

An Update on Managing Records:

What's New or About to
be New at the LVA?



Glenn Smith
Records Management Analyst


A Public Record...

... documents a transaction
or activity ...

Regardless of physical
form or characteristic ...

... is produced, collected,
received or retained in
pursuance of law or in
connection with the
transaction of public
business.

COV § 42.1-77










LIBRARY OF VIRGINIA

[For The Public](#)
[For Localities & State Agencies](#)
[For Libraries & Educators](#)

- Contact Us
- Forms
- News & Events
- Support the Library
- About Us

powered by Google™

[LVA Website](#)
[Catalog \[search options\]](#)

Home » Records Management





Records Management

<http://www.lva.virginia.gov/agencies/records>

Under the authority of the Virginia Public Records Act, the Records Analysis Section (RAS) at the Library is responsible for ensuring that public records are maintained and available throughout their life cycle.

RAS supports localities and state agencies with the efficient and economical management of their public records by publishing Records Retention & Disposition Schedules, presenting workshops, monitoring the disposal of non-permanent records, and assisting with the transfer of permanent records to the Archives.

Use the [contacts](#) page to identify your agency/locality records officer and LVA records analyst.

- Services - Education/Training, State Records Center, Imaging Services
- Retention Schedules
- Forms
- Infolinx
- Publications
 - Virginia Public Records Management Manual 
 - Tip Sheets
 - Electronic Records Guidelines
 - Guide to the Virginia Public Records Act 
- Guidance
 - Box Specifications
 - Destruction of Records Containing Social Security Numbers 
 - Disaster Planning - Emergency Pocket Response Plan 
 - Standards & Guidelines for Microfilm, Plats, Instruments, and Circuit Court Records
 - Timely Destruction of Records
- Organizations and Regulations

Home » Records Management » Retention Schedules

Locality General Schedules

Searchable Database for Locality General Schedules

General Administration

GS-19, Administrative Records (Dec 2012) *New series: 200131*
 GS-02, Fiscal Records (Aug 2012)
 GS-16, General Services (Nov 2011)
 GS-33, Information Technology (Mar 2009)
 GS-03, Personnel Records (Aug 2012)

Local Departments

GS-31, Airports (Sep 2003)
 GS-05, Assessment Records (Dec 2007)
 GS-14, County and Municipal Attorneys (May 2010)
 GS-06, Land Use, Land Development and Public Works (June 2012)
 GS-11, Parks and Recreation (Mar 2008)
 GS-22, Public Library (June 2004)
 GS-21, Public School (Dec 2012) *Several series made defunct*
 GS-07, Public Utilities (Nov 2011)
 GS-32, Redevelopment and Housing Authority (July 2007)
 GS-28, Treasurer (June 2001)
 GS-01, Voter Registration and Elections (May 2010)

Human Services

GS-18, Community Services Board (CSB) (Mar 2008)
 GS-15, Social Services (Feb 2012)

Judiciary

GS-12, Circuit Court (Nov 2011)
 GS-13, Commonwealth's Attorney (July 2009)
 GS-27, Court Appointed Special Advocate (CASA) (July 2009)
 GS-26, Pretrial Services (Sep 2003)

Public Safety

GS-25, Community Corrections Act Program (Sep 2006)
 GS-29, Criminal Justice Training Academy (Dec 2007)
 GS-10, Fire and Rescue (Feb 2004)
 GS-24, Juvenile Residential Services (Nov 2003)
 GS-17, Law Enforcement (Sep 2010)
 GS-08, Sheriff and Regional Jails (Dec 2012) *New series: 200132*
 GS-30, Virginia Alcohol Safety Action Program (VASAP) (Feb 2013) *Complete revision*

* Recent updates are highlighted in red *

General Schedules for Virginia Localities

This search looks for specific terms within the current local General Schedules. From the search results you can link directly to a PDF version of the General Schedule where the series is listed. Use your browser's FIND feature or Adobe Acrobat's SEARCH feature to locate your search term specifically within the General Schedule.

