



**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-06

COUNTY AND MUNICIPAL GOVERNMENTS

Land Use, Land Development, and Public Works

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

APPROVED: *Sandra G. Trudewitz*

EFFECTIVE SCHEDULE DATE: 10/10/2013

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>Agreements, Bonds, and Contracts</u><br><br>This series consists of agreements, contracts, and bonds relating to professional services and construction. This series may include but is not limited to: surety, bonds, correspondence, letters of credit, and public/private agreements.  | 000290        | 5 Years after project completion  | Confidential Destruction     |
| <u>Boiler Inspection Records</u><br><br>This series consists of copies of mandated boiler inspections performed by the state.  | 000291        | 0 Years after superseded, obsolete, or rescinded                        | Non-confidential Destruction |
| <u>Bridge Maintenance Files</u><br><br>This series consists of maintenance and inspection records for bridges and bridge drains.   | 000292        | 0 Years after equipment, facility, or property sold or no longer in use | Non-confidential Destruction |
| <u>Building Records: Inspection and Permit Files</u><br><br>This series consists of commercial and residential building, electrical, mechanical, storage tank/container, and/or plumbing applications; drawings; issued permits; supporting documentation; and inspections.  | 000293        | 3 Years after event   | Non-confidential Destruction |
| <u>Building Records: Inspection and Permit Files-Confidential</u><br><br>This series consists of both commercial and residential building, electrical, mechanical, and/or plumbing applications; drawings; issued permits; supporting documentation; and inspections that include confidential or personally identifying information as invoked by Homeland Security or the Freedom of Information Act (FOIA). | 000294        | 3 Years after event   | Confidential Destruction     |
| <u>Capital Improvement</u><br><br>This series consists of construction and building maintenance records pertaining to local government projects.   | 000295        | 0 Years after equipment, facility, or property sold or no longer in use | Non-confidential Destruction |



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|---|---------------|---|------------------------------|
| <u>Capital Projects Planning</u><br>This series documents requests, justifications, and ranking of each capital improvement project.  | 000296        | 5 Years after project completion  | Non-confidential Destruction |
| <u>Certificate of Occupancy: Permanent</u><br>This series consists of COs and approved code modifications issued upon completion of work in accordance with applicable codes and all approved permits.  | 000297        | 0 Years after equipment, facility, or property sold or no longer in use | Non-confidential Destruction |
| <u>Certificate of Occupancy: Temporary</u><br>This series consists of temporary COs granting permission to occupy a space prior to the final inspection.  | 000298        | 0 Years after end of calendar year                                      | Non-confidential Destruction |
| <u>Code Enforcement</u><br>This series consists of complaints, notices of violations, record of action taken, correspondence, departmental comments, and supporting documentation.  | 000299        | 3 Years after event   | Confidential Destruction     |
| <u>Comprehensive Plan and Amendments Records</u><br>This series consists of the approved master plan for the long-range development of a community including but not limited to: land use, economic development, housing needs, utilities, transportation, determinations of compliance, and services.                          | 000300        |   | Permanent, In Agency         |
| <u>Comprehensive Plan Working Papers and Documents</u><br>This series consists of the records used to develop the Comprehensive Plan.   | 000301        | 5 Years after decision  | Non-confidential Destruction |
| <u>Decomposition Gas Monitoring Records</u><br>This series consists of decomposition gas monitoring records that may include, but are not limited to methane concentration measurements, names of sampling personnel, sampling apparatus and methods, correspondence, and all other supporting documentation. 9VAC20-81-200 (E) | 000302        | 0 Years after termination of post closure care                          | Non-confidential Destruction |



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| <u>Development Files</u><br>This series consists of, but is not limited to, approved and as-built land development, commercial site plan, calculations, and subdivision construction.  | 000303        |   | Permanent, In Agency         |
| <u>Development Files: Supporting Documentation</u><br>This series consists of records used to develop property including but not limited to: drawings, temporary easements, plans, plats, maps, correspondence, departmental comments, and related studies used to develop property.   | 000304        | 5 Years after decision  | Non-confidential Destruction |
| <u>Easements: Supporting Documentation</u><br>This series documents the administration of permanent locality easements as recorded in the Clerk's Office.  | 000305        | 0 Years after equipment, facility, or property sold or no longer in use | Non-confidential Destruction |
| <u>Elevation Certificates</u><br>This series consists of elevation data to determine the height of the lowest floor for every new and substantially improved structure in a floodplain for flood insurance rating purposes, emergency preparedness, and compliance with the Uniform Statewide Building Code under the National Flood Insurance Program (NFIP) and Community Rating System (CRS) program. This series may include, but is not limited to: structural and parcel elevation data from surveyors, engineers, or architects. 44CFR59.22(a)(9)(iii); 44CFR60.3(b)(5) | 000554        | 0 Years after equipment, facility, or property sold or no longer in use | Non-confidential Destruction |
| <u>Elevator Records</u><br>This series consists of inspection and maintenance records for all locality and commercially owned elevators.   | 000306        | 0 Years after superseded, obsolete, or rescinded                        | Non-confidential Destruction |

