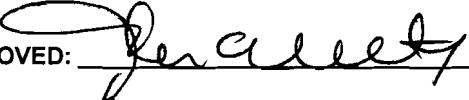


**RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 14
COUNTY AND MUNICIPAL GOVERNMENTS
COUNTY AND MUNICIPAL ATTORNEYS**

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

APPROVED:  5-24-10

EFFECTIVE SCHEDULE DATE ~~MAY 24 2010~~

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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>Bankruptcy Files</u> This series documents individuals and corporations owing money to the locality. This series may include, but is not limited to: correspondence and notices.	000497	Retain 2 years after final disposition of case by the court then destroy.
<u>Bond Issue Files</u> This series documents the issuance of municipal bonds. This series may include, but is not limited to: ordinances, court orders, and opinions.	000498	Retain 5 years after the date of bond maturity, receipt of bound volume of bond documentation, or electronic compilation, whichever is first, then destroy.
Defunct Series <u>Contract and Agreement Files</u>	3	Retain 5 years after the terms of the contract or agreements have been fulfilled then destroy.
<u>Encroachment Files</u> This series documents encroachments on locality property. This series may include, but is not limited to: reports and agreements.	000499	Retain 3 years after expiration of agreement then destroy.
<u>Federal Community Development Files</u> This series documents federally-funded locality housing and urban development projects. This series may include, but is not limited to: contracts and agreements.	000500	Retain 3 years after Department of Housing and Urban Development (HUD) audit or in accordance with terms of the grant, whichever is longer, then destroy.
Defunct Series <u>Freedom of Information Notices</u>	6	Retain 5 years after date of notice then destroy. <i>Code of Virginia § 2.1-341.1</i>



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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<p><i>Defunct Series</i> <u>Governing Body Agenda Files</u></p>	7	Retain duplicate records for as long as administratively or legally required then destroy. Retain original records in accordance with <i>General Records Retention & Disposition Schedule No. GS-04, County, City and Town Administration Records</i> .
<p><i>Defunct Series</i> <u>Legal Reviews: By-Laws and charges to boards and commissions</u></p>	8a	Retain for life of board or commission.
<p><u>Legal Review: Conflict of Interest</u> This series documents potential and actual conflicts of interest concerning members of Council or Board of Supervisors. This series may include, but is not limited to: correspondence, financial reports, and statements.</p>	000501	Retain 5 years after completion of action then destroy.
<p><u>Legal Review: Departmental Matters</u> This series documents issues and projects with legal implications for departments of the locality. This series may include, but is not limited to: correspondence and reports.</p>	000502	Retain 10 years after completion of action then destroy.
<p><i>Defunct Series</i> <u>Legal Reviews: Legislative program or matters</u></p>	8d	Retain 5 years after end of General Assembly session to which they relate then destroy.
<p><i>Defunct Series</i> <u>Legal Reviews: Other reviews</u></p>	8e	Retain 1 year then destroy.



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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<i>Defunct Series</i> Litigation Case Files: Adjudicated Juvenile Claims	9a	Retain 5 years after the final disposition of the case by the court and then for as long as administratively or legally required; then destroy.
<i>Defunct Series</i> Litigation Case Files: Adjudicated Claims	9b	Retain 5 years after the final disposition of the case by the court and then for as long as administratively or legally required; then destroy.
<i>Defunct Series</i> Litigation Case Files: Non-adjudicated Claims	9c	Retain 5 years after the out-of-court settlement is reached, or the expiration of liability (as determined by the relevant statute of limitations), and then for as long as administratively or legally required; then destroy.
<i>Defunct Series</i> Litigation Case Files: Injunctive, declaratory or administrative proceedings	9d	Retain 5 years after termination of proceeding then destroy.
<i>Defunct Series</i> Litigation Case Files: Possible claims	9e	Retain until applicable statute of limitations expires then destroy.
<u>Misdemeanor and Appeal Files</u> This series documents misdemeanor offenses committed against the locality. This series may include, but is not limited to: correspondence and police reports.	000503	Retain 1 year after final disposition of case by the court then destroy.
<i>Defunct Series</i> <u>Opinion Files</u>	11	Retain permanently in locality.



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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<i>Defunct Series</i> <u>Ordinance and Resolution Files</u>	12	Retain original governing body approved ordinances and resolutions permanently in locality. Retain duplicates and rejected ordinances and resolutions for as long as administratively required then destroy.
<u>Real Estate and Personal Property Delinquent Tax Suit Files</u> This series documents the recovery of outstanding real estate and personal property taxes owed to the locality. This series may include, but is not limited to: real estate appraisals, title documentation, pleadings, contracts, and deeds.	000504	Retain 5 years after the final disposition of case by the court then destroy.
<u>Real Estate Title Files</u> This series documents efforts by the locality to establish title to properties. This series may include, but is not limited to: real estate appraisals, title documentation, contracts, and deeds.	000505	Retain permanently in agency.
<u>Street Closure Files</u> This series documents efforts to close locality streets. This series may include, but is not limited to: ordinances and right-of-way variations.	000506	Retain permanently in agency.
<u>Zoning and Rezoning Files</u> This series documents zoning and rezoning processes. This series may include, but is not limited to: ordinances and exhibits.	000507	Retain as long as administratively necessary then destroy.