Tips for searching General Schedules (audible video)

Important search tips:

- Any combination of characters you enter will be found exactly as you have typed them. For example, searching Series Description for **ELECT** will return any series containing the words **ELECT, ELECTION, ELECTIONS, ELECTRONIC, and SELECT**.
- The same rule applies for numbers. Searching Series Number for **186** will return any series with those three numbers in sequence, such as **100186** and **005186**.
- Be specific in your searches but try variations of the same terms to clarify your results.
- Avoid searching on terms such as record or file as these words are used in almost every series.
- You **can not** use wildcards in this search.

Search by:

Schedule Number

Schedule Title

Series Title (e.g. Financial Accounting Records, Legal Opinion, Minutes)

Series Number (e.g. 010090, 447, 6223)

Series Description (e.g. environment, timesheet, warehouse)

RECORDS RETENTION AND DISPOSITION SCHEDULE GENERAL SCHEDULE NO. 21 COUNTY AND MUNICIPAL GOVERNMENTS PUBLIC SCHOOL RECORDS

EFFECTIVE SCHEDULE DATE: December 13, 2012 SUPERSEDES SCHEDULE DATED: November 30, 2011 PAGE 8 OF 33 PAGES

RECORDS SERIES AND DESCRIPTION SERIES NUMBER SCHEDULED RETENTION AND DISPOSITION

Defunct Series

Desegregation Records (1952 – 1978)

This series documents the desegregation of public schools in the Commonwealth of Virginia between 1952 and 1978. Files documenting desegregation may also be found in Series 008111, "School System Studies and Reports: Final Record Copy - Historically Significant", Series 008117, "Superintendent's Administrative Records: Policy and Program Development", and Series 008118, "Superintendent's Legal Opinions File."

008098

Transfer accumulation to the Archives, Library of Virginia for permanent retention.

Driver Education Records

This series documents completion of a driver education program by an individual student.

008218

Retain 1 year after a report of "pass" or "fail" is entered on series 008223, "Student Cumulative File: Long-Term Documentation – Post 1935" for each individual student then destroy in compliance with No. 8 on the schedule cover page.

Election Records: Student–Lists of Officers

This series consists of lists of officers elected in school student elections.

008142

Retain 1 year after the end of the current academic year. School library or appropriate school department may selectively retain all or part of the records for permanent preservation. Destroy balance of records.

Election Records: Student–Supporting Documentation

This series documents the process and results of school student elections. May include, but is not limited to, lists of students eligible to vote, register of those who voted, ballots, and election results.

008143

Retain until after the end of the current academic year or after the expiration of any appeal process for contested elections, whichever is longer, then destroy in compliance with No. 8 on the schedule cover page. Disposal reporting on Certificate of Records Destruction (RM-3 Form) not required.

Employment Certificates: Student

This series consists of employment certificate forms which students under age 16 must have in order to be hired for paid jobs.

008144

Retain until student's 16th birthday then destroy in compliance with No. 8 on the schedule cover page.



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-19

COUNTY AND MUNICIPAL GOVERNMENTS

Administrative Records

EFFECTIVE SCHEDULE DATE: 6/19/2012

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Acknowledgment and Referral Files</u> This series documents receipt of an item or forwarding of an item to another office when no other action is taken or expected of the forwarding office.	010021	Retain 3 Months after end of calendar year	Non-confidential Destruction
<u>Agenda and Supporting Documentation Files</u> This series documents the publishing of public notices of meetings and proposed schedules. This series may include, but is not limited to: materials reviewed or used by the board, commission, or conference, and items presented to or introduced by the board, commission, or conference. COV 2.2-3707	010024	Retain 3 Years after end of calendar year	Non-confidential Destruction
<u>Agreements, Memorandums of Understanding (MOU) and Non-Fiscal Contracts</u> This series documents agreements, other than contracts involving procurement or payment of monies, between departments within the locality, other localities, other government agencies, business entities or an individual or group of individuals.	010025	Retain 3 Years after termination	Non-confidential Destruction
<u>Annexation/Consolidation Files</u> This series documents locality arguments, fact finding, and actions on agreements or disputes among counties, cities and towns, or decisions of the Commission on Local Government boundary changes to cities and towns. COV 15.2-3200 - 3244f	010002	Retain after project completion	Permanent, In Agency
<u>Annual Disclosure of Economic Interests</u> This series consists of the disclosure of economic interest forms filed by members of governing bodies, commissions, and boards. COV 2.2-3115; COV 2.2-3117; COV 2.2-3115C	010008	Retain 5 Years after end of calendar year	Confidential Destruction

Home » Records Management

Records Management Forms

Submit forms that are completed in full and type-written (except signatures).

