



LIBRARY OF VIRGINIA

Archives, Records, and Collections Services
800 E. Broad St., Richmond VA 23219
(804) 692-3600

RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. GS-117

ALL STATE AGENCIES

Law Enforcement

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

APPROVED: *Sandra G Trudlow*

EFFECTIVE SCHEDULE DATE: 8/13/2015

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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<u>Abandoned/Impounded Vehicles and Watercraft</u> This series documents the identification, retrieval, processing, return, or disposal of abandoned or impounded vehicles and watercraft. This series may include, but is not limited to: tow sheet and disposition form.	012300	3 Years after equipment, facility, or property sold or no longer in use	Non-confidential Destruction
<u>Accreditation Records: Supporting documentation - Commission on Accreditation for Law Enforcement Agencies (CALEA) and International Association of Campus Law Enforcement Agencies (ICALEA)</u> This series documents compliance with the Commission on Accreditation for Law Enforcement Agencies (CALEA) and International Association of Campus Law Enforcement Agencies (ICALEA) accreditation program standards. This series may include, but is not limited to: accreditation standard-file content and annual compliance reports.	200193	6 Years after creation	Non-confidential Destruction
<u>Accreditation Records: Supporting documentation - Virginia Law Enforcement Professional Standards Commission (VLEPSC)</u> This series documents compliance with the Virginia Law Enforcement Professional Standards Commission (VLEPSC) accreditation program standards. This series may include, but is not limited to: accreditation standard-file content and annual compliance reports.	200194	8 Years after creation	Non-confidential Destruction
<u>Alarm: Security - Activated</u> This series documents the activation of a state-owned security alarm system linked to the law enforcement agency's response system, the notification to the agency, the investigation into the cause, and the findings (including billable false alarms). This series may include, but is not limited to: incident reports, dispatch notes, and false-alarm logs.	200195	1 Year after closed	Non-confidential Destruction



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<u>Alarm: Security - Permit/Registration</u> This series documents the process required to link state-owned security alarm systems to a law enforcement agency's response system, as well as the information needed to respond to a system activation and invoice for billable false alarms. This series may include, but is not limited to: the application and supporting documentation, owner-contact information, and alarm-system data.	200196	1 Year after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Arrest Files: Adult</u> This series documents the cumulative history of arrests of a particular individual. This series may include, but is not limited to: warrants, fingerprints, summonses, photographs, court disposition, and Central Criminal Records Exchange data.	012284	100 Years after birth	Confidential Destruction
<u>Arrest Files: Adult - Death Notification</u> This series documents the cumulative history of arrests of a particular individual about whose death the department has been notified. This series may include, but is not limited to: warrants, fingerprints, summonses, photographs, court disposition, and Central Criminal Records Exchange data.	200197	1 Year after notification	Confidential Destruction
<u>Arrest Files: Juvenile</u> This series documents the cumulative history of arrests of a particular juvenile. This series may include, but is not limited to: warrants, fingerprints, summonses, photographs, court disposition, and Central Criminal Records Exchange data.	101381	23 Years after birth	Confidential Destruction
<u>Arrest Logs/Books</u> This series documents the cumulative arrests by an agency in chronological order. This series may include, but is not limited to: log books.	200198	5 Years after last action	Confidential Destruction



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<u>Arrestee Personal Property Inventory</u> This series documents a law enforcement agency's inventory of personal effects removed from an arrestee before transfer to a regional lockup or jail. This series may include, but is not limited to: logs, registers, and inventory forms.	200447	3 Years after creation	Non-confidential Destruction
<u>Automotive Operations: Radar Equipment Files</u> This series documents the cumulative maintenance and repair history of radar speed-limit enforcement equipment, including but not limited to radar and LIDAR. This series may include, but is not limited to: service records.	200199	1 Year after expiration	Non-confidential Destruction
<u>Background Checks</u> This series documents the request for, performance of, and submission of results from background checks/investigations on individuals as requested by courts, employers, and other persons in matters not involving an active investigative case. This series may include, but is not limited to: Special Conservator of the Peace application files; interview notes; birth, school, or military records; references; and the summarized results.	200200	3 Years after submission	Confidential Destruction
<u>Community Crime Prevention Program Files</u> This series documents law enforcement's effort to develop and assist community based crime prevention programs. This series may include, but is not limited to: neighborhood watch, national night out, and similar program documentation.	200201	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Community Educational Programs</u> This series documents law enforcement participation in citizen education programs. This series may include, but is not limited to: citizen and youth Police Academies and substance abuse/gang awareness programs.	200202	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction



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<u>Concealed Handgun Permit Checks or Logs</u> This series documents the information or consultation provided to the court regarding concealed handgun permit applicants, as well as any notice received from the court on permits granted, denied, or appealed. This series may include, but is not limited to: reports and notices.	200203	2 Years after expiration	Confidential Destruction
<u>Confidential Informant Files</u> This series documents the identity of, contacts with, and reliability of confidential informants. This series may include, but is not limited to: photographs, identification number, and background notes.	200204	100 Years after birth	Confidential Destruction
<u>Confiscated Property Records: Other</u> This series documents the confiscation, control, return, or disposal of property and/or controlled substances confiscated during searches or arrests. This series may include, but is not limited to: description of the property or controlled substance, court order, disposition, and other documentation.	101383	3 Years after last action	Confidential Destruction
<u>Confiscated Property Records: Weapons</u> This series documents the confiscation of or acceptance of surrendered firearms and other weapons by or to law enforcement authorities and the disposition of the firearm or weapon. This series may include, but is not limited to: description of firearm or weapon, court order, disposition, and other documentation.	012287	10 Years after last action	Confidential Destruction
<u>Court Ordered and Other Process Records</u> This series documents the receipt and execution of, or failure to execute, court orders and/or other processes that include extraditions, hit retentions, subpoenas, summons, copies/jackets of executed warrants, parking tickets, protective orders, and Virginia Uniform Summons. This series may include, but is not limited to: logs, registers, copies of orders, and other tracking documentation.	012313	1 Year after last action	Non-confidential Destruction



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<u>Crime Analysis Files</u> This series documents the formal and/or informal analysis of crimes, patterns of crimes, and the reporting of the analysis. This series may include, but is not limited to: PIN maps, criminal activity statistics, and profiles of criminal activity.	200205	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Criminal History Records: Information Requests and Challenges</u> This series documents the process by which state law enforcement offices receive requests from individuals regarding their information contained in the state law enforcement records (including their criminal histories), any challenges to that information or history, the investigation conducted, the response, and the documentation indicating the close of the inquiry or challenge. This series may include, but is not limited to: request forms, correspondence, and research notes.	200206	3 Years after closed	Confidential Destruction
<u>Dangerous Dog Records</u> This series documents any complaints, investigations, or incidents involving dogs that are determined to be dangerous or vicious. This series may include, but is not limited to: reports and supporting documentation.	200207	5 Years after closed	Confidential Destruction
<u>Dispatch (Communications) and Call Recordings: Not Retained as Evidence</u> This series documents the radio communications between dispatch/central communications and officers in the field. This series also documents the recording of incoming calls and other communication for fire, police, and rescue services, and the actions taken in response. This series may include, but is not limited to: audio recordings, video recordings, text messages, and photographs.	012290	0 Years after decision	Non-confidential Destruction



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<u>Dispatch (Communications) and Call Supporting Documentation: Not Retained as Evidence</u> This series documents the recording of radio communications at law enforcement dispatch centers and incoming calls for fire, police and rescue services, and the actions taken in response. This series may include, but is not limited to: logs, reports, and supporting documentation including Computer Aided Dispatch software and Calls-for-Service reports.	012291	0 Years after decision	Confidential Destruction
<u>Duty Rosters</u> This series documents the work days, work hours, jobs, tasks, patrol areas, equipment, weapons, and other duties assigned to law enforcement officers. This series may include, but is not limited to: logs, rolls, rosters, and registers.	012303	1 Year after last action	Non-confidential Destruction
<u>Expungements</u> This series documents the process of destroying law enforcement records, including all copies thereof and references thereto, that have been ordered expunged and sealed by the court. This series may include, but is not limited to: expunged records, court orders, and indexes/finding aids. 6VAC20-120-80	200208	3 Years after order	Confidential Destruction
<u>FCC License Records</u> This series documents the initial/renewed licensing of radio communication sites. This series may include, but is not limited to: FCC license and supporting documentation.	200448	3 Years after event	Non-confidential Destruction
<u>Field Contact Records: Not Retained as Evidence</u> This series documents contacts and interviews conducted in the field with known and/or suspected law breakers by a law enforcement agent in regard to investigations, modus operandi, and/or complaint resolution. This series may include, but is not limited to: notes and reports not considered evidentiary. 28CFR23.20(h)	012294	5 Years after last action	Confidential Destruction



