



LIBRARY OF VIRGINIA

ARCHIVAL AND RECORDS MANAGEMENT SERVICES DIVISION
(Form RM-2 April 2009)

RECORDS RETENTION AND DISPOSITION SCHEDULE GENERAL SCHEDULE NO. 19 COUNTY AND MUNICIPAL GOVERNMENTS ADMINISTRATIVE RECORDS

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

APPROVED: _____

Anthony Edwards

EFFECTIVE SCHEDULE DATE July 17, 2009

PAGE 1 OF 18 PAGES

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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GENERAL SCHEDULE NO. 19
COUNTY AND MUNICIPAL GOVERNMENTS
ADMINISTRATIVE RECORDS**

EFFECTIVE SCHEDULE DATE July 17, 2009

PAGE 2 OF 18 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Acknowledgment and Referral Files</u> This series consists of forms and/or correspondence that acknowledge receipt of an item or forwarding of an item to another office when no other action is taken or expected of the forwarding office.	010021	Retain 3 months then destroy.
<i>Defunct Series</i> <u>Administrative Files</u> This series consists of files created during the routine operation of an office. This series may include, but is not limited to: routine correspondence, memoranda, notes, and handwritten messages.		Refer to series 010037, 010038, and 010039, "Correspondence/Subject Files."
<u>Agenda and Supporting Documentation Files</u> This series documents the publishing of public notices of meetings and proposed schedules, along with materials reviewed or used by the board, commission, or conference. May also include other items presented to or introduced by the board, commission, or conference. <i>Code of Virginia</i> § 2.2-3708	010024	Retain 3 years then destroy.
<u>Agreements, Memorandums of Understanding (MOU), and Non-Fiscal Contracts</u> This series consists of signed, binding agreements, other than contracts involving procurement or payment of monies, between departments within the locality, other localities, other government agencies, business entities or an individual or group of individuals.	010025	Retain 3 years after termination or expiration then destroy.
<u>Applications for Volunteer Services</u> This series documents the recruiting or selecting of volunteers to work in any locality project or service.		Refer to <i>General Records Retention & Disposition Schedule No. GS-03, Personnel Records</i> for retention periods.
<u>Appointment Calendars</u> This series consists of printed or published calendars of public officials intended for limited or general distribution.	010027	Retain 1 year after last scheduled event then destroy.

**LIBRARY OF VIRGINIA**

ARCHIVAL AND RECORDS MANAGEMENT SERVICES DIVISION
(Form RM-2 April 2009)

RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 19
COUNTY AND MUNICIPAL GOVERNMENTS
ADMINISTRATIVE RECORDS

EFFECTIVE SCHEDULE DATE July 17, 2009

PAGE 3 OF 18 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Board, Commission, Conference, and Committee Meeting Record: Boards of Supervisors and City Council</u> This series documents proceedings of various meetings of boards of supervisors or city councils. This series may include, but is not limited to: minutes, agendas, and any material presented for use in making board or council decisions.		Refer to <i>General Records Retention & Disposition Schedule No. GS-04, County, City and Town Administration Records</i> for retention periods.
<u>Board, Commission, Conference, and Committee Minutes: Other Boards Having Enforcement, Regulatory or Decision Powers</u> This series documents proceedings of various meetings of boards, councils, conferences, and committees having enforcement, regulatory or decision powers.	010029	Retain permanently in locality.
<u>Board, Commission, Conference, and Committee Minutes: Other Boards Without Enforcement, Regulatory or Decision Powers</u> This series documents proceedings of various meetings of advisory boards, councils, conferences, and committees.	010030	Retain 3 years then destroy.
<u>Board, Commission, Conference, and Committee Notes or Recordings of Meetings: Nonelectronic Meetings</u> This series temporarily documents proceedings of various meetings. This series may include, but is not limited to: stenographer's notes or audio or visual recordings. This does not apply to electronically held meetings.	010031	Retain until minutes are transcribed and approved then re-use, erase, or destroy. Disposal reporting on <i>Certificate of Records Destruction</i> (RM-3 Form) not required.
<u>Board, Commission, Conference, and Committee Recordings of Meetings: Electronically Held Meetings</u> This series documents proceedings of electronically held meetings. This series may include, but is not limited to: audio or visual recordings.	010032	Retain 3 years or until minutes transcribed and approved, whichever is greater, then destroy. <i>Code of Virginia</i> § 2.2-3708