Which form do I use?

Archival Transfer List and Receipt (ARC-1 Form)

- ARC-1 Preparation Instructions (pdf)
- Blank ARC-1 Form (Word)
- Blank ARC-1 Continuation Form (Word)

Archival Transfer Folder List (ARC-2 Form)

- ARC-2 Preparation Instructions (pdf)
- Blank ARC-2 Form (Word)
- Blank ARC-2 Continuation Form (Word)

Archival Microform Transfer List and Receipt (ARC-3 Form)

- ARC-3 Preparation Instructions (pdf)
- Blank ARC-3 Form (Word)
- Blank ARC-3 Continuation Form (Word)

Certificate of Records Destruction (RM-3 Form)

- RM-3 Preparation Instructions (pdf)
- Volume Estimation Table (pdf)
- Blank RM-3 Form (Word)
- Completed Sample RM-3 (pdf)

Records Center Retrieval Request (RM-18 Form)

Note: Continue to use RM-18 until further notice.

- Blank RM-18 (Word)

Records Survey (RM-19 Form)


- RM-19 Description & Preparation Instructions (pdf)
- Blank RM-19: Two pages (Word)

Records Locator Inventory (RM-20 Form)

- RM-20 Description & Preparation Instructions (pdf)
- Blank RM-20 template (Word)
- Blank RM-20 template (Excel)

Records Officer Designation and Responsibilities (RM-25 Form)

- RM-25 Preparation Instructions (pdf)
- Blank RM-25 Form (Word)



LIBRARY OF VIRGINIA
Records Analysis Section
800 E. Broad St., Richmond VA 23219
(804) 692-3600

CERTIFICATE OF RECORDS DESTRUCTION
(Form RM-3 January 2013)

This form documents the destruction of public records in accordance with the *Virginia Public Records Act*, §§ 42.1-76 through 42.1-91 of the Code of Virginia.

SUBMIT FILLABLE FORM WITH ORIGINAL SIGNATURES

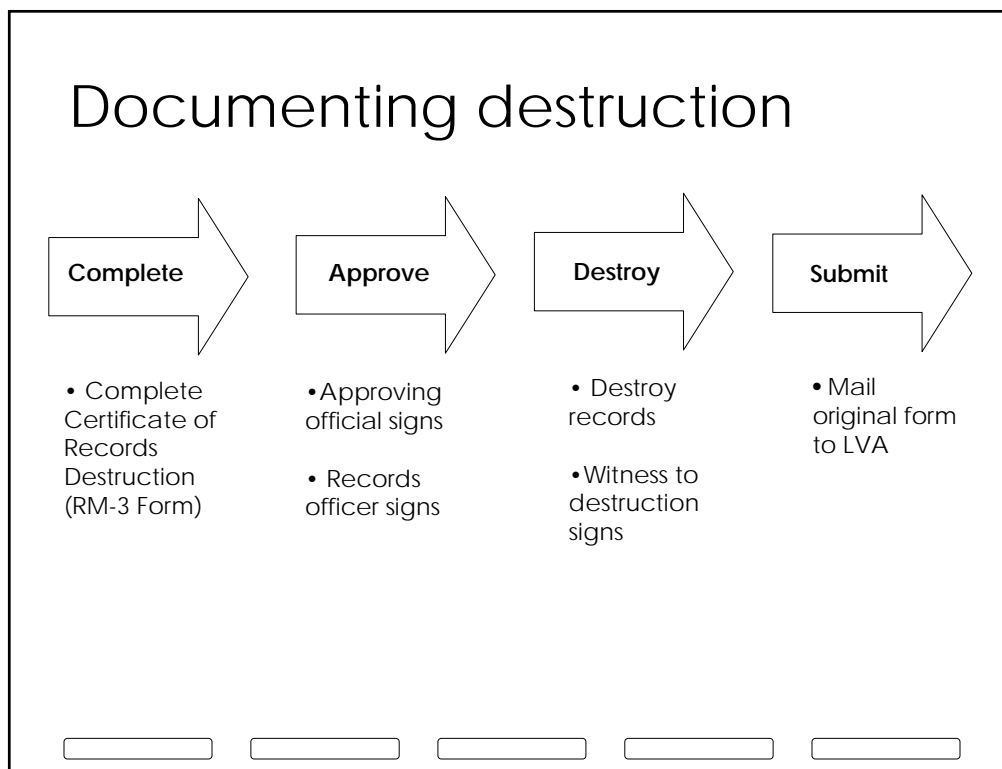
1. Agency / Locality / Regional Entity		2. Division / Department / Section		3. Person Completing Form	
4. Address, City, St, & Zip			5a. Telephone Number & Extension		5b. E-mail Address

