



LIBRARY OF VIRGINIA

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

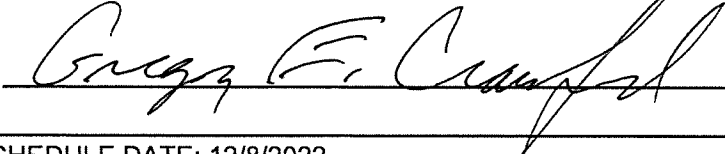
RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. GS-18

COUNTY AND MUNICIPAL GOVERNMENTS

Community Services Boards

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

APPROVED: 

EFFECTIVE SCHEDULE DATE: 12/8/2022

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
<p><u>Case Files: Referred but Not Accepted as Clients</u></p> <p>This series documents the screening or evaluation of possible clients who were referred but not accepted for services. This series may include, but is not limited to: summary of prescreening reports.</p>	005621	2 Years after last action	Confidential Destruction
<p><u>Claims and Billing</u></p> <p>This series documents requests for payments of services rendered to clients. This series may include, but is not limited to: billing information, including those for Medicare/Medicaid clients; invoices; and payments.</p>	005610	6 Years after audit	Confidential Destruction
<p><u>Client Case Files: Adult</u></p> <p>This series documents treatment and services provided to adult patients, both court ordered and non. This series may include, but is not limited to: authorization/consent to release form, insurance and payment information, raw data used to evaluate clients, summary of prescreening reports, counseling, emergency, medical, or treatment records. COV 54.1-2910.4; 42CFR438.3(u)</p>	005612	10 Years after last action	Confidential Destruction
<p><u>Client Case Files: Minor</u></p> <p>This series documents treatment and services provided to minor patients, both court ordered and non. This series may include, but is not limited to: authorization/consent to release form, insurance and payment information, raw data used to evaluate clients, summary of prescreening reports, counseling, emergency, medical, or treatment records. COV 54.1-2910.4; 42CFR438.3(u)</p>	005613	28 Years after birth	Confidential Destruction



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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Health Insurance Portability and Accountability Act (HIPAA) Records</u> This series documents compliance with the Health Insurance Portability and Accountability Act (HIPAA) regulations. This series may include, but is not limited to: correspondence, reports, plans, policies, procedures, complaints, disclosure forms, and training material. 45 CFR 164.530(j)	200760	6 Years after end of calendar year	Confidential Destruction
<u>Performance Contract Review</u> This series documents compliance with a CSB's approved performance contract. This series may include, but is not limited to: review of consumer and service data, audit, and financial reports, and documentation of on-site reviews.	005624	4 Years after end of state fiscal year	Confidential Destruction
<u>Service Logs</u> This series documents the control, scheduling, or monitoring of services provided. This series may include, but is not limited to: admission, closing, and crisis/emergency logs.	005618	2 Years after last action	Confidential Destruction