



RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. 140-020
DEPARTMENT OF CRIMINAL JUSTICE SERVICES
PRIVATE SECURITY SERVICES SECTION
ADMINISTRATION

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

AGENCY APPROVALSTATE APPROVAL

AGENCY HEAD OR DEPUTY

STATE RECORDS ADMINISTRATOR

AGENCY RECORDS OFFICER

COMPTROLLER OR DEPUTY

EFFECTIVE SCHEDULE DATE

JUN 28 2004

PAGE 1 OF 2 PAGES

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 Disposal* (Form RM-3). A signed RM-3 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 must be sent to Library of Virginia (LVA).
4. Any records created before the Constitution of 1902 came into effect (January 1, 1904) must be offered, in writing, to the 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. A copy of the offer must be attached to the RM-3 form when it is submitted to the 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."
8. Custodians of records must insure that information in confidential or privacy protected records is protected from unauthorized disclosure through the ultimate destruction of the information. Normally, destruction of confidential or privacy-protected records will be done by shredding or pulping. "Deletion" of confidential or privacy-protected information in computer files or other electronic storage media is not acceptable. Electronic records must be "wiped" clean or the storage media physically destroyed.
9. 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 Archives, Library of Virginia. The Library may purge select records in accordance with professional archival practices in order to ensure efficient access.



**RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. 140-020
DEPARTMENT OF CRIMINAL JUSTICE SERVICES
PRIVATE SECURITY SERVICES SECTION
ADMINISTRATION**

EFFECTIVE SCHEDULE DATE JUN 28 2004

PAGE 2 OF 2 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<p><u>Annual Reports – Record Copy</u> This series consists of the fiscal Annual Report. Information from report becomes part of the Department's annual report.</p>	005625	Retain 5 years after report date, then destroy.
<p><u>Annual Reports – Supporting Documentation</u> This series consists of the documents used to compile the Fiscal Annual Reports. Series may include feeder reports, status reports, computer printouts and other supporting documentation.</p>	005626	Cut-off files at the end of the Fiscal Year. Retain in agency for 1 year, then destroy in compliance with No. 8 on schedule cover page.
<p><u>Conference Material</u> This series consists of planning documents preserved to assist in preparation for future conferences and may include copies of RFPs, brochures, registrations, conference handouts, etc.</p>	005627	Cut-off files at the completion of Conference. Retain for 3 years, then destroy.
<p><u>Regulatory Documentation</u> The series consists of documents used in the Administrative regulatory process. Series includes draft regulations, hearing notices, hearing records and other supporting documentation. Refer to <i>Code of Virginia</i>, §§ 2.2-4100 - 4104</p>	005628	Retain permanently in Agency.