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|--|---------------|--|------------------------------|
| <u>Geographic Information System (GIS) Core Data</u><br>This series consists of geo-referenced data and metadata to facilitate the management, manipulation, analysis, modeling, representation, and spatial analysis of complex problems regarding planning and management of resources.  | 000308        |  | Permanent, In Agency         |
| <u>Geographic Information System (GIS) Derivative Data</u><br>This series consists of geo-referenced data and metadata to facilitate the management, manipulation, analysis, modeling, representation, and spatial analysis of complex problems regarding planning and management of resources.  | 000309        | 0 Years after superseded, obsolete, or rescinded | Non-confidential Destruction |
| <u>Groundwater Monitoring Records</u><br>This series consists of groundwater monitoring records of locality-operated facilities that may include, but are not limited to, historical ground water surface elevation data measurements; historical laboratory analytical results; well installation, repair, or abandonment actions; approved variances; correspondence with the Department of Environmental Quality; and all other supporting documentation. 9VAC20-81-250 (E) | 000310        | 0 Years after termination of post closure care   | Non-confidential Destruction |
| <u>House Number Assignment Files</u><br>This series documents the assignment of addresses to particular houses.  | 000312        |  | Permanent, In Agency         |
| <u>Landfill, Incinerator, and Refuse Files</u><br>This series documents siting, design/construction, operation, monitoring and closure of public or private facilities. 9VAC20-81-100 thru 360   | 000313        | 0 Years after termination of post closure care   | Non-confidential Destruction |



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| <u>Local Government Property: Operation and Maintenance</u><br>This series consists of administration and maintenance records for public property and private property maintained by the locality including streets, curbs, sidewalks, traffic engineering, parking, and lighting.   | 000314        | 3 Years after creation     | Non-confidential Destruction |
| <u>Permit Applications: Non-issued</u><br>This series consists of denied or withdrawn applications.  | 000315        | 6 Months after decision    | Non-confidential Destruction |
| <u>Permits: Expired or Revoked</u><br>This series consists of expired or revoked permits not already listed on this schedule.  | 000316        | 3 Years after expiration   | Non-confidential Destruction |
| <u>Sewer Project Files</u><br>This series documents board/council's actions on approval or disapproval of proposed sewer projects. COV 15.2-2126 to 2133   | 010020        | 1 Year after last action   | Non-confidential Destruction |
| <u>Soil and Water Conservation: Awards and Recognition - Log</u><br>This series documents efforts by the Soil and Water Conservation District (SWCD) to recognize land owners, teachers, businesses, volunteers, and others for their accomplishments. This series also documents awards received by the district. This series may include, but is not limited to: a log of award name and person receiving. | 002842        |                            | Permanent, In Agency         |
| <u>Soil and Water Conservation: Awards and Recognition - Supporting Documentation</u><br>This series documents efforts by the SWCD to recognize land owners, teachers, businesses, volunteers, and others for their accomplishments. This series may include, but is not limited to: nomination form, review, and acceptance of award.   | 002843        | 3 Years after event        | Non-confidential Destruction |
| <u>Soil and Water Conservation: Certificate of Organization</u><br>This series documents the formation of a SWCD by the Commonwealth.  | 002844        |                            | Permanent, In Agency         |



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| <u>Soil and Water Conservation: Cost Share and Tax Credit Applications/Contracts</u><br>This series documents a contract or agreement between the SWCD and a land owner to enter into a cost share project, such as an animal waste system or grazing land protection. This series may include, but is not limited to: application, approval letter, design, maps, and request for receipts. | 002845        | 3 Years after expiration          | Confidential Destruction     |
| <u>Soil and Water Conservation: Erosion and Sediment Control - Approved Projects</u><br>This series documents the implementation of an erosion and soil control ordinance by the locality. This series may include, but is not limited to: plan review and board review and approval.  | 002846        | 10 Years after project completion | Non-confidential Destruction |
| <u>Soil and Water Conservation: Erosion and Sediment Control - Disapproved Projects</u><br>This series documents an erosion and soil control ordinance that is not implemented by the locality. This series may include, but is not limited to: disapproval letter.  | 002847        | 1 Year after decision             | Non-confidential Destruction |
| <u>Soil and Water Conservation: Stream Monitoring - Not Reported to DEQ</u><br>This series documents stream health as monitored by the SWCD when not reported to DEQ. This series may include, but is not limited to: baseline data and trend analysis.  | 002849        |                                   | Permanent, In Agency         |
| <u>Soil and Water Conservation: Stream Monitoring - Reported to the Department of Environmental Quality</u><br>This series documents stream health as monitored by the SWCD and reported to the Department of Environmental Quality (DEQ). This series may include, but is not limited to: baseline data and trend analysis.   | 002848        | 10 Years after event              | Non-confidential Destruction |
| <u>Zoning Permits</u><br>This series consists of land use permits and ARB Certificates of Appropriateness.   | 000321        | 3 Years after expiration          | Non-confidential Destruction |



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| <u>Zoning Records</u><br>This series consists of accepted applications, plans, plats, maps, correspondence, departmental comments, and related studies used to classify land use, including Architectural Review Board building design documentation. | 000322        |                            | Permanent, In Agency         |
| <u>Zoning: Approved Variance, Appeals, and Rezoning Case Files</u><br>This series consists of applications, plans, plats, maps, correspondence, departmental comments, and related studies used to reclassify land use.                               | 000319        |                            | Permanent, In Agency         |
| <u>Zoning: Denied Variance, Appeals, and Rezoning Case Files</u><br>This series consists of applications, plans, plats, maps, correspondence, departmental comments, and related studies used to reclassify land use.                                 | 000320        | 3 Years after decision     | Non-confidential Destruction |