6. Records to Be Destroyed					
a) Schedule and Records Series Number	b) Records Series Title	c) Date Range (mo/yr)	d) Location	e) Volume	f) Destruction Method

DESTRUCTION APPROVALS
NOTE: Public records may not be destroyed without receiving prior authorization from the agency or locality Approving Official and Designated Records Officer.
We certify that the records listed above have been retained for the scheduled retention period, required audits have been completed, and no pending or ongoing litigation or investigation involving these records is known to exist.

7. Approving Official (Type)	Signature	Date
8. Designated Records Officer (Type)	Signature	Date
9. Records Destruction Affirmed By:	Signature	Date

(No attachments accepted with the original RM-3)



LIBRARY OF VIRGINIA Records Analysis Services 800 E. Broad St., Richmond VA 23219 (804) 692-3600	<div style="text-align: right;"> RECORDS OFFICER DESIGNATION AND RESPONSIBILITIES <small>(RM-25 Form November 2012)</small> </div>															
<p>Pursuant to the Virginia Public Records Act (VPR) of the Code of Virginia (§42.1-76 et. seq.), the responsibilities of a designated Records Officer include, but are not limited to, the following (NB: "Agency" means State Agency, Locality, or Regional Authority/Entity):</p> <ul style="list-style-type: none"> Complete and return by mail or delivery an original, type-written, signed RECORDS OFFICER DESIGNATION AND RESPONSIBILITIES (RM-25 Form) to the Library of Virginia. Develop and implement a records management program based on records management best practices and procedures promulgated by the Archives, Records, and Collections Services Division of the Library of Virginia. Provide training in records management procedures, practices, and use of appropriate forms, as necessary. As needed, collaborate with departmental Records Coordinators to help maintain an effective records management program. Distribute Library of Virginia-approved RECORDS RETENTION AND DISPOSITION SCHEDULE information to appropriate staff members. Assist staff in surveying records that are unique to the agency in order to develop and implement accurate RECORDS RETENTION AND DISPOSITION SCHEDULES. Assist in identifying records that can be destroyed in accordance with applicable RECORDS RETENTION AND DISPOSITION SCHEDULES. Approve the accurate and timely destruction of records by completing and/or reviewing CERTIFICATE(S) OF RECORDS DESTRUCTION (RM-3 Form), pursuant to Library of Virginia procedures for the destruction of records. Identify all essential and archival records. Ensure records are properly maintained, protected, and accessible for the length of time cited in applicable RECORDS RETENTION AND DISPOSITION SCHEDULE. Participate in decisions concerning records reformatting and/or storage. Coordinate and approve the transfer of permanent, archival records, using the ARCHIVAL TRANSFER LIST AND RECEIPT (ARC-1 Form), and/or non-permanent records, using Infolinx, to the Library of Virginia. Coordinate and approve the development of a plan to help ensure the protection/recovery of records in the event of a disaster or any other unplanned incident. Receive periodic updates from the Library of Virginia on important records management issues within the Commonwealth via the Virginia Records Officer Listserv (VA-ROL). The responsibilities of a Records Coordinator are defined by the agency to include some variation of, but not to exceed, the responsibilities above, and should be documented in the agency's records management policy. 																
