



Government Records Services  
 800 East Broad St., Richmond VA 23219  
 (804) 692-3600  
 Effective schedule date: 06/11/2026

Records Retention and Disposition Schedule  
 General Schedule No. GS-29  
 COUNTY AND MUNICIPAL GOVERNMENTS  
 Criminal Justice Training Academy

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<p><b>Certification Standards Documentation</b>            This series documents the academy's certification or recertification by the Department of Criminal Justice Services (DCJS). This series may include, but is not limited to: the academy's three-year plan and supporting documentation related to compliance with any of the certification standards.</p>	100143	3 Years after audit	Non-confidential Destruction
<p><b>Class Records and Lesson Plans</b>            This series documents the planning and completion of all entry-level, in-service, and advanced training classes. This series may include, but is not limited to: attendance records, lesson plans and curriculum syllabus documentation, schedule records, course and instructor evaluations, and summaries.</p>	101458	50 Years after end of calendar year	Confidential Destruction
<p><b>Instructor Records</b>            This series documents the qualifications and schedules of past and present instructors. This series may include, but is not limited to: certification and qualification documentation and class schedules.</p>	100139	25 Years after separation	Confidential Destruction
<p><b>Student Records</b>            This series documents a students' history of attending entry-level, in-service or advanced training sufficient to document that all performance objectives and outcomes have been successfully completed. This series may include, but is not limited to: transcripts, counseling records, accident and injury records, discipline records, and testing and performance results. Also included in this series are Field Training (FTO) records, if retained by the academy.</p>	101460	25 Years after separation	Confidential Destruction



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<b>Testing and Performance Records</b> This series documents the tests associated with training at the academy. This series may include, but is not limited to: copies of tests, answer keys, test sheets, and students' machine-readable test forms (Scantrons).	101461	5 Years after end of calendar year	Confidential Destruction
<b>Training Aids for Courses</b> This series documents the tools used by instructors to assist in teaching courses. This series may include, but is not limited to: DVDs, CDs, electronic presentations, URLs for copyrighted material, films, videos, and slides.	100144	5 Years after no longer administratively useful	Confidential Destruction