**LIBRARY OF VIRGINIA**

ARCHIVAL AND RECORDS MANAGEMENT SERVICES DIVISION
(Form RM-2 April 2009)

**RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 19
COUNTY AND MUNICIPAL GOVERNMENTS
ADMINISTRATIVE RECORDS**

EFFECTIVE SCHEDULE DATE July 17, 2009

PAGE 4 OF 18 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Confidential Non-records</u> This series consists of agency copies or non-records containing personally identifying or proprietary information requiring confidential destruction.	010116	Destroy in compliance with No. 8 on the schedule cover page. Disposal reporting on Certificate of Records Destruction (RM-3 Form) not required unless records are sent to the State Records Center (SRC) for destruction.
<u>Consultants' Reports and Related Documents</u> This series consists of consultant reports produced by or for the locality.	010033	Retain 5 years then destroy.
<u>Contract Administration Records</u> This series documents performance and conformance with contract stipulations not of a fiscal nature.	010034	Retain 5 years after termination or in accordance with terms of contract, whichever is greater, then destroy.
<u>Contract and Agreement Records</u> This series documents contractual obligations of the locality or owed to the locality.	010035	Retain 5 years after termination or in accordance with terms of contract, whichever is greater, then destroy.
<u>Correspondence/Subject Files: Boards/Councils Mandated by the Code of Virginia or the Virginia Administrative Code - Chairpersons</u> This series documents incoming and outgoing letters, memoranda, faxes, notes, and their attachments, in any physical format including, but not limited to, paper and e-mail.	100891	Retain permanently in locality, or may be transferred to the Archives, Library of Virginia.
<u>Correspondence/Subject Files: Boards/Commissions/Conferences Committees Not Mandated by Code - Chairpersons</u> This series documents incoming and outgoing letters, memoranda, faxes, notes, and their attachments, in any physical format including, but not limited to, paper and e-mail.	100892	Retain 3 years then destroy.

**LIBRARY OF VIRGINIA**

ARCHIVAL AND RECORDS MANAGEMENT SERVICES DIVISION
(Form RM-2 April 2009)

**RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 19
COUNTY AND MUNICIPAL GOVERNMENTS
ADMINISTRATIVE RECORDS**

EFFECTIVE SCHEDULE DATE July 17, 2009

PAGE 5 OF 18 PAGES

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<u>Correspondence/Subject Files: Board Members - Except Chairpersons</u> This series documents incoming and outgoing letters, memoranda, faxes, notes, and their attachments, in any physical format including, but not limited to, paper and e-mail.	100893	Retain 3 years then destroy. Disposal reporting on Certificate of Records Destruction (RM-3 Form) not required.
<u>Correspondence/Subject Files: City/Town Manager, City/Town Council, County Administrator and Board of Supervisors</u> This series consists of incoming and outgoing letters, memoranda, faxes, notes, and their attachments, in any physical format including, but not limited to, paper and e-mail.		Refer to <i>General Records Retention & Disposition Schedule No. GS-04, County, City and Town Administration Records</i> for retention periods.
<u>Correspondence/Subject Files: Department or Division Heads</u> This series consists of incoming and outgoing letters, memoranda, faxes, notes, and their attachments, in any physical format including, but not limited to, paper and e-mail.	010037	Retain 3 years then destroy.
<u>Correspondence/Subject Files: Other Officials</u> This series consists of incoming and outgoing letters, memoranda, faxes, notes, and their attachments, in any physical format including, but not limited to, paper and e-mail.	010038	Retain 2 years then destroy.
<u>Correspondence/Subject Files: Routine, Administrative - Not Specified Elsewhere</u> This series consists of incoming and outgoing letters, memoranda, faxes, notes, and their attachments of a routine administrative nature, in any physical format including, but not limited to, paper and e-mail.	010039	Retain as long as administratively necessary then destroy.
<u>Directives</u> This series consists of directives from the city council, city manager, county administrator, or board of supervisors outlining policy to lower levels of authority.	010040	Retain permanently in locality.

