



**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. 778-001  
Forensic Science, Dept. of**

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 Linda Jackson  
AGENCY RECORDS OFFICER Jeresa J. Brewster

STATE ARCHIVIST Samuel S. Trueman  
COMPTROLLER OR DEPUTY \_\_\_\_\_

EFFECTIVE SCHEDULE DATE: **DEC 13 2016**

**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>Breath Alcohol Analysis</u><br>This series documents the analysis and results of breath-alcohol tests performed by federal, state and local law enforcement officers; the certification of the officers administering the tests; and the testing, maintenance, and repair records of the instruments used to perform the analysis. This series may include, but is not limited to: instrument readings, logs, reports, and certificates. | 100264        | 25 Years after end of calendar year                                      | Confidential Destruction |
| <u>DNA Data Bank Submissions and Profiles</u><br>This series documents the chain of custody and the analysis of DNA samples taken from persons arrested for and/or convicted of certain crimes, as well as resulting DNA profiles and hit information. This series may include, but is not limited to: submission forms, plate files, buccal collector storage envelopes, and a database. COV 19.2-310.2; COV 19.2-310.2:1                  | 100269        | 75 Years after end of calendar year                                      | Confidential Destruction |
| <u>Forensic Case Files</u><br>This series documents the analysis of evidence collected during criminal investigations, and the chain of custody within the agency. This series may include but is not limited to: logs, reports, request forms, certificates, analysis notes, and correspondence.   | 100267        | 75 Years after end of calendar year                                      | Confidential Destruction |
| <u>Quality Assurance: Equipment, Standards, and Instruments</u><br>This series documents the verification, and maintenance of instruments, equipment, reference standards, and glassware across all disciplines. This series may include, but is not limited to: logs, reports, databases, and inventories.   | 200540        | 10 Years after equipment, facility, or property sold or no longer in use | Confidential Destruction |



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|--|---------------|----------------------------|--------------------------|
| <u>Quality Assurance: Program Accreditation</u><br><br>This series documents the agency's compliance with requirements to maintain accreditation through its accrediting body. This series may include but is not limited to: proficiency test results, reports, inventories, logs, lists, and correspondence. | 100272        | 4 Years after event        | Confidential Destruction |
| <u>Quality Assurance: Training Records</u><br><br>This series documents the certification of forensic scientists to conduct case analysis and issue reports. This series may include but is not limited to: results, evaluations, reports, logs, lists, and correspondence.                                    | 200541        | 10 Years after separation  | Confidential Destruction |

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