



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. 156-050
State Police, Virginia**

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 Robert B. Northern
AGENCY RECORDS OFFICER M. Roger Reister

STATE ARCHIVIST Sandra A. Treadway
COMPTROLLER OR DEPUTY _____

EFFECTIVE SCHEDULE DATE: **AUG 25 2015**

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
<p><u>Acknowledgement of Receipt</u></p> <p>This series documents that all appropriate personnel received administrative memoranda and informational bulletins issued by the Superintendent. This series may consist of, but is not limited to: receipts and logs.</p>	008011	3 Years after end of calendar year	Non-confidential Destruction
<p><u>Criminal History Records</u></p> <p>This series documents the history of criminals, including arrests, final court dispositions, and inmate fingerprint commitments. This series may include, but is not limited to a database and supporting documentation.</p>	008270	120 Years after birth	Confidential Destruction
<p><u>Expungements</u></p> <p>This series documents the process by which the VSP directs an agency or agencies to expunge and seal all of an individual's criminal history information related to a charge or charges in which the appropriate court rendered a disposition of not guilty, dismissed, or nolle prosequi; or the individual received an absolute pardon, and a petition to expunge their record was granted from the appropriate court. This series may include, but is not limited to: circuit court orders, petitions and other supporting documentation. 6VAC20-120-80; COV 19.2-392.2-3</p>	008272	120 Years after birth	Confidential Destruction
<p><u>Fingerprints</u></p> <p>This series documents the fingerprints of offenders. This series may include, but is not limited to: Automated Fingerprint Identification System (AFIS) database and the initial or best subsequent hard copy of the offender's Arrest Form (SP-180) that contains the master fingerprints.</p>	008268	120 Years after birth	Non-confidential Destruction
<p><u>Firearms Dealer Registration Records</u></p> <p>This series documents the registration of any federally licensed gun dealer conducting business in the Commonwealth of Virginia. This series may include, but is not limited to: Firearms Dealer Registration form (SP-69) and other supporting documentation. COV 18.2-308.2:2</p>	008277	0 Years after closed	Confidential Destruction

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<u>Firearms Transactions: Approved</u> This series documents that a background check was performed and the purchase of a gun by an individual was approved. This series may include, but is not limited to: Virginia Firearms Transaction Record (VFTR) form (SP-65). COV 18.2-308.2:2; 6VAC20-130-90	008278	30 Days after approval	Confidential Destruction
<u>Firearms Transactions: Denied</u> This series documents the denial for certain individuals to purchase firearms. This series may include, but is not limited to: Virginia Firearms Transaction Record (VFTR) form (SP-65) and supporting documentation. COV 18.2-308.2:2; 6VAC20-130-90	008279	2 Years after decision	Confidential Destruction
<u>Firearms Transactions: Logs</u> This series documents requests for criminal history record information checks required for the transfer of certain firearms and requests for firearm verification checks. This series includes logs. COV 18.2-308.2:2; 6VAC20-130-90; COV 18.2-308.2:4	200451	1 Year after decision	Confidential Destruction
<u>Investigation Case Files</u> This series documents all administrative, incident, and criminal investigations conducted by the Virginia State Police. This series may include, but is not limited to: Preliminary Investigative Report form (SP-102), Law Enforcement Activity Management System (LEAMS) report, investigative notes, correspondence, autopsy reports, photographs, negatives, evidence storage and tracking reports, accident reports, and other supporting documentation. COV 2.2-3706(F)(1); COV 52-8.3	008280	120 Years after closed	Confidential Destruction
<u>Sex Offender and Crimes Against Minors Registry</u> This series documents sex offenders and crimes against minors, as well as offenders' entries into the child pornography registry. This series may include, but is not limited to: databases and supporting documentation. COV 19.2-390.1	008275	120 Years after birth	Confidential Destruction



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<u>Virginia Criminal Information Network (VCIN): Agency Files</u>	008283	1 Year after superseded, obsolete, or rescinded	Confidential Destruction

This series documents agencies connected to the Virginia Criminal Information Network (VCIN). This series may include, but is not limited to: agency contact information, correspondence, and agency agreement with VCIN.
