



**LIBRARY OF VIRGINIA**

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

**RECORDS RETENTION AND DISPOSITION SCHEDULE**

**SPECIFIC SCHEDULE NO. 765-002**

Social Services, Dept. of

Child Support Enforcement, Division of

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

AGENCY APPROVAL

AGENCY HEAD OR DEPUTY

Margaret H. [Signature]  
Tracey [Signature]

AGENCY RECORDS OFFICER

STATE APPROVAL

STATE ARCHIVIST

Samuel Y. [Signature]

COMPTROLLER OR DEPUTY

EFFECTIVE SCHEDULE DATE: March 14, 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.



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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Closed Case Record: Obligated Legal Parent with Children Not Emancipated</u> The series documents cases in which paternity has been established and a support order exists or existed but the child (ren) has/have not been emancipated and there is no means of collecting support money. This includes cases where Virginia was enforcing but which closed for no current support order; DCSE was unable to contact the custodial parent; custodial parent was uncooperative; DCSE was unable to locate non-custodial parent; non-custodial parent was institutionalized past the age of majority of the child; client was receiving SSI; client requested the case be closed; initiating state was uncooperative; and custodial parent withdrew authorization to enforce case. This series may include but is not limited to: application for child support services, acknowledgement of paternity, case worker notes, and custody papers. 45 CFR 303.11(14)(c)	200139	10 Years after closed	Confidential Destruction
<u>Closed Case Record: Obligated Paid in Full with Children Emancipated, Obligated Cases Where Support Can Not Be Collected and Unobligated Cases</u> This series documents cases in which legal parents have met their obligation, no current support order exists, no debt is owed, and the child(ren) has/have been emancipated. This also includes cases opened for locate only purposes; cases where the non-custodial parent (NCP) was not obligated; cases where collection of support is not authorized; cases where an obligation exists but where support was not collected because good cause exists; cases opened in error; and obligated cases where the NCP is deceased. This series may include but is not limited to: application for child support services, acknowledgement of paternity, caseworker notes, custody papers, lien notices, and affidavits of non-disclosure. 45 CFR 303.11(14)(c)	200140	3 Years after closed	Confidential Destruction