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 45%; padding: 2px;">1. Agency / Locality / Regional Authority/Entity <div style="border: 1px solid black; height: 15px; width: 100%;"></div></td> <td style="width: 15%; padding: 2px;">2. Division or Department <div style="border: 1px solid black; height: 15px; width: 100%;"></div></td> <td style="width: 40%; padding: 2px;">2a. Section or Sub-Department (if needed) <div style="border: 1px solid black; height: 15px; width: 100%;"></div></td> </tr> <tr> <td style="padding: 2px;">3. Name of Incoming Records Officer or Coordinator <div style="border: 1px solid black; height: 15px; width: 100%;"></div></td> <td colspan="2" style="padding: 2px;">4. Office / Job Title <div style="border: 1px solid black; height: 15px; width: 100%;"></div></td> </tr> <tr> <td style="padding: 2px;">5. Mailing Address, City, State, Zip Code <div style="border: 1px solid black; height: 15px; width: 100%;"></div></td> <td colspan="2" style="padding: 2px;"> 8. New: <input type="checkbox"/> Records Officer <input type="checkbox"/> Records Coordinator Additional: <input type="checkbox"/> Records Officer <input type="checkbox"/> Records Coordinator Replacement: <input type="checkbox"/> Records Officer <input type="checkbox"/> Records Coordinator Replacing: <div style="border: 1px solid black; height: 15px; width: 100%;"></div> </td> </tr> <tr> <td style="padding: 2px;">6. Phone Number, with Direct Extension <div style="border: 1px solid black; height: 15px; width: 100%;"></div></td> <td colspan="2" style="padding: 2px;"> 8a. For the listed: <input type="checkbox"/> Agency / Locality / Regional Authority <input type="checkbox"/> Department or Division <input type="checkbox"/> Sub-Department or Section </td> </tr> <tr> <td style="padding: 2px;">7. E-mail <div style="border: 1px solid black; height: 15px; width: 100%;"></div></td> <td colspan="2"></td> </tr> </table>		1. Agency / Locality / Regional Authority/Entity <div style="border: 1px solid black; height: 15px; width: 100%;"></div>	2. Division or Department <div style="border: 1px solid black; height: 15px; width: 100%;"></div>	2a. Section or Sub-Department (if needed) <div style="border: 1px solid black; height: 15px; width: 100%;"></div>	3. Name of Incoming Records Officer or Coordinator <div style="border: 1px solid black; height: 15px; width: 100%;"></div>	4. Office / Job Title <div style="border: 1px solid black; height: 15px; width: 100%;"></div>		5. Mailing Address, City, State, Zip Code <div style="border: 1px solid black; height: 15px; width: 100%;"></div>	8. New: <input type="checkbox"/> Records Officer <input type="checkbox"/> Records Coordinator Additional: <input type="checkbox"/> Records Officer <input type="checkbox"/> Records Coordinator Replacement: <input type="checkbox"/> Records Officer <input type="checkbox"/> Records Coordinator Replacing: <div style="border: 1px solid black; height: 15px; width: 100%;"></div>		6. Phone Number, with Direct Extension <div style="border: 1px solid black; height: 15px; width: 100%;"></div>	8a. For the listed: <input type="checkbox"/> Agency / Locality / Regional Authority <input type="checkbox"/> Department or Division <input type="checkbox"/> Sub-Department or Section		7. E-mail <div style="border: 1px solid black; height: 15px; width: 100%;"></div>		
1. Agency / Locality / Regional Authority/Entity <div style="border: 1px solid black; height: 15px; width: 100%;"></div>	2. Division or Department <div style="border: 1px solid black; height: 15px; width: 100%;"></div>	2a. Section or Sub-Department (if needed) <div style="border: 1px solid black; height: 15px; width: 100%;"></div>														
3. Name of Incoming Records Officer or Coordinator <div style="border: 1px solid black; height: 15px; width: 100%;"></div>	4. Office / Job Title <div style="border: 1px solid black; height: 15px; width: 100%;"></div>															
