



RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. 218-001
VIRGINIA SCHOOL FOR THE DEAF AND BLIND (STAUNTON)
STUDENT LIFE OFFICE

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

AGENCY APPROVAL

STATE APPROVAL

AGENCY HEAD OR DEPUTY

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STATE RECORDS ADMINISTRATOR

[Handwritten signature]

AGENCY RECORDS OFFICER

[Handwritten signature]

COMPTROLLER OR DEPUTY

EFFECTIVE SCHEDULE DATE: JUN 02 1999

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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, electronic storage, optical imaging, etc. 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 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.

JUN 23 1999



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RECORDS SERIES TITLE AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Dormitory Log</u> Documents the daily activities of students and staff within the dormitory.	100165	Retain 5 years, then destroy in compliance with No. 8 on schedule cover page.
<u>Dormitory Report Cards</u> Documents students' progress in adapting to and living in a dormitory setting.	100166	Retain 5 years, then destroy in compliance with No. 8 on schedule cover page.
<u>Individual Service Plan (ISP)</u> Documents the goals and objectives of students and staff in adapting to dormitory life.	100167	Retain 5 years, then destroy in compliance with No. 8 on schedule cover page.
<u>Off-Campus Activity Lists</u> Documents students permitted to participate in specific off-campus activities.	100168	Retain 1 year, then destroy.
<u>Parental Contact Records</u> Documents telephonic communications between parents and dormitory staff.	100169	Retain 1 year, then destroy in compliance with No. 8 on schedule cover page.
<u>Permission Forms - Day Students</u> Documents permission for day students (non-residents) to participate in evening activities.	100170	Retain 1 year, then destroy.
<u>Permission Forms - General</u> Documents general parental permission to allow students to leave campus and participate in sponsored activities.	100171	Retain 1 year, then destroy.



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RECORDS SERIES TITLE AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Permission for Off-Campus Activities</u> Documents staff permission for individual students to participate in off-campus activities.	100172	Retain 1 week, then destroy. Disposal reporting on <i>Certificate of Records Disposal</i> (RM-3 form) not required.
<u>Permission to Have Visitors</u> Documents parental permission for students to have outside visitors.	100173	Retain 1 year, then destroy.
<u>Permission to Visit</u> Documents parental permission for students to visit homes of other students.	100174	Retain 1 year, then destroy.
<u>Quarterly Progress Report</u> Documents students' progress during quarter in adapting to dormitory living.	100175	Attach to "Dormitory Report Card" series 100 xxx 166
<u>Room Assignment Lists</u> Documents students' dormitory room assignments.	100176	Retain 1 year after end of school year, then destroy.
<u>Serious Incident Reports</u> Documents comprehensive reporting of any serious incident involving a student.	100177	Retain 5 years, then destroy in compliance with No. 8 on schedule cover page.
<u>School Suspension Notices</u> Documents suspension of students from school or activities.	100178	Retain 5 years, then destroy in compliance with No. 8 on schedule cover page.
<u>Spending Money Records</u> Documents audit trail of student cash secured in dormitory safe.	100179	Retain 1 year, then destroy.



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RECORDS SERIES TITLE AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Weekly Dorm Reports</u> Documents preparation and transmittal of weekly reports on student behavior to parents.	100180	Retain 1 year, then destroy in compliance with No. 8 on schedule cover page.