**LIBRARY OF VIRGINIA**

ARCHIVAL AND RECORDS MANAGEMENT SERVICES DIVISION
(Form RM-2 April 2009)

**RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 19
COUNTY AND MUNICIPAL GOVERNMENTS
ADMINISTRATIVE RECORDS**

EFFECTIVE SCHEDULE DATE July 17, 2009

PAGE 6 OF 18 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Directory Listings and Files</u> This series documents current or former employees and/or phone listings, office listings or lists of contacts or service providers.	010041	Retain until superseded, obsolete, or rescinded then destroy.
<u>Drafts</u> This series consists of materials produced during the planning, designing and composing of a public record.		Unless specifically mentioned as part of another series, retain previous version until superseded or obsolete then destroy. Disposal reporting on Certificate of Records Destruction not required.
<u>Emergency Planning and Related Records</u> This series consists of disaster plans, emergency action plans, and contingency plans.	010042	Retain 2 years after superseded then destroy in compliance with No. 8 on the schedule cover page.
<u>Employee Suggestion Program Files</u> This series documents the implementation and control of an employee suggestion plan.	010043	Retain 3 years after last action then destroy.
<u>Environmental Impact Studies</u> This series consists of records and reports documenting the environmental impact of major projects proposed by localities or reviewed by locality officials. <i>Code of Virginia</i> § 15.2-2202	010044	Retain permanently in locality.
<u>Executive Orders</u> This series documents orders of the city manager or county administrator.	010045	Retain permanently in locality.
<u>Feasibility Studies</u> This series consists of feasibility studies created by or for a locality.	010046	Retain permanently in locality.

**LIBRARY OF VIRGINIA**

ARCHIVAL AND RECORDS MANAGEMENT SERVICES DIVISION
(Form RM-2 April 2009)

**RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 19
COUNTY AND MUNICIPAL GOVERNMENTS
ADMINISTRATIVE RECORDS**

EFFECTIVE SCHEDULE DATE July 17, 2009

PAGE 7 OF 18 PAGES

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<u>Finding Aids or File Locators</u> This series consists of lists created to locate files, records, or artifacts.	010047	Retain as long as administratively necessary then destroy.
<u>Forms Management Files</u> This series consists of records created to control the development, design, and use of forms.		Refer to series 010091, "Records Management Files: Approved Forms Masters and Supporting Documentation."
<u>Freedom of Information Act (FOIA)</u> This series consists of responses to requests to view official records or retrieve information from official records. <i>Code of Virginia</i> § 2.2-3700 et seq.	010049	Retain 3 years after final action then destroy.
<u>Governing Body Agenda Files</u> This series documents proposed agendas of meetings of city/town council and board of supervisors. Also includes copies of public notices of meetings and supporting documentation presented to the council or board prior to or during meetings.		Refer to <i>General Records Retention & Disposition Schedule No. GS-04, County, City and Town Administration Records</i> for retention guidelines.
<u>Grant Records: Funded</u> This series documents grant acceptance or approval, completion and conformance with grant stipulations that are not of a fiscal nature.	010051	Retain 5 years after termination or in accordance with terms of grant, whichever is greater, then destroy in compliance with No. 8 on the schedule cover page.
<u>Grant Records: Unfunded</u> This series documents grant proposals that did not receive funding. This series may include, but is not limited to: letter of intent, application, budget, and notification of denial.	000182	Retain 1 year after notification of denial then destroy.
<u>Graphic Arts Materials</u> This series documents creation of graphic arts materials for internal or external use and copies of those materials.	010052	Retain as long as administratively necessary then destroy.

