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-29

COUNTY AND MUNICIPAL GOVERNMENTS

Criminal Justice Training Academy

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

APPROVED: Sandra G. Treadway

EFFECTIVE SCHEDULE DATE: 2/12/2015

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
Certification Standards Documentation This series documents the academy's certification or recertification by the Department of Criminal Justice Services (DCJS). This series may include, but is not limited to: the academy's three-year plan and supporting documentation related to compliance with any of the certification standards.	100143	3 Years after audit	Non-confidential Destruction
Class Records and Lesson Plans This series documents the planning and completion of all entry-level, in-service, and advanced training classes. This series may include, but is not limited to: attendance records, lesson plans and curriculum syllabus documentation, schedule records, course and instructor evaluations, and summaries.	101458	50 Years after end of calendar year	Confidential Destruction
Instructor Records This series documents the qualifications and schedules of past and present instructors. This series may include, but is not limited to: certification and qualification documentation and class schedules.	100139	25 Years after separation	Confidential Destruction
Student Records This series documents a students' history of attending entry-level, in-service or advanced training sufficient to document that all performance objectives and outcomes have been successfully completed. This series may include, but is not limited to: transcripts, counseling records, accident and injury records, discipline records, and testing and performance results. Also included in this series are Field Training (FTO) records, if retained by the academy.	101460	50 Years after separation	Confidential Destruction
Testing and Performance Records This series documents the tests associated with training at the academy. This series may include, but is not limited to: copies of tests, answer keys, test sheets, and students' machine-readable test forms (Scantrons).	101461	5 Years after end of calendar year	Confidential Destruction

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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
Training Aids for Courses This series documents the tools used by instructors to assist in teaching courses. This series may include, but is not limited to: DVDs, CDs, electronic presentations, URLs for copyrighted material, films, videos, and slides.	100144	5 Years after no longer administratively useful	Confidential Destruction