5. Mailing Address, City, State, Zip Code <div style="border: 1px solid black; height: 15px; width: 100%;"></div>	8. New: <input type="checkbox"/> Records Officer <input type="checkbox"/> Records Coordinator Additional: <input type="checkbox"/> Records Officer <input type="checkbox"/> Records Coordinator Replacement: <input type="checkbox"/> Records Officer <input type="checkbox"/> Records Coordinator Replacing: <div style="border: 1px solid black; height: 15px; width: 100%;"></div>															
6. Phone Number, with Direct Extension <div style="border: 1px solid black; height: 15px; width: 100%;"></div>	8a. For the listed: <input type="checkbox"/> Agency / Locality / Regional Authority <input type="checkbox"/> Department or Division <input type="checkbox"/> Sub-Department or Section															
7. E-mail <div style="border: 1px solid black; height: 15px; width: 100%;"></div>																
<p>We have read and understand the responsibilities of a Records Officer / Coordinator as outlined herein and pursuant to the VPR of the Code of Virginia.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 45%; padding: 2px;">9. Incoming Records Officer / Coordinator (Print) <div style="border: 1px solid black; height: 15px; width: 100%;"></div></td> <td style="width: 30%; padding: 2px;">Signature <div style="border: 1px solid black; height: 15px; width: 100%;"></div></td> <td style="width: 25%; padding: 2px;">Date <div style="border: 1px solid black; height: 15px; width: 100%;"></div></td> </tr> <tr> <td style="padding: 2px;">10. Agency Head or Designee (Print) <div style="border: 1px solid black; height: 15px; width: 100%;"></div></td> <td style="padding: 2px;">Signature <div style="border: 1px solid black; height: 15px; width: 100%;"></div></td> <td style="padding: 2px;">Date <div style="border: 1px solid black; height: 15px; width: 100%;"></div></td> </tr> </table>		9. Incoming Records Officer / Coordinator (Print) <div style="border: 1px solid black; height: 15px; width: 100%;"></div>	Signature <div style="border: 1px solid black; height: 15px; width: 100%;"></div>	Date <div style="border: 1px solid black; height: 15px; width: 100%;"></div>	10. Agency Head or Designee (Print) <div style="border: 1px solid black; height: 15px; width: 100%;"></div>	Signature <div style="border: 1px solid black; height: 15px; width: 100%;"></div>	Date <div style="border: 1px solid black; height: 15px; width: 100%;"></div>									
9. Incoming Records Officer / Coordinator (Print) <div style="border: 1px solid black; height: 15px; width: 100%;"></div>	Signature <div style="border: 1px solid black; height: 15px; width: 100%;"></div>	Date <div style="border: 1px solid black; height: 15px; width: 100%;"></div>														
10. Agency Head or Designee (Print) <div style="border: 1px solid black; height: 15px; width: 100%;"></div>	Signature <div style="border: 1px solid black; height: 15px; width: 100%;"></div>	Date <div style="border: 1px solid black; height: 15px; width: 100%;"></div>														
<p>MAIL / DELIVER TYPE-WRITTEN FORM WITH ORIGINAL SIGNATURES TO THE ADDRESS IN TOP LEFT CORNER</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="border: 1px solid black; width: 15%; height: 15px;"></div> <div style="border: 1px solid black; width: 15%; height: 15px;"></div> <div style="border: 1px solid black; width: 15%; height: 15px;"></div> <div style="border: 1px solid black; width: 15%; height: 15px;"></div> <div style="border: 1px solid black; width: 15%; height: 15px;"></div> </div>																

Questions?

Anita Vannucci

Records Analysis Section Coordinator

& Analyst for Public Schools

804-692-3650

All forms and schedules, as well as additional resources, available at:

www.lva.virginia.gov/agencies/records