**LIBRARY OF VIRGINIA**

ARCHIVAL AND RECORDS MANAGEMENT SERVICES DIVISION
(Form RM-2 April 2009)

**RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 19
COUNTY AND MUNICIPAL GOVERNMENTS
ADMINISTRATIVE RECORDS**

EFFECTIVE SCHEDULE DATE July 17, 2009

PAGE 8 OF 18 PAGES

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<u>Grievance Records</u> This series documents employee complaints about supervisory or management personnel, other employees or working conditions.		Refer to <i>General Records Retention & Disposition Schedule No. GS-03, Personnel Records</i> for retention periods.
<u>Hearings: Administrative</u> This series documents administrative hearings not listed on another records retention schedule.	010054	Retain 3 years after last action then destroy.
<u>History Files</u> This series consists of significant material that conveys the history of the locality, its government, its accomplishments, its officials, or employees. This may include material of an exceptional nature that is listed as disposable in this or other general schedules. This series may include, but is not limited to: scrapbooks; photographs; articles; program notes; documentation of events sponsored or funded by the locality; narratives; and printed, audio, or audiovisual histories.	010064	Retain permanently in locality or may be offered to the Archives, Library of Virginia.
<u>Indexes, Checklists, and Control Lists</u> This series consists of forms, books, or computer records used for internal control of a process or action that does not act as the only record of final approval of the action or process.	010055	Retain until superseded, obsolete, or rescinded then destroy.
<u>Information and Public Education Records: Pamphlets, Visual Aids and/or News Clippings Regarding Historically Significant Events</u> This series documents public information or education campaigns and materials or items about the locality, collected from public sources. Refer to records series 010089, "Recordings, Audio, and Visual."	010056	Retain permanently in locality.

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RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 19
COUNTY AND MUNICIPAL GOVERNMENTS
ADMINISTRATIVE RECORDS

EFFECTIVE SCHEDULE DATE July 17, 2009

PAGE 9 OF 18 PAGES

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<u>Information and Public Education Records: Other Records</u> This series documents public information or education campaigns and materials or items collected from various sources about the locality. Refer to records series 010089, "Recordings, Audio, and Visual."	010057	Retain until superseded, obsolete, or rescinded then destroy.
<u>Investigative Files, Records, or Reports</u> This series consists of records of any internal investigation of incidents, local officials, employees, departments or operations and policies not covered by another general or specific schedule.	010058	Retain 3 years after final action then destroy.
<u>Legal Opinions: Requested by the Locality</u> This series consists of opinions requested by the locality, its officials, employees, or departments, from the city or county attorney or the Attorney General's office on matters of law.	010059	Retain permanently in locality.
<u>Legal Opinions: Other Opinions</u> This series consists of information, courtesy or general distribution copies of legal opinions.	010060	Retain as long as administratively necessary then destroy. Non-records per <i>Virginia Public Records Act</i> ; disposal reporting on Certificate of Records Destruction (RM-3 Form) not required.
<u>Litigation Case Files</u> This series documents status of legal cases involving the locality, its officials, employees, or departments.	010061	Retain 5 years after final disposition then destroy.
Defunct Series <u>Litigation Case Files: Other Case Files</u> This series documents status of legal cases involving the locality, its officials, employees, or departments.	010062	Retain as long as administratively necessary then destroy.

