

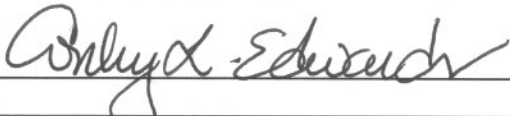


**LIBRARY OF VIRGINIA**

ARCHIVAL AND RECORDS MANAGEMENT SERVICES DIVISION  
(Form RM-2 April 2009)

**RECORDS RETENTION AND DISPOSITION SCHEDULE  
GENERAL SCHEDULE NO. 13  
COUNTY AND MUNICIPAL GOVERNMENTS  
COMMONWEALTH'S ATTORNEY OFFICES**

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, 2009

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**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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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Case Files: Circuit Court Felony Files</u> This series documents the prosecution of felony cases at the Circuit Court.	010534	Retain 10 years after case closes then destroy in compliance with No. 8 on the schedule cover page.
<u>Case Files: Circuit Court Non-Felony Files</u> This series documents the prosecution of non-felony cases at the Circuit Court.	010535	Retain 1 year after case closes then destroy in compliance with No. 8 on the schedule cover page.
<u>Case Files: Other Court Files</u> This series documents the prosecution of cases at Juvenile and Domestic Relations District Court and General District Court.	010536	Retain 1 year after case closes then destroy in compliance with No. 8 on the schedule cover page.
<u>Research Files</u> This series documents research conducted to prepare a case.	010537	Retain 1 year after research completed then destroy in compliance with No. 8 on the schedule cover page.