



LIBRARY OF VIRGINIA

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

RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. 765-003
Social Services, Dept. of

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

AGENCY APPROVAL

STATE APPROVAL

AGENCY HEAD OR DEPUTY _____
AGENCY RECORDS OFFICER _____

STATE ARCHIVIST Gregory E. Crawford
COMPTROLLER OR DEPUTY _____

EFFECTIVE SCHEDULE DATE: **DEC 29 2022**

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 completed RM-3 Form must be approved by an agency-designated records officer before records can be destroyed.
4. Any records created prior to 1912 must be offered, in writing, to the Library of Virginia (LVA) before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from the LVA.
5. All known audits, requests for records pursuant to the Virginia Freedom of Information Act, § 2.2-3700, et seq., and retention schedule renegotiations regarding 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 and/or operational reformatting processes until all issues are resolved.
6. The retentions and dispositions listed on the attached page(s) apply regardless of format, e.g., paper, microfilm, electronic image, etc. Unless prohibited by law, records may be reformatted at the agency's 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. Whether the required preservation is through prolongation of appropriate hardware and/or software, reformatting, or migration, it is the obligation of the agency to do so.
7. Records custodians must ensure that confidential or privacy-protected information contained in records and non-records is ultimately destroyed to prevent unauthorized disclosure. Confidential destruction of paper is accomplished only through shredding, pulping, or burning. For electronic information, it is accomplished by overwriting the data or physically destroying the media. Merely deleting confidential or privacy-protected information is not sufficient. Documents containing Social Security numbers must be destroyed in compliance with 17VAC15-120-30.
8. Under the Virginia Public Records Act, § 42.1-79, the Library of Virginia is the official custodian and trustee of all state-agency records transferred to the State Archives, which may purge select records in accordance with professional archival practices in order to ensure efficient preservation and access.
9. Unless otherwise directed, files are closed out at the end of each calendar or fiscal year, as appropriate. Retention periods start at that time. Other event-based filing cutoffs (e.g., "after last action") must be defined and consistently applied by the agency.



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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Background Investigations: Criminal Background Investigation Request</u> This series documents the request for criminal background investigations conducted on individuals seeking to provide services or care in Child Placing Agencies (CPA) or Children's Residential Facilities (CRF). This series may include but is not limited to: requests for criminal history record request and report, reprint of findings or discontinuance, fingerprint cards, results, and authorization for release of information COV 63.2-901.1; COV 63.2-1726	000326	90 Days after closed	Confidential Destruction
<u>Benefits Programs: Benefits Case Records</u> This series documents requests for financial assistance such as auxiliary grants, general relief, energy assistance, Supplemental Nutrition Assistance Program (SNAP), Medicaid, and Temporary Assistance for Needy Families (TANF). This series may include, but is not limited to: applications, renewals, and supporting documentation 7CFR272.1; COV 63.2-614; COV 63.2-800:805	000281	3 Years after closed	Confidential Destruction
<u>Benefits Programs: Overpayment Case Files</u> This series documents the investigation of and collection attempts made on the overpayment of benefits to providers or clients. Benefits may include, but are not limited to: Supplemental Nutrition Assistance Program (SNAP), Medicaid, and Temporary Assistance for Needy Families (TANF). This series may include, but is not limited to: evidence, administrative disqualification hearing findings, and investigation documentation. COV 63.2-526D	000283	3 Years after closed	Confidential Destruction
<u>Central Registry and Release of Information Form with Matches</u> This series documents searches of the Central Registry to determine if an individual has a founded case of child abuse or neglect. This series may include but is not limited to: request form, cover form generated by the Office of Background Investigation (OBI), search form, and disposition letter.	000325	100 Years after birthday	Confidential Destruction