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<u>Fingerprints and Photographs</u> This series documents and consists of the fingerprints and photographs (mug shots) of adults and juveniles taken during the booking process and made available to the Central Criminal Records Exchange.	200209	100 Years after birth	Confidential Destruction
<u>Fingerprints and Photographs: Juvenile - No Warrant or Petition Filed</u> This series documents juveniles with an alleged violation of law, but against whom no warrant or petition was subsequently filed. This series may include, but is not limited to: fingerprints and photographs. COV 16.1-299(C)	101382	60 Days after creation	Confidential Destruction
<u>General Orders and Regulations</u> This series documents internal orders, rules, and regulations for law enforcement activities. This series may include, but is not limited to registers, logs, and other policy documentation.	200210	0 Years after no longer administratively useful	Non-confidential Destruction
<u>Internal Affairs Complaints</u> This series documents internal, confidential, administrative investigations based on complaints against law enforcement officers and/or offices, and include founded and un-founded cases. This series may include, but is not limited to: complaint documentation, notes, findings, and reports.	200211	0 Years after no longer administratively useful	Confidential Destruction
<u>Investigative Case Files: Historically Significant</u> This series documents the processes and results of any systematic investigations, inquiries, or examinations into criminal or suspected criminal acts, that are determined to have historical value. This series may include, but is not limited to: reports, photographs, audio and video recordings, evidence, fingerprints, laboratory reports, and other supporting documentation.	200212		Permanent, In Agency



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<u>Investigative Case Files: Less Serious Offenses</u>	200213	25 Years after closed	Confidential Destruction
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This series documents the processes and results of any systematic investigation, inquiries, or examinations into criminal or suspected criminal acts that have been committed, are being committed, or are about to be committed that the agency has deemed to be less serious in nature. This series may include, but is not limited to records pertaining to: Breath Alcohol, Confiscated (non-weapon) Property, City-wide/In-car Surveillance/ Monitoring Recordings, Controlled Substance Seizures, Dispatch/ Communications Recordings, Emergency Calls, Evidence (including receipts and requests for), Field Notes, Fingerprints (including latents), Incident Reports, Lab Requests/ Reports/ Certificates of Analysis, Photographs, Polygraphs, Release (Waiver) Forms, Summons, and Virginia Criminal Information Network/ National Crime Information Center (VCIN/NCIC) entries.

<u>Investigative Case Files: Non-Serious Offenses</u>	200214	5 Years after closed	Confidential Destruction
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This series documents the processes and results of any systematic investigations, inquiries, or examinations into criminal or suspected criminal acts that have been committed, are being committed, or are about to be committed that the agency has deemed to be non-serious in nature. This series may include, but is not limited to records pertaining to: Breath Alcohol, Confiscated (non-weapon) Property, City-wide/In-car Surveillance/ Monitoring Recordings, Controlled Substance Seizures, Dispatch/ Communications Recordings, Emergency Calls, Evidence (including receipts and requests for), Field Notes, Fingerprints (including latents), Incident Reports, Lab Requests/ Reports/ Certificates of Analysis, Photographs, Polygraphs, Release (Waiver) Forms, Summons, and Virginia Criminal Information Network/ National Crime Information Center (VCIN/NCIC) entries.



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<u>Investigative Case Files: Serious Offenses</u> This series documents the processes and results of any systematic investigations, inquiries, or examinations into criminal or suspected criminal acts that have been committed, are being committed, or are about to be committed that the agency has deemed to be serious in nature. This series may include, but is not limited to records pertaining to: Breath Alcohol, Confiscated (non-weapon) Property, City-wide/In-car Surveillance/ Monitoring Recordings, Controlled Substance Seizures, Dispatch/ Communications Recordings, Emergency Calls, Evidence (including receipts and requests for), Field Notes, Fingerprints (including latents), Incident Reports, Lab Requests/ Reports/ Certificates of Analysis, Photographs, Polygraphs, Release (Waiver) Forms, Summons, and Virginia Criminal Information Network/ National Crime Information Center (VCIN/NCIC) entries.	200215	75 Years after closed	Confidential Destruction
<u>K-9/Horse Management Records</u> This series documents the management of dogs (K-9s) and horses in the service of law enforcement. This series may include, but is not limited to history, status, health, and training records.	200216	3 Years after separation	Non-confidential Destruction
<u>Logs</u> This series consists of key-control, security, and all other law enforcement logs not listed elsewhere on this schedule.	012299	2 Years after closed	Non-confidential Destruction
<u>Master Name File</u> This series documents legal names and aliases used by a suspected or convicted law breaker. This series may include, but is not limited to: AKAs (Also Known As), nicknames, last known and previous addresses, as well as alternate birth dates, social security numbers, and other identifiers.	200217	100 Years after birth	Confidential Destruction



