



**RECORDS RETENTION AND DISPOSITION SCHEDULE**  
**SPECIFIC SCHEDULE NO. 701-502**  
**DEPARTMENT OF CORRECTIONS**  
**CLASSIFICATION AND RECORDS**  
**CENTRAL CRIMINAL RECORDS**

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

STATE RECORDS ADMINISTRATOR

AGENCY RECORDS OFFICER

11/02/01

COMPTROLLER OR DEPUTY

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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 Destruction* (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 *Virginia Administrative Code*, §§ 17VAC15-20-10, et. seq, "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.



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RECORDS SERIES TITLE AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<p><u>Central Criminal Records - Active</u> This series documents inmates history while in control of DOC. Records may include sentencing records, screening information, inmate classification, adjustment records, legal status and parole information.</p>	100933	Retain until inmate released from parole, then transfer to records series 100937, "Central Criminal Records - Inactive, Paper."
<p><u>Central Criminal Records - Executed Inmates</u> This series documents the separate preservation and storage of inactive Central Criminal Records of inmates executed by DOC.</p>	100934	After microfilming, in accordance with records series 100937, "Central Criminal Records - Inactive, Paper" segregate records of executed inmates, attach records series 100940, "Death Row Security Files", then transfer to the Records Center, Library of Virginia. Retain in Records Center 50 years, then transfer to the Archives, Library of Virginia for archival reassessment.
<p><u>Central Criminal Records - Historic/Research Samples</u> This series documents the selection and retention of randomly selected records from records series 100937, "Central Criminal Records - Inactive, Paper", for permanent preservation as a representative sample.</p>		NOTE: Approval of retention delayed pending appraisal study.
<p><u>Central Criminal Records - Inactive, Microfilm</u> This series documents the microfilming and acceptance of microfilm of records series 100937, "Central Criminal Records - Inactive, Paper."</p>	100936	Retain microfilm 50 years, then transfer to the Archives, Library of Virginia for archival reassessment.
<p><u>Central Criminal Records - Inactive, Paper</u> This series documents the collection and consolidation of the following records series after inmate release from parole: 100933, "Central Criminal Record - Active"; 100939; and "Court and Legal Files."</p>	100937	Microfilm records according to Library of Virginia's standards/guidelines. Destroy originals after quality control inspection verifies information was successfully transferred to new format. Destroy in compliance with No. 8 on schedule cover page.



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RECORDS SERIES TITLE AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<p><u>Central Criminal Records - Special Interest Files</u>            This series documents the selection and segregation of inmate Central Criminal Records deemed to be of such significant historic, legal or public interest as to deserve permanent retention in the Archives.</p>		NOTE: Approval of retention delayed pending appraisal study.
<p><u>Court and Legal Files</u>            This series documents the inmates legal status and history while under DOC control. Records may include sentencing records, court orders, good time calculations, legal status and legal updates.</p>	100939	Retain until inmate released from parole, then transfer to records series 100937, "Central Criminal Records - Inactive, Paper."
<p><u>Death Row Security Files</u>            This series documents the activities of inmates, guards and visitors while specific inmates are on death row. Includes, logs, audio tapes, reports and other documentation. Records come sealed from death row and are not opened by central records without specific permission.</p>	100940	Retain until related inmate central record had been microfilmed, then merge with records series 100934, "Central Criminal Records - Executed Inmates."
<p><u>Expungement Files</u>            This series documents the expungement of specific derogatory information from records series 100933, "Central Criminal Records - Active" at the direction of the Deputy Director. Generally information is expunged about charges or offenses in which the inmate was eventually found not guilty.</p>	100941	Retain 5 years, then destroy in compliance with No. 8 on schedule cover page.
<p><u>Inmate Index Books - Alphabetic</u>            This series documents the assignment of inmate numbers upon entry into the DOC system. Books contain inmate names, offenses, assigned inmate numbers and initial assignments in DOC. Books end in 1977 when replaced by a central database controlled by another DOC division. Old data from books was not brought forward into the database.</p>	100942	Microfilm records according to Library of Virginia's standards/guidelines; retain records in new format permanently. After quality control inspection verifies information was successfully transferred to new format, transfer original records to the Archives, Library of Virginia for permanent retention.



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RECORDS SERIES TITLE AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<p><u>Inmate Index Cards and Sheets - Numeric</u> This series documents the location of inmate records closed prior to 1977. Paper indexes end in 1977 when replaced by a central database controlled by another DOC division. Old data from indexes was not brought forward into the database.</p>	100943	Retain permanently in agency.
<p><u>Inmate Photographs</u> This series documents inmate appearance at time of incarceration. Files are maintained for routine identification purposes.</p>	100944	Retain 50 years, then transfer records to the Archives, Library of Virginia for permanent retention. Archives will retain photos related to inmate records retained by the Archives, then destroy balance of file in compliance with No. 8 on schedule cover page.
<p><u>Inmate Research Files</u> This series documents the receipt of an outside request for information from inmate files and the response to those requests. Requests are generally from other state agencies (Attorney General, Parole Board, MHMRSAS), law enforcement activities, attorneys, doctors and the Social Security Administration.</p>	100945	Retain 3 years, then destroy in compliance with No. 8 on schedule cover page.
<p><u>Institutional File</u> This series documents the collection and storage of inmate institutional files sent to Central Criminal Records by each DOC institution after the inmate is released from direct physical incarceration. This file duplicates and/or is duplicated by some of but not all of records series 100933, "Central Criminal Records - Active."</p>	100946	Retain until inmate discharged from parole, then destroy in compliance with No. 8 on schedule cover page.
<p><u>Medical Records - Correction's Inmates, Microfilm</u> This series consists of inmate medical records sent by DOC institutions after inmates are released from direct physical incarceration by DOC.</p>	101213	Retain microfilm 10 years, then destroy in compliance with No. 8 on schedule cover page.



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RECORDS SERIES TITLE AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<p><u>Medical Records - Correction's Inmates, Paper</u> This series consists of inmate medical records sent by DOC institutions after inmates are released from direct physical incarceration by DOC.</p>	100947	Microfilm records according to Library of Virginia's standards/guidelines. Destroy originals after quality control inspection verifies information was successfully transferred to new format. Destroy in compliance with No. 8 on schedule cover page.
<p><u>Medical Records - Diversion/Detention Inmates</u> This series consists of medical records for inmates sentenced to Detention or Diversion Centers by courts. Inmates were not under direct DOC control. Records are sent for security and storage.</p>	100948	Annually, transfer accumulation to the Records Center, Library of Virginia. Retain in Records Center 10 years, then destroy in compliance with No. 8 on schedule cover page. Total retention 10 years.
<p><u>Medical Records - Out of State Inmates</u> This series consists of inmate medical records sent by DOC institutions on inmates held by DOC under contract from other states. These were not Virginia inmates.</p>	100949	Annually, transfer accumulation to the Records Center, Library of Virginia. Retain in Records Center 10 years, then destroy in compliance with No. 8 on schedule cover page. Total retention 10 years.
<p><u>Parole Packets</u> This series documents the receipt of Parole Board's copies of Parole Packets prepared by inmate's attorneys to support requests for inmate parole. Packets are sent by the Parole Board for storage. These were formerly part of inmate Central Criminal Records but are now stored separately.</p>	100950	Annually, transfer accumulation to the Records Center, Library of Virginia. Retain in Records Center 10 years, then destroy. Total retention 10 years.