COMMONWEALTH OF VIRGINIA

THE LIBRARY OF VIRGINIA

RECORDS MANAGEMENT AND IMAGING SERVICES DIVISION
(Form RM-2 Nov 01)

RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. 140-023-A01
CRIMINAL JUSTICE SERVICES
PRIVATE SECURITY SERVICES
TRAINING SECTION

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

AGENCY APPROVAL

AGENCY HEAD OR DEPUTY [signature]

AGENCY RECORDS OFFICER Robert Tortoliani (PSS)

STATE APPROVAL

STATE RECORDS ADMINISTRATOR [signature]

COMPTROLLER OR DEPUTY

EFFECTIVE SCHEDULE DATE ~~June 25, 2004~~ NOV 30 2006

CONDITIONS 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, audio-visual, electronic storage, optical imaging, etc. Unless prohibited by law, records may be reformatted at agency or locality discretion. All reformatting must be done in accordance with The Library of Virginia Guidelines for Electronic Records and Microfilm and 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. 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.

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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
Exemption Applications – Training Records This series consists of requests for exemptions from training requirements and the department's response to the requests. Series includes applications, correspondence and supporting documentation. Refer to *Virginia Administrative Code*, §§ 6VAC20-110-10 through 90.	005681	Retain 2 years after data entry into "Sherlock" database, then destroy in compliance with No. 8 on schedule cover page.
Roster and Enrollment Records This series consists of enrollment records and completion rosters submitted to the department by certified schools. Refer to *Virginia Administrative Code*, §§ 6VAC20-110-10 through 90.	005682	Retain 5 years after receipt, then destroy in compliance with No. 8 on schedule cover page.
School Certifications This series consists of applications for initial or renewal certification as a Private Security Services Training school and the department's actions in response to the application. Series includes applications, correspondence and supporting documentation. Refer to *Virginia Administrative Code*, §§ 6VAC20-110-10 through 90.	005683	Retain 5 years after approval/denial, then destroy in compliance with No. 8 on schedule cover page.
Session Notifications This series documents that the department has been notified of the pending start of a training session by a certified training school. Refer to *Virginia Administrative Code*, §§ 6VAC20-110-10 through 90.	005684	Retain 3 months after notification is entered in database, then destroy.

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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
Training Records – Department Conducted Training This series documents the training provided by department staff to General Instructors and Compliance Agents. Series includes class rosters, grades, completion records and other supporting documentation. Refer to *Virginia Administrative Code*, §§ 6VAC20-110-10 through 90.	005687	Retain 5 years after data entry into "Sherlock" database, then destroy in compliance with No. 8 on schedule cover page.