**LIBRARY OF VIRGINIA**

ARCHIVAL AND RECORDS MANAGEMENT SERVICES DIVISION
(Form RM-2 April 2009)

**RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 19
COUNTY AND MUNICIPAL GOVERNMENTS
ADMINISTRATIVE RECORDS**

EFFECTIVE SCHEDULE DATE July 17, 2009

PAGE 10 OF 18 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Locality Annual Reports</u> This series consists of reports prepared by or for the locality addressing the "state" of the locality, including goals, targets, objectives, and finances.	010063	Retain one copy permanently in locality. Transfer one copy to the Archives, Library of Virginia.
<u>Management Reports</u> This series consists of reports created for internal control or management of a specific function of the local government.	010065	Retain as long as administratively necessary then destroy.
<u>Microform Inspection Records</u> This series documents verification that microform prepared by or for the locality has met specific standards.		Refer to series 010093, "Records Management Files: Microform Records - Inspection Reports" and 010094, "Records Management Files: Microform Records - Processing or Methylene Blue Tests."
<u>Minutes</u> This series consists of records of the proceedings of various boards, commissions, and committees.		Refer to series 010029, 010030, 010031, and 010032, "Board, Commission, Conference, and Committee Minutes."
<u>Motion Pictures: Locality Produced or Sponsored</u> This series consists of motion pictures or videos, other than training material and temporary recordings of minutes, prepared by or for locality for a specific purpose. This series does not include commercially available material.	010068	Retain one copy permanently in locality.
<u>Occupational Safety and Health Administration (OSHA) Records</u> This series consists of records kept to fulfill requirements of the federal government's OSHA or the state's Department of Labor and Industry.		Refer to <i>General Records Retention & Disposition Schedule No. GS-03, Personnel Records</i> for retention periods.
<u>Office Instructions or Procedures</u> This series consists of internal guidelines, policies, or instructions for the operation of an office or a function.	010069	Retain until superseded, obsolete, or rescinded then destroy.

**LIBRARY OF VIRGINIA**

ARCHIVAL AND RECORDS MANAGEMENT SERVICES DIVISION
(Form RM-2 April 2009)

**RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 19
COUNTY AND MUNICIPAL GOVERNMENTS
ADMINISTRATIVE RECORDS**

EFFECTIVE SCHEDULE DATE July 17, 2009

PAGE 11 OF 18 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Office Relocation Records Storage</u> This series consists of inactive or permanent records approved by the SRC Program Manager for convenience storage during an agency move, disaster recovery, or office renovation.	010115	Retain in the SRC until return requested by agency or 5 years with option to extend.
<u>Organization Files: Administrative Structure and Management</u> This series consists of original material outlining organization or functions of the locality's major administrative units; also, material about the reorganization of the departments or management structure.	010070	Retain permanently in locality.
<u>Organization Files: Other Records</u> This series consists of files not directly related to the organization or reorganization of the locality's management structure.	010071	Retain until superseded, obsolete, or rescinded then destroy.
<u>Photographs and Negatives: Historically Significant</u> This series consists of photographs or negatives created by or for locality. This series may include, but is not limited to: events that document the locality's organization, special ceremonies, occasions, events, facilities, and commercially available material.	010073	Retain permanently in locality or may be offered to the Archives, Library of Virginia.
<u>Photographs and Negatives: Personnel Identification</u> This series consists of negatives, image files, or photographs used for identification of employees, contractors, or vendors. This series may include, but is not limited to: requesting paperwork or documentation.	010074	Retain 1 year after end of employment, or until superseded, then destroy.
<u>Photographs and Negatives: Other Material</u> This series consists of photographs, negatives, image files, filmstrips, or slides produced by the locality, not considered historically significant.	010075	Retain as long as administratively necessary then destroy.

