists, logs, registers, and reports.	100187	Retain 1 Years after closed	Confidential Destruction
<u>Consent for Release of Confidential Information</u> This series consists of the form that was signed by the probationer giving ASAP permission to release information regarding probationer's participation in the program, and that was removed from the probationer's file at the close of the case.	100188	Retain 3 Years after closed	Confidential Destruction
<u>Evaluations: Pre-Court and Habitual Offender</u> This series documents the information submitted to and used by a court to assess an individual's fitness for having driving privileges restored or restricted. This series may include but is not limited to: court petitions, appointment letters, diagnostic tests, criminal history records, Department of Motor Vehicles driver history records, interviewer's notes, evaluations, and recommendations to the court.	100191	Retain 1 Years after event	Confidential Destruction
<u>Habitual Offender Intervention Interview</u> This series documents an offender's compliance with the Department of Motor Vehicles abstract requirements in order to obtain or retain a driver's license. This series may include but is not limited to: DMV reports, payment receipts, and verification of class attendance.	100192	Retain 1 Years after closed	Confidential Destruction



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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Probationer Files: Completed</u> This series documents the local case files of adult and juvenile offenders, as well as voluntary clients, who have participated in and successfully completed a program for alcohol- or drug-related offenses and habitual-offender supervision. This series may include but is not limited to: court referrals, Department of Motor Vehicles abstracts and transcripts, State Police criminal record search, case summary form, notes, reports, treatment information, agreements, receipts, tests, and correspondence.	100194	Retain 0 Months after closed	Confidential Destruction
<u>Probationer Files: Did Not Complete</u> This series documents the local case files of adult and juvenile offenders, as well as voluntary clients, who have participated in, but did not successfully complete, a program for alcohol- or drug-related offenses and habitual-offender supervision. This series may include but is not limited to: court referrals, Department of Motor Vehicles abstracts and transcripts, State Police criminal record search, case summary form, notes, reports, treatment information, agreements, receipts, tests, and correspondence.	100195	Retain 1 Years after closed	Confidential Destruction
<u>Probationer Index</u> This series documents the name, social security number, address, referring court, and participation dates of all past and current participants in each program; and may also document date of arrest, conviction, and referrals. This series may include, but is not limited to: paper and electronic indexes.	100196	Retain 20 Years after separation	Confidential Destruction