



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. 201-007

Education, Dept. of

Teacher Education and Licensure

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

Kevin E. Kelley
Thomas W. Boyler

STATE ARCHIVIST

Sandra Y. Trudnow

AGENCY RECORDS OFFICER

COMPTROLLER OR DEPUTY

EFFECTIVE SCHEDULE DATE: *January 7, 2014*

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
<u>Education Preparation Program</u> This series documents the review and approval by the Board of Education of education preparation programs in Virginia colleges and universities. This series may include, but is not limited to: college and university course catalogs, descriptions of degree programs, and accreditation information. 8VAC20-542 et seq.	200247		Permanent, In Agency
<u>Educator Recognition Programs</u> This series documents the administration of teacher recognition programs, such as the Mary V. Bicouvaris Virginia Teacher of the Year Program and the Milken Family Foundation National Educator Awards. This series may include, but is not limited to: applications for recognition programs, letters of recommendation, and evaluations.	200248	3 Years after end of academic year	Non-confidential Destruction
<u>K-12 Educator Licensure: License or Statement of Eligibility Has Been Issued</u> This series documents the determination of an individual's eligibility to be issued a license, endorsements on the license, and/or a Statement of Eligibility. This series may include, but is not limited to: transcripts, course descriptions, professional licensure assessment results, and licensure applications. 8VAC20-22	200249	90 Years after birth	Confidential Destruction
<u>K-12 Educator Licensure: License or Statement of Eligibility Has Not Been Issued</u> This series documents determination that an individual is not eligible for a license or a Statement of Eligibility. This series may include, but is not limited to: application for licensure, transcripts, course descriptions, syllabi, and professional assessment results. 8VAC20-22	200250	3 Years after receipt	Confidential Destruction



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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>K-12 Educator Licensure: Not Associated with Licensure Application or Licensee</u> This series documents submissions that cannot be associated with an educator application for licensure or statement of eligibility. This series may include, but is not limited to: transcripts, course description, syllabi, CPR card, and letter from individual regarding licensure. 8VAC20-22	200251	1 Year after receipt	Confidential Destruction
<u>K-12 Educator Licensure: Revocation, Cancellation, Suspension, or Denial of Licenses</u> This series documents action taken on licensees involved in misconduct. This series may include, but is not limited to: investigative files, final orders, and findings of fact. 8VAC20-22-690 through 720	200254	100 Years after birth	Confidential Destruction
<u>Professional Licensure Assessment Study Panel Nominees</u> This series documents the selection of individuals to serve on professional educator assessment study panels conducted by assessment vendors. This series may include, but is not limited to: applications. 22.1-298.1	200252	1 Year after receipt	Confidential Destruction
<u>Virginia Teaching Scholarship Loan Program (VTSLP)</u> This series documents the financial support of students who are preparing to teach in one of Virginia's critical shortage teaching areas. This series may include, but is not limited to: application, student transcript, reference letters, and promissory note. COV 22.1-290.01	200253	3 Years after closed	Confidential Destruction