

**RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 27
COURT-APPOINTED SPECIAL ADVOCATE (CASA)
PROGRAM RECORDS**

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

APPROVED: 

EFFECTIVE SCHEDULE DATE JUL 17 2009

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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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RECORDS SERIES AND DESCRIPTION

SERIES NUMBER

SCHEDULED RETENTION AND DISPOSITION

This schedule applies to records of facilities established under the provisions of § 9.1-151 et seq of the *Code of Virginia*.

Case Records

000261

Retain until juvenile reaches age of 21, then notify the local department of social services about pending destruction. If no response within 30 days destroy in accordance with No. 8 on schedule cover page.

This series documents the services provided by the Court-Appointed Special Advocate (CASA) Program to children who are subjects of judicial proceedings involving allegations of abuse or neglect, or children in need of services or supervision and are referred to the program by the Juvenile and Domestic Relations Court.

Code of Virginia § 9.1-151

CASA Program Statistical Reports

000262

Retain 3 years after submission of report then destroy.

This series consists of statistical reports submitted by individual programs to the CASA Program Committee, the Department of Criminal Justice Services and any Local CASA Boards.

Volunteer Records: Applications – Accepted and Completed Training

000263

Retain 3 years after departure from program then destroy in accordance with No. 8 on schedule cover page.

This series consists of applications submitted by individuals volunteering to be CASA Program Advocates. This series includes only applications which have been accepted by the CASA Program and who have successfully completed CASA-mandated training programs.

Code of Virginia § 9.1-153



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| RECORDS SERIES AND DESCRIPTION | SERIES NUMBER | SCHEDULED RETENTION AND DISPOSITION |
|---|---------------|---|
| <p><u>Volunteer Records: Applications – Not Accepted or Not Completing Training</u> This series consists of applications submitted by individuals volunteering to be CASA Program Advocates, but whose applications have not been accepted, or whose applications were accepted but who did not successfully complete CASA-mandated training. <i>Code of Virginia § 9.1-153</i></p> | 000264 | Retain 3 years after last action then destroy in accordance with No. 8 on schedule cover page. |
| <p><u>Volunteer Records – Training Records</u> This series consists of all training records of volunteer applicants who took training classes mandated by CASA. <i>Code of Virginia § 9.1-153</i></p> | 000265 | Retain 3 years after departure from program then destroy in accordance with No. 8 on schedule cover page. |