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<u>Community and Volunteer Services: Domestic Violence Prevention and Service Program Files</u> This series documents local programs receiving funds to provide domestic violence services. This may include, but is not limited to: contracts, modifications, correspondence, invoices, desk audits, quarterly and final reports, and site visit information.	000101	7 Years after expiration	Non-confidential Destruction
<u>Early Childhood Development: Training and Education Curriculum and Endorsement Program Records</u> This series documents the development of training and education programs for children. This series may include but is not limited to: curriculum; publications made available to child care providers; training materials such as handouts, videos, and activity books; and surveys and results.	000107	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Family Services: Adoption Records</u> This series documents the adoption case of a particular child, adult, or a group of siblings. This may include but is not limited to: court orders, petitions, consents, adoption home studies, investigation reports pertaining to a child or adult adoption, and the adoptee's foster care record. COV 63.2-1245; COV 63.2-1246	000097		Permanent, In Agency
<u>Family Services: Caregivers Grant Records- Approved</u> This series documents approved grants to individuals for the provision of care for a relative requiring assistance with two or more activities of daily living (ADL). This series may include, but is not limited to: applications and correspondence. COV 63.2-2200 etc	000098	5 Years after final payment	Confidential Destruction



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<u>Family Services: Caregivers Grant Records-Denied</u> This series documents denied grant applications from individuals for assistance in providing care for a relative requiring assistance with two or more activities of daily living (ADL). This series may include, but is not limited to: applications and correspondence. COV 63.2-2200 etc	000099	5 Years after closed	Confidential Destruction
<u>Family Services: Child Custody and Visitation Report Requests</u> This series documents court-ordered requests for an out-of-state child custody and visitation report, also referred to as a home study. The process is initiated after receipt of the Interstate Compact on the Placement of Children (ICPC) transmittal letter is received. This series may include, but is not limited to: copies of the request letter, the court order, and the ICPC office transmittal. COV 63.2-1000	000100	6 Months after receipt	Confidential Destruction
<u>Family Services: Child Welfare Application Package</u> This series documents application to the Independent Living Program (IL), Education and Training Vouchers (ETV), Promoting Safe & Stable Families (PSSF), Respite Care, and/or Title IV-E Pass Through Training (IV-E) programs. This series may include, but is not limited to: applications, quarterly and annual reports, training materials, and outcome measure statistics.	000111	7 Years after final payment	Confidential Destruction
<u>Family Services: Foster Care Cases-Reunited with Families</u> This series documents supervision and interaction with foster care clients that were reunited with their families. This series may include, but is not limited to: home inspection reports and visitation notes. COV 63.2-904; 22VAC40-130-540C	000284	22 Years after birth	Confidential Destruction



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<u>Family Services: Interstate Compact on Adoption and Medical Assistance Services (ICAMA) Case Files</u> This series documents requests for Medicaid for foster, pre,- and post-adopted children having a signed adoption subsidy assistance agreement and when the sending state is a member of Interstate Compact on Adoption and Medical Assistance Services (ICAMA). These records are for children being adopted from out-of-state and coming into Virginia and for children from Virginia adopted and moved out-of-state. This series may include, but is not limited to: ICAMA forms, adoption subsidy agreements, and correspondence. COV 63.2-1000	000102	1 Year after closed	Confidential Destruction
<u>Family Services: Interstate Compact on the Placement of Children (ICPC) Case Files</u> This series documents requests to approve in- and out-of-state/country child placements, as well as requests to support children in approved placements. This series may include, but is not limited to: adoption reports, resource information data, custody orders, child summaries, medical information, correspondence, placement information, and school reports. COV 63.2-1000	000103	1 Year after closed	Confidential Destruction
<u>Fraud Investigations: Founded</u> This series documents completed fraud investigations conducted by the VDSS Fraud Unit and/or the Virginia State Police of state and local employees, and/or vendors/providers of benefits and services. This series may include, but is not limited to: investigative reports and correspondence.	200423		Permanent, In Agency



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<u>Licensing Programs: Provider Files for Licensed Programs</u> This series documents the licensure, monitoring, and investigation of day and residential care facilities or programs for children and adults. This series may include, but is not limited to: applications, initial compliance records, certificates of occupancy, inspection and approval reports, evidence from violations cited, business plans and modifications, copies of licenses issued, complaint information, and documentation from administrative hearings and litigation case files.	000108	5 Years after last action	Confidential Destruction
<u>Payment Accuracy: Error Rate Reports and Case Records</u> This series documents the review of subsidized child day care records for error rate reporting. This series may include, but is not limited to: error rate reports and revised reports, child day care case records, record review worksheets, and documentation of re-reviews. 45CFR98.101(e)	000285	5 Years after submission	Confidential Destruction