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<u>Permit Review and Investigation Files</u> This series documents the request for and the results of an investigation of permit applicants, not otherwise listed on this schedule. This series may include, but is not limited to: investigation notes and final report.	200218	3 Years after closed	Confidential Destruction
<u>Recording, Surveillance, or Monitoring Systems: Not Used as Evidence</u> This series documents the surveillance of an area and the actions of law enforcement officers, suspects, and bystanders, including in-car monitoring of officers. This series may include, but is not limited to: audio and video recordings.	012311	0 Years after decision	Non-confidential Destruction
<u>Recording, Surveillance, or Monitoring Systems: Large Area - Not used as evidence</u> This series documents the surveillance of large areas of a locality, other than traffic corridors, using cameras mounted at fixed locations. This series may include, but is not limited to: audio and video recordings.	200219	0 Years after decision	Non-confidential Destruction
<u>Reports: No Investigative Value</u> This series documents non-criminal incidents and occurrences such as accidental deaths, suicides, lost and found property, and other occurrences that have been determined not to require further investigation. This series may include, but is not limited to: incident reports, tracking records, property receipts, and investigative files.	012310	5 Years after closed	Confidential Destruction
<u>Reports: Traffic Accident/Crash - Citizen</u> This series documents the investigation into and reporting of motor vehicle accidents/crashes that involve non-law enforcement vehicles. This series may include, but is not limited to: notes, reports, photographs, evidence, and other supporting documentation. 46.2-380	012302	3 Years after closed	Confidential Destruction



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<u>Reports: Traffic Accident/Crash - Law Enforcement</u> This series documents the investigation into and reporting of motor vehicle accidents/crashes that involve law enforcement vehicles. This series may include, but is not limited to: notes, reports, photographs, evidence, and other supporting documentation.	200220	3 Years after closed	Confidential Destruction
<u>Roll Call Files</u> This series documents officer attendance at meetings, briefings, inspections and other law enforcement activities, as well as any training received at these meetings. This series may include, but is not limited to: logs, rolls, rosters, and registers.	200221	1 Year after event	Non-confidential Destruction
<u>Special Assignment Records</u> This series documents assignments for activities such as dignitary visits, demonstrations, and other special events. This series may include, but is not limited to: operational and security plans, traffic control documentation, and logs.	200449	2 Years after project completion	Confidential Destruction
<u>Vehicle and Watercraft Traffic Management and Control Records</u> This series documents information requested, compiled, and delivered for the investigation and resolution of vehicle or watercraft traffic control problems. This series may include, but is not limited to: crash report and check point statistics.	200222	1 Year after last action	Non-confidential Destruction
<u>Virginia Criminal Information Network (VCIN/NCIC): Administrative Messages - Not part of an Investigative Case File</u> This series documents the sending of messages to/through or receipt of messages from/through the Virginia Criminal Information Network (VCIN) or the National Crime Information Center (NCIC), and are not made part of an Investigative Case File. This series may include, but is not limited to: correspondence.	200223	2 Years after end of calendar year	Confidential Destruction



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<u>Virginia Criminal Information Network (VCIN/NCIC): NCIC Validation Records</u> This series documents the monthly verification of valid entries and the removal of outdated and/or invalid entries, per the State Police-communicated list of entries from the National Crime Information Center (NCIC) database.	200224	2 Years after event	Confidential Destruction
<u>Virginia Criminal Information Network (VCIN/NCIC): Original Entry Printouts or Worksheets - Not related to an Investigative Case File</u> This series consists of original entry printouts or worksheets, if used, that exist solely to assist with data entry into the VCIN/NCIC system or to verify removal of entries from system.	200225	0 Years after closed	Confidential Destruction
<u>Visitor Badge Records</u> This series documents the issue and control of visitor badges. This series may include, but is not limited to: logs and lists.	012314	6 Months after closed	Non-confidential Destruction
<u>Warrants: Unexecuted</u> This series documents the criminal processes in the possession of a police or sheriff's department that have not been executed within, from date of issue, seven years if a felony warrant or three years if a misdemeanor warrant; or because they were issued for a now deceased person, issued based on mistaken identity, or issued as a result of technical or legal error; and have been ordered destroyed by the court. This series may include, but is not limited to: arrest warrants, summonses, capias, and other unexecuted criminal processes.	200226	0 Years after order	Confidential Destruction
<u>Weapons: Internal Assignments</u> This series documents the assignment of firearms and other weapons to personnel for law enforcement use. This series may include, but is not limited to: logs, registers, and rosters.	200227	5 Years after equipment, facility, or property sold or no longer in use	Non-confidential Destruction