



**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. 777-002**  
Juvenile Justice, Dept. of  
Juvenile Correctional Centers

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 *Day*  
AGENCY RECORDS OFFICER *Imanaha G. Mayorga*

STATE ARCHIVIST *Sandra G. Trudway*  
COMPTROLLER OR DEPUTY \_\_\_\_\_

EFFECTIVE SCHEDULE DATE: September 8, 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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EFFECTIVE SCHEDULE DATE: 9/8/2014

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Behavioral Services Unit Files</u> This series documents behavioral health services rendered to juveniles while committed to a facility. This series may include, but is not limited to: psychological evaluation, test data, score sheets, psychologist interview notes, substance abuse evaluations, sex offender evaluations, and notes, reports, and other behavioral health documentation. 18VAC115-20-130; 18VAC115-40-40; 6VAC35-71-260; 18VAC115-60-130; 18VAC125-20-150; 18VAC125-30-100	007031	31 Years after birthday	Confidential Destruction
<u>Grievance Documentation Files</u> This series documents the grievance process for juveniles, parents and staff who report issues and concerns. This series may include, but is not limited to: completed grievance forms, notes and other documents created during a grievance investigation, and meeting minutes from Resident Advisory Committees. 6VAC35-71-80	200285	1 Year after audit	Confidential Destruction
<u>Inspection Records</u> This series documents results of safety and health inspections conducted within the facilities. This series may include, but is not limited to: building inspections, health inspections, and sanitation inspections.	200286	3 Years after audit	Confidential Destruction
<u>Juvenile Offender Case Files</u> This series documents the history of the juvenile offender while committed to the Department of Juvenile Justice. The series includes, but is not limited to: court orders and commitments, court petitions, social histories, correspondence, admission forms, face sheet, individual service plan, progress reports, disciplinary information, serious incident reports, classification, release of information consent forms, personal property documentation, release paperwork, and other information as needed or required. 6VAC35-71-260; 6VAC35-71-270; 6VAC35-71-790; 6VAC35-71-1110	007011	26 Years after birthday	Confidential Destruction



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<u>Juvenile Offender Index Card File</u>  This series documents basic information on the juvenile offender. Each card details the name of the offender, date of birth, home address, placement within the system, date of placement, offense(s) for which they have been committed, name of committing court, and date of commitment. This series may include, but is not limited to: index cards.	007014	26 Years after birthday	Confidential Destruction
<u>Juvenile Offender Medical and Dental Records</u>  This series documents the medical and dental history of the juvenile while committed to the Department of Juvenile Justice system. This series may include, but is not limited to: medical and dental records, immunization records, medical reports, test results, and general medical information on the juvenile. 18VAC85-20-26; 6VAC35-71-260; 6VAC35-71-1020	200284	27 Years after birth	Confidential Destruction
<u>Juvenile Offender Tuberculosis Records</u>  This series documents tuberculosis screenings and results for juveniles committed to the Department of Juvenile Justice. This series may include, but is not limited to: test results and other medical records related to tuberculosis screenings. 6VAC35-71-950	200287	20 Years after separation	Confidential Destruction
<u>Menus</u>  This series documents the food and beverages served for breakfast, lunch, dinner, and snacks at the juvenile correctional centers each day. This series may contain, but is not limited to: menus. 6VAC35-71-630 (C)	200288	1 Year after audit	Non-confidential Destruction
<u>Operational Logbooks and Documentation</u>  This series documents events and information related to residents, staff, and operations within the facility. This series may contain, but is not limited to: visitor logs, unit logs, activity logs, shift status reports, daily duty rosters, count sheets, and other logs and supporting documentation. 6VAC35-71-815	200289	3 Years after audit	Confidential Destruction



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<u>Standard Operating Procedures: Facility-level</u>  This series documents facility-level standard operating procedures for staff, interns, and volunteers to follow while providing supervision, treatment, education, food service, recreation, or other services to juveniles. This series may include, but is not limited to: standard operating procedures, policies, manuals, and guidance documents created at the individual facilities.	200290		Permanent, In Agency

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