



LIBRARY OF VIRGINIA

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

RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. 140-022
Criminal Justice Services, Dept. of
Regulatory Affairs, Division of
License Section

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

Keith Z. Wheeler

STATE ARCHIVIST

Sandra H. Treasler

AGENCY RECORDS OFFICER

Robert [unclear]

COMPTROLLER OR DEPUTY

EFFECTIVE SCHEDULE DATE: 8/23/2013

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
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<u>Bail Bondsman License Files</u>	200133	2 Years after expiration	Confidential Destruction
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This series documents the receipt of applications or renewals for Bail Bondsman licenses and the Department's actions in response. This series may include, but is not limited to: application, correspondence, license or denial, and supporting documentation. COV 9.1-185 et. seq.

<u>Bail Bondsman's Property Report</u>	200134	2 Years after receipt	Confidential Destruction
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This series documents the required reporting from both licensed and applicant Property Bail Bondsman that proves their ability to attain and retain the proper amount of collateral. This series may include, but is not limited to: financial, legal and real estate information. COV 9.1-185.5; COV 9.1-185.14

<u>Bail Enforcement Agent License Files</u>	200135	2 Years after expiration	Confidential Destruction
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This series documents applications or renewals for Bail Enforcement Agent licenses and the Department's actions in response. This series may include, but is not limited to: application, correspondence, license or denial, and supporting documentation. COV 9.1-186 et. seq.

<u>Business License Files</u>	005659	2 Years after expiration	Confidential Destruction
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This series documents the receipt of applications or renewals of private security business licenses and the Department's actions in response. This series may include, but is not limited to: applications, correspondence, licenses and supporting documentation. COV 9.1-141



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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
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<u>Driver Authorization Files</u>	200130	1 Year after last action	Confidential Destruction
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This series documents the licensure of individuals to operate a tow truck within the commonwealth. This series may include, but is not limited to: initial and renewal applications, background checks, copies of tow truck driver warrants or sentencing orders; and proof of current drivers license and fee payment.

<u>Individual Registration and Certification Files</u>	005660	2 Years after expiration	Confidential Destruction
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This series documents the applications or renewals from individuals for registration or certification to work in private security fields and the Department's actions in response. Registrations are required of locksmiths, private investigators, personal protection specialists, security canine handlers, security officers/couriers, armored car personnel, alarm respondents, central station dispatchers, and electronic security technicians, assistants or sales representatives. This series may include, but is not limited to: applications, correspondence, registrations/certificates and supporting documentation. COV 9.1-139

<u>Special Conservator of the Peace (SCOPE) Records</u>	200136	2 Years after expiration	Confidential Destruction
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This series documents the receipt of applications or renewals for Special Conservator of the Peace licenses and the Department's actions in response. This series may include, but is not limited to: application, correspondence, license or denial, and supporting documentation. COV 19.2-13 (A); 15.2-1737; COV 9.1-150