**LIBRARY OF VIRGINIA**

ARCHIVAL AND RECORDS MANAGEMENT SERVICES DIVISION
(Form RM-2 April 2009)

**RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 19
COUNTY AND MUNICIPAL GOVERNMENTS
ADMINISTRATIVE RECORDS**

EFFECTIVE SCHEDULE DATE July 17, 2009

PAGE 12 OF 18 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Planning Files: Administrative</u> This series documents the planning of administrative changes or projects, major purchases, significant events or occasions not requiring board or council approval of the details. Does not include zoning or land use planning. Refer to <i>General Records Retention & Disposition Schedule No. GS-06, Land Use and Public Works Records</i> . Refer to records series 010064, "Local History Files" for records of historic interest.	010076	Retain until superseded, obsolete, or rescinded then destroy.
<u>Policy and Procedure Records: City, County or Town Administration</u> This series consists of policy or procedural guidance issued or approved by the city council, city manager, board of supervisors and/or county administrator.		Refer to <i>General Records Retention & Disposition Schedule No. GS-04, County, City and Town Administration Records</i> for retention periods.
<u>Policy and Procedure Records: Others</u> This series consists of policy or procedural guidance not issued or approved by the city council, city manager, board of supervisors and/or county administrator or duplicate copies of approved material.	010078	Retain until superseded, obsolete, or rescinded then destroy.
<u>Presentation Materials</u> This series consists of materials created for use in briefings, demonstrations, classes, or seminars. This series may include, but is not limited to: slides overheads, flip charts, and handouts. This series does not include commercially available materials.	010079	Retain as long as administratively necessary then destroy.
<u>Privacy Act: Information Request and Response Records</u> This series documents receipt of requests for protected information and the response to the request. <i>Code of Virginia</i> § 2.2-3800 et seq.	010080	Retain 3 years after final action then destroy.

**LIBRARY OF VIRGINIA**

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(Form RM-2 April 2009)

**RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 19
COUNTY AND MUNICIPAL GOVERNMENTS
ADMINISTRATIVE RECORDS**

EFFECTIVE SCHEDULE DATE July 17, 2009

PAGE 13 OF 18 PAGES

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<u>Privacy Act: Requests to Amend Personal Information</u> This series documents receipt of requests to alter or amend personal information retained by locality and response to the request. <i>Code of Virginia</i> § 2.2-3800 et seq.	010081	Retain 3 years after final action then destroy in compliance with No. 8 on the schedule cover page.
<u>Project Documentation Files</u> This series consists of records created to design, develop, control, or monitor a specific project or group of projects.	010082	Retain until superseded, obsolete, or rescinded then destroy.
<u>Public Relations Files: Historically Significant</u> This series consists of records created to provide information to the public at large or specific elements of the public, business, or government communities. This series may include, but is not limited to: pamphlets, speeches, visual aids, news releases and clippings, and publications.	010083	Retain permanently in locality.
<u>Public Relations Files: Other Items</u> This series consists of records created to provide information to the public at large or specific elements of the public, business, or government communities. This series may include, but is not limited to: speeches.	010084	Retain as long as administratively necessary then destroy.
<u>Publications: Locality Produced or Sponsored</u> This series consists of official publications of locality meant for public distribution or general internal distribution.	010085	Retain one copy permanently in locality. Transfer 2 copies Documents Section, Library of Virginia. <i>Code of Virginia</i> § 42.1-94
<u>Publication or Duplication Masters or Proofs</u> This series consists of materials used to produce publications.	010086	Retain until no longer required for future duplication or revision then destroy.

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ARCHIVAL AND RECORDS MANAGEMENT SERVICES DIVISION
(Form RM-2 April 2009)

**RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 19
COUNTY AND MUNICIPAL GOVERNMENTS
ADMINISTRATIVE RECORDS**

EFFECTIVE SCHEDULE DATE July 17, 2009

PAGE 14 OF 18 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Recordings, Audio and Visual: Historically Significant</u> This series consists of audio or visual recordings, created by or for a locality, that are of an enduring historically significant nature or that describe the current function or organization of the locality's major administrative units. Commercially available material may be included, if appropriate. Does not include recordings used in lieu of minutes or as temporary transcripts of minutes.	010087	Retain permanently in locality.
<u>Recordings, Audio and Visual: Security Recordings</u> This series consists of audio or visual recordings created by or for the locality, related to the monitoring or security of facilities.		Refer to <i>General Records Retention & Disposition Schedule No. GS-16, General Services Records</i> for retention periods.
<u>Recordings, Audio and Visual: Other Recordings</u> This series consists of audio or visual recordings, not listed in records series 010087, created by or for the locality. This series does not include commercially available material or recordings used in lieu of minutes or as temporary transcripts of minutes.	010089	Retain as long as administratively necessary then destroy.
<u>Records Management Files: Approved Certificates of Records Destruction (RM-3 Form)</u> This series consists of Records Officer's copies of approved disposal certificates.	010090	Retain 3 years then destroy.
<u>Records Management Files: Approved Form Masters and Supporting Documentation</u> This series documents the development, design, approval, and use of forms.	010091	Retain until superseded, obsolete, or rescinded then destroy.
<u>Records Management Files: Approved Retention and Disposition Schedules</u> This series consists of the locality's copy of approved retention and disposition schedules, including general and specific schedules. <i>Code of Virginia</i> § 42.1-86.1	010092	Retain until superseded, obsolete, or rescinded then destroy.

**LIBRARY OF VIRGINIA**

ARCHIVAL AND RECORDS MANAGEMENT SERVICES DIVISION
(Form RM-2 April 2009)

**RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 19
COUNTY AND MUNICIPAL GOVERNMENTS
ADMINISTRATIVE RECORDS**

EFFECTIVE SCHEDULE DATE July 17, 2009

PAGE 15 OF 18 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Records Management Files: Microform Records - Inspection Reports</u> This series documents the inspection and approval of microform prepared by or for locality. This series may include, but is not limited to: copies of background densities and inspection reports. 17VAC15-20-70	010093	Retain 3 years then destroy.
<u>Records Management Files: Microform Records - Processing or Methylene Blue Tests</u> This series documents testing required to validate the correct processing and development of microform. 17VAC15-20-70	010094	Send original to Imaging Services Branch, Library of Virginia. Retain one copy until film is destroyed.
<u>Records Management Files: Records Transfer List and Receipt (RM-17 Form) – Archives</u> This series documents the transfer of permanent records to the Archives at the Library of Virginia using a RM-17 Form.	000286	Retain permanently.
<u>Records Management Files: Records Transfer List and Receipt (RM-17 Form) – State Records Center (SRC)</u> This series documents the transfer of non-permanent records to the SRC using a RM-17 Form.	000287	Retain 3 years after receiving RM-3 Form from the SRC then destroy.
<u>Reference Files</u> This series consists of material collected solely for reference or office library use. Generally includes printed material that is routinely distributed or collected.	010095	Retain as long as administratively necessary then destroy. Non-records per <i>Virginia Public Records Act</i> ; disposal reporting on Certificate of Records Destruction (RM-3 Form) not required.
<u>Release Forms: Adults</u> This series documents individual liability release statements for adults, which are required for participation in various programs.	010022	Retain 5 years then destroy in compliance with No. 8 on the schedule cover page.

**LIBRARY OF VIRGINIA**

ARCHIVAL AND RECORDS MANAGEMENT SERVICES DIVISION
(Form RM-2 April 2009)

**RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 19
COUNTY AND MUNICIPAL GOVERNMENTS
ADMINISTRATIVE RECORDS**

EFFECTIVE SCHEDULE DATE July 17, 2009

PAGE 16 OF 18 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Release Forms: Minors</u> This series documents individual liability release statements for children under the age of 18 required for participation in various programs.	010026	Retain 5 years after the minor turns 18 then destroy in compliance with No. 8 on the schedule cover page.
<u>Reports</u> This series consists of routine reports not listed on any general schedule or special schedule. This series applies only if reports are filed separately. If normally filed with any other series, the retention for that series applies. For example, reports on Privacy Act requests have the same retention as the Privacy Act request.	010096	Retain as long as administratively necessary then destroy.
<u>Safety Records</u> This series consists of accident reports, accident investigations and safety policy statements except those records required by OSHA or the Department of Labor and Industry.	010097	Retain 3 years after last action then destroy.
<u>Schedule of Daily Activities: Convenience or Administrative Control</u> This series consists of records used to control or record the activities of employees other than payroll/hourly wage records. This series may include, but is not limited to: diaries, logs, and registers.	010098	Retain as long as administratively necessary then destroy.
<u>Schedule of Daily Activities: Required by Law or Regulation</u> This series consists of records required by code, law, statute, or regulation to control or record the activities of employees other than payroll/hourly wage records. This series may include, but is not limited to: diaries, logs, and registers.	010099	Retain 2 years then destroy.

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EFFECTIVE SCHEDULE DATE July 17, 2009

PAGE 17 OF 18 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Security Backup Files</u> This series consists of duplicate copies of records, usually electronic records, created for information security purposes.	010100	Retain as long as administratively necessary then destroy. Non-records per <i>Virginia Public Records Act</i> ; disposal reporting on Certificate of Records Destruction (RM-3 Form) not required.
<u>Special Interest Items</u> This series consists of records, files, or documents, regardless of scheduled retention period, determined to be of special historic or research interest by the governing body of a locality.	010101	Retain permanently in locality.
<u>Speeches</u> This series consists of speeches delivered by an official acting in fulfillment of job responsibilities.		Refer to series 010083, "Public Relations Files: Historically Significant" and 010084, "Public Relations Files: Other Items."
<u>Staff Meeting Files</u> This series documents internal staff meetings.	010103	Retain as long as administratively necessary then destroy.
<u>Surveys, Administrative</u> This series consists of surveys produced by or for the locality for administrative, informational, or research purposes.	010105	Retain 2 years then destroy.
<u>Telephone Logs: Routine, Not Related to Law Enforcement or Emergency Services</u> This series consists of administrative documentation of incoming or outgoing telephone calls.	010106	Retain 60 days after last entry then destroy.
<u>Telephone Message Slips: Relevant to Specific Actions</u> This series consists of forms or papers used to notify staff of incoming calls, phone messages and/or requesting return calls. These messages have a bearing on actions or decisions taken or not taken.		Transfer to related records series listed on this or other retention schedule.

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PAGE 18 OF 18 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Telephone Message Slips: Routine Messages</u> This series consists of forms or papers used to notify staff of incoming calls, phone messages and/or requesting return calls. These messages document no specific actions.	010108	Retain as long as administratively necessary then destroy. Disposal reporting on Certificate of Records Destruction (RM-3 Form) not required.
<u>Vacation or Work Schedules</u> This series consists of schedules of employee's time off from work, not created specifically for payroll purposes.	010109	Retain 2 years then destroy.
<u>Voice Mail/Answering Machine Messages: Relevant to Specific Actions</u> This series consists of recordings of incoming telephone calls. These messages have a bearing on actions or decisions taken or not taken.	010111	Document on paper and transfer information to the relevant records series listed on this or other retention schedule.
<u>Voice Mail/Answering Machine Messages: Routine Messages</u> This series consists of recordings of routine incoming telephone calls.	010112	Retain as long as administratively necessary then destroy. Disposal reporting on Certificate of Records Destruction (RM-3 Form) not required.
<u>Work or Production Control Records</u> This series consists of records, not related to any other existing locality records series, created to project, monitor, control, tabulate, or report the daily work activities of an individual or group other than payroll records.	010113	Retain as long as administratively necessary then destroy.
<u>Work Orders: Administrative Copies</u> This series consists of requestor's copies of work orders or production orders. Refer to <i>General Records Retention & Disposition Schedule No. GS-16, General Services Records</i> , for additional records.	010114	Retain 3 years then destroy.