



RECORDS RETENTION AND DISPOSITION SCHEDULE
 GENERAL SCHEDULE NO. 04
 COUNTY AND MUNICIPAL GOVERNMENTS
 COUNTY, CITY, AND TOWN ADMINISTRATION RECORDS
 BOARDS OF SUPERVISORS AND CITY/TOWN COUNCILS

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

APPROVED:

EFFECTIVE SCHEDULE DATE: July 17, 2008

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CONDITIONS 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 Disposal* (Form RM-3). A signed RM-3 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 must be sent to Library of Virginia (LVA).
4. Any records created prior to 1913 must be offered, in writing, to the LVA before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from the LVA. A copy of the offer must be attached to the RM-3 form when it is submitted to the 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, audio-visual, electronic storage, optical imaging, etc. Unless prohibited by law, records may be reformatted at agency or locality discretion. All reformatting must be done in accordance with The Library of Virginia Guidelines for Electronic Records and Microfilm and 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. Normally, destruction of confidential or privacy-protected records will be done by shredding or pulping. "Deletion" of confidential or privacy-protected information in computer files or other electronic storage media is not acceptable. Electronic records must be "wiped" clean or the storage media physically destroyed.
9. Under the *Virginia Public Records Act*, (§ 42.1-79) the Library of Virginia is the official custodian and trustee of all state agency records transferred to the Archives, Library of Virginia. The Library 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 SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<p><u>Agenda and Supporting Documentation Files</u> This series documents scheduled and/or published agendas and public notices of board of supervisors or city/town council meetings along with materials reviewed or used by the board/council in making decisions. May also include other items presented to the board/council or introduced by board/council members. <i>Code of Virginia</i> § 2.2-3707.</p>	010001	Retain 3 years then destroy.
<p><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. <i>Code of Virginia</i> §§ 15.2-3200 - 15.2-3244f.</p>	010002	Retain permanently in locality.
<p><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 as required by §2.2-3115 of the <i>Code of Virginia</i>. These forms are required to be filed annually with the clerk of the appropriate governing body or council. (Form guidelines: <i>Code of Virginia</i> §2.2-3117).</p>	010008	Retain 5 years after filing then destroy in compliance with No. 8 on the schedule cover page. <i>Code of Virginia</i> §2.2-3115C.
<p><u>Case Files</u> This series consists of the board/council's copy of suits by or against the locality, its departments, officers, or employees.</p>	010003	Retain 10 years after closure then destroy.
<p><u>Citizen Complaint Files</u> This series documents citizen complaints, preliminary investigations, findings, background material, and responses.</p>	010004	Retain 1 year after last action then destroy in compliance with No. 8 on schedule cover page.



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<p><u>Citizen Petitions</u> This series documents receipt of a petition from citizens, preliminary research, and responses. <i>Code of Virginia</i> §15.2-301.</p>	010005	Retain permanently in locality.
<p><u>Correspondence/Subject Files - Boards/Councils - Chairpersons</u> This series documents incoming and outgoing letters, memoranda, faxes, notes, and their attachments, in any physical format including, but not limited to, paper and e-mail.</p>	100874	Retain in agency 5 years then transfer records to the Archives, Library of Virginia for permanent retention. Archives may purge records in accordance with standard archival practices.
<p><u>Correspondence/Subject Files - Board/Council Members - Except Chairpersons</u> This series documents incoming and outgoing letters, memoranda, faxes, notes and their attachments, in any physical format including, but not limited to, paper and e-mail.</p>	100875	Retain 3 years then destroy. Disposal reporting on <i>Certificate of Records Destruction</i> (RM-3 form) not required.
<p><u>Correspondence/Subject Files - City Manager/County Administrator</u> This series consists of incoming and outgoing letters, memoranda, faxes, notes, and their attachments, in any physical format including, but not limited to, paper and e-mail.</p>	010006	Retain permanently in locality.
<p><u>Deeds and Property Files</u> This series documents local government ownership of real property. <i>Code of Virginia</i> §§15.2-1800 through 15.2-1814.</p>	010007	Retain 10 years after disposal of property then destroy.
<p><u>Electromagnetic Recordings of Meetings Held via Electronic Medium</u> This series consists of recordings of meetings held solely by electronic medium including telephonic, video conferencing, or e-mail. Recordings may be in computer, audio, or video formats.</p>	010009	Retain 3 years or until minutes are transcribed and approved, whichever is greater, then destroy. <i>Code of Virginia</i> §2.2-3708.



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<p><u>Electromagnetic Records, Stenographic Notes or Working Drafts of Meetings - Meetings (Non-electronic)</u> This series consists of recordings or transcripts of meetings used to prepare minutes for approval. May be in the form of audio or video recordings, stenographic tapes, notes, or working drafts. <i>Code of Virginia</i> §§2.2-3707 and 15.2-1242.</p>	010010	Retain until board/council approves and chairperson signs official copy of minutes, then re-use, erase or destroy. Disposal reporting on <i>Certificate of Records Disposal</i> (RM-3 form) not required.
<p><u>Index to Minutes</u> This series consists of paper, microfilm, or electronic indexes of contents of board of supervisors or city/town council minutes.</p>	010011	Retain permanently.
<p><u>Legal Case Files</u> This series consists of administration's copies of suits by or against the locality, its departments, officers, or employees.</p>	010012	Retain 10 years after closure then destroy.
<p><u>Local History Files</u> This series consists of materials such as scrapbooks, pictures, photographs, newspaper clippings, recordings, papers, and maps that document the history of the locality, its government, or its citizens.</p>	010013	Retain permanently in locality or may be offered to the Archives, Library of Virginia. Archives may purge records in accordance with standard archival practices.
<p><u>Minutes</u> This series documents proceedings of any meeting (public, electronic, or closed) of the board of supervisors or city/town council. <i>Code of Virginia</i> §§2.2-3707 and 15.2-1242.</p>	010014	Retain permanently.
<p><u>Oaths of Office - Copies</u> This series consists of Oaths of Office required of public officials by Article II, § 7 of the <i>Constitution of Virginia</i>.</p>	010015	Retain as long as administratively necessary then destroy.



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<p><u>Oaths of Office - Originals</u> This series consists of Oaths of Office required of public officials by Article II, § 7 of the <i>Constitution of Virginia</i>.</p>	010016	Retained by circuit court clerk. <i>Code of Virginia</i> §49-8.
<p><u>Ordinances and Resolutions</u> This series documents the adoption of ordinances and resolutions by the board of supervisors or city/town council. <i>Code of Virginia</i> §§15.2-1425 through 15.2-1433.</p>	010017	Retain one copy permanently in office of the clerk of the governing body. <i>Code of Virginia</i> §15.2-1433.
<p><u>Policy and Procedure Records - Originator's Record Copy</u> This series consists of policy or procedural guidance issued or approved by the city council, city manager, board of supervisors, and/or county administrator.</p>	010018	Retain permanently in locality.
<p><u>Proclamations</u> This series documents the honoring of specific groups, associations or people by the Mayor or Board of Supervisors. This series consists of a copy of the formal proclamation signed by the mayor or board members.</p>	101211	Retain for 2 years after issue then destroy.
<p><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. <i>Code of Virginia</i> §2.2-3707.</p>	010019	Retain 1 year after publication then destroy.
<p><u>Sewer Project Files</u> This series documents board/council's actions on approval or disapproval of proposed sewer projects. <i>Code of Virginia</i> §§15.2-2126 through 15.2-2133.</p>	010020	Retain 1 year after final board/council action then destroy.