

COMMONWEALTH OF VIRGINIA
THE LIBRARY OF VIRGINIA
ARCHIVES AND RECORDS DIVISION
(804) 786-5634

RECORDS RETENTION AND DISPOSITION SCHEDULE

SPECIFIC SCHEDULE NO. 766-01

AGENCY: Virginia Parole Board

This schedule is continuing authority under the provisions of the Virginia Public Records Act, §§42.1-76 et seq. Code of Virginia, for the retention and disposition of the records as stated. This schedule supersedes previously approved applicable schedules. Request approval on Form RM-3, Certificate of Records Disposal, for the destruction of record series noted in this schedule. Any records created prior to the Constitution of 1902 must first be offered to the LVA before applying these disposition instructions.

EFFECTIVE SCHEDULE DATE: NOV 17 1994

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RECORD SERIES NUMBER AND TITLE

SCHEDULED RETENTION AND DISPOSITION

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|----|---|--|
| 1. | Board Appointments | Retain electronic records 5 years, then delete. |
| 2. | Certificates of Discharge | Record copy of document (paper or microfilm) is retained permanently by the Department of Corrections. |
| 3. | Dockets (Parole, Revocation, Termination) | Retain 1 year, then destroy by deleting, shredding or pulping. |
| 4. | Parole Data Statistics | Retain 5 years, then destroy by deleting, shredding or pulping. |
| 5. | Parole Decisions | Record copy of document (paper or microfilm) is retained permanently by the Department of Corrections. |
| 6. | Parole Guidelines (Development Documentation) | |
| a. | Current guidelines | Retain until superseded. |

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| <p>b. Superceded guidelines</p> | <p>Retain 10 years, then microfilm records in accordance with LVA's "Standards for the Microfilming of Public Records for Archival Retention." After inspection and approval of film, destroy paper files. Retain microfilm permanently. A copy of the microfilm is to be sent to the LVA for security storage.</p> |
| <p>7. Parole-Related Interview Summaries</p> | <p>Retain 5 years, then destroy by deleting, shredding or pulping.</p> |
| <p>8. Quarterly Inmate Scheduling System (QISS) Database</p> | <p>Retain electronic decisions records permanently. As long as records are maintained solely in electronic format, follow LVA'S "Recommended Practices for Managing Electronic Records." Retain all other electronic records for 3 years, then destroy.</p> |
| <p>9. Revocation Hearing Tapes</p> | <p>Retain 2 years after hearing, then erase or destroy tape recording.</p> |
| <p>10. Victim's Input and Related Information</p> | |
| <p>a. Original</p> | <p>Record copy of document (paper or microfilm) is retained permanently by the Department of Corrections.</p> |
| <p>b. Duplicate</p> | <p>Retain copy 5 years, then destroy by deleting, shredding or pulping.</p> |

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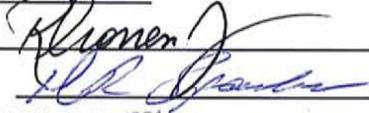
DIVISION:

SUBUNIT:

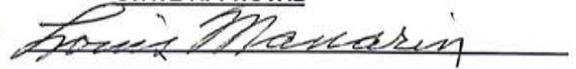
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AGENCY APPROVALSTATE APPROVAL

AGENCY HEAD OR DEPUTY



STATE ARCHIVIST



AGENCY RECORDS MANAGER



COMPTROLLER OR DEPUTY



EFFECTIVE SCHEDULE DATE: NOV 17 1994

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RECORD SERIES NUMBER AND TITLE

SCHEDULED RETENTION AND DISPOSITION

11. Voting Records

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|-----------------------|--|
| a. Electronic records | Retain electronic records 1 year, then delete. |
| b. Paper records | Retain paper copy 2 years, then microfilm in accordance with LVA's "Standards for the Microfilming of Public Records for Archival Retention." After inspection and approval of film, destroy paper files. Retain microfilm permanently. A copy of the microfilm is to be sent to the LVA for security storage. |