

RECORDS RETENTION AND DISPOSITION SCHEDULE

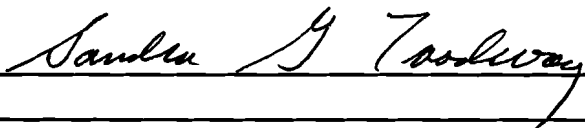
GENERAL SCHEDULE NO. GS-18

COUNTY AND MUNICIPAL GOVERNMENTS

Community Services Boards

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: 4/11/2013

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.



LIBRARY OF VIRGINIA

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

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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<p><u>Case Files: Referred but Not Accepted as Clients</u></p> <p>This series documents the screening or evaluation of possible clients who were referred but not accepted for services. This series may include, but is not limited to: summary of prescreening reports.</p>	005621	Retain 2 Years after last action	Confidential Destruction
<p><u>Claims and Billing</u></p> <p>This series documents requests for payments of services rendered to clients. This series may include, but is not limited to: billing information, including those for Medicare/Medicaid clients; invoices; and payments.</p>	005610	Retain 6 Years after audit	Confidential Destruction
<p><u>Client Case Files: Adult</u></p> <p>This series documents treatment and services provided to adult patients, both court ordered and non. This series may include, but is not limited to: authorization/consent to release form, insurance and payment information, raw data used to evaluate clients, summary of prescreening reports, counseling, emergency, medical, or treatment records. 18VAC85-20-26</p>	005612	Retain 6 Years after last action	Confidential Destruction
<p><u>Client Case Files: Minor</u></p> <p>This series documents treatment and services provided to minor patients, both court ordered and non. This series may include, but is not limited to: authorization/consent to release form, insurance and payment information, raw data used to evaluate clients, summary of prescreening reports, counseling, emergency, medical, or treatment records. 18VAC85-20-26</p>	005613	Retain 24 Years after birth	Confidential Destruction
<p><u>Performance Contract Review</u></p> <p>This series documents compliance with a CSB's approved performance contract. This series may include, but is not limited to: review of consumer and service data, audit, and financial reports, and documentation of on-site reviews.</p>	005624	Retain 4 Years after end of state fiscal year	Confidential Destruction



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<u>Service Logs</u>	005618	Retain 2 Years after last action	Confidential Destruction

This series documents the control, scheduling, or monitoring of services provided. This series may include, but is not limited to: admission, closing, and crisis/emergency logs.
