



LIBRARY OF VIRGINIA

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

RECORDS RETENTION AND DISPOSITION SCHEDULE


GENERAL SCHEDULE NO. GS-12

COUNTY AND MUNICIPAL GOVERNMENTS

Circuit Court

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

APPROVED:



EFFECTIVE SCHEDULE DATE: 3/28/2024

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 completed RM-3 Form must be approved by an agency-designated records officer before records can be destroyed.
4. Any records created prior to 1912 must be offered, in writing, to the Library of Virginia (LVA) before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from the LVA.
5. All known audits, requests for records pursuant to the Virginia Freedom of Information Act, § 2.2-3700, et seq., and retention schedule renegotiations regarding 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 and/or operational reformatting processes until all issues are resolved.
6. The retentions and dispositions listed on the attached page(s) apply regardless of format, e.g., paper, microfilm, electronic image, etc. Unless prohibited by law, records may be reformatted at the agency's 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. Whether the required preservation is through prolongation of appropriate hardware and/or software, reformatting, or migration, it is the obligation of the agency to do so.
7. Records custodians must ensure that confidential or privacy-protected information contained in records and non-records is ultimately destroyed to prevent unauthorized disclosure. Confidential destruction of paper is accomplished only through shredding, pulping, or burning. For electronic information, it is accomplished by overwriting the data or physically destroying the media. Merely deleting confidential or privacy-protected information is not sufficient. Documents containing Social Security numbers must be destroyed in compliance with 17VAC15-120-30.
 8. Under the Virginia Public Records Act, § 42.1-79, the Library of Virginia is the official custodian and trustee of all state-agency records transferred to the State Archives, which may purge select records in accordance with professional archival practices in order to ensure efficient preservation and access.
 9. Unless otherwise directed, files are closed out at the end of each calendar or fiscal year, as appropriate. Retention periods start at that time. Other event-based filing cutoffs (e.g., "after last action") must be defined and consistently applied by the agency.



LIBRARY OF VIRGINIA

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

RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. GS-12

COUNTY AND MUNICIPAL GOVERNMENTS

Circuit Court

EFFECTIVE SCHEDULE DATE: 3/28/2024

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Adoptions: Completed Files</u> This series documents the legal process in which a person's rights toward natural parents are terminated and similar rights and duties toward adoptive parents are substituted. This series may include, but is not limited to: agreements, home studies, orders, petitions, and reports. COV 63.2-1245	010433		Permanent, In Agency
<u>Adoptions: Incomplete Files</u> This series documents an attempt to change a person's legal rights toward natural parents that is not completed. This series may include, but is not limited to: agreements, home studies, orders, petitions, and reports. COV 17.1-213(B)(7)	010434	10 Years after closed	Confidential Destruction
<u>Agricultural Chattel Deeds of Trust: Pre-1913 (Defunct, Permanent)</u> This series documents pre-1913 loans used to purchase an item of movable, agricultural personal property, with the loan secured by the chattel property and the lender holding ownership interest until the loan was repaid. This series may include, but is not limited to, chattel paper, deeds of trust, and releases.	010435		Permanent, Archives
<u>Bank Statements</u> This series consists of all statements of bank accounts in which funds of the clerk's office or of the court are deposited. COV 17.1-211	010438	3 Years after audit	Non-confidential Destruction
<u>Bond Books: Post-1912</u> This series documents the post-1912 written-under-seal obligation or promise given by executors, administrators, trustees, fiduciaries, commissioners, receivers and other officers to fulfill the duties of an office or responsibility; as well as all other bonds required to be recorded, such as suspending, appeal, injunction, attachment, and cost bonds. This series includes bonds. COV 17.1-230	010443	75 Years after creation	Confidential Destruction



LIBRARY OF VIRGINIA

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

RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. GS-12

COUNTY AND MUNICIPAL GOVERNMENTS

Circuit Court

EFFECTIVE SCHEDULE DATE: 3/28/2024

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Bond Books: Pre-1913 (Defunct, Permanent)</u> This series documents the pre-1913 written-under-seal obligation or promise given by executors, administrators, trustees, fiduciaries, commissioners, receivers and other officers to fulfill the duties of an office or responsibility; as well as all other bonds required to be recorded, such as suspending, appeal, injunction, attachment, and cost bonds. This series includes bonds. COV 17.1-230	010442		Permanent, In Agency
<u>Capiases / Bench Warrants: Unexecuted - All Other</u> This series documents the authorization of the court to arrest an individual. This series may include, but is not limited to, capiases, bench warrants, and orders. COV 19.2-76.1	012041	0 Years after order	Non-confidential Destruction
<u>Capiases / Bench Warrants: Unexecuted - Capital Murder (Defunct, Permanent)</u> This series documents the authorization of the court to arrest an individual on the charge of capital murder. This series may include, but is not limited to, capiases, bench warrants, and orders. COV 19.2-76.1	012040		Permanent, In Agency
<u>Capitation Tax Books: Paid and Delinquent (Defunct, Permanent)</u> This series documents paid and delinquent poll taxes that were imposed on individuals. This series includes capitation tax books.	010444		Permanent, Archives
<u>Case Papers, Civil: District Court - Pre-Jan. 1, 1985</u> This series documents district court cases concerning civil or private rights and remedies returned to circuit court for indexing and preserving. This series may include, but is not limited to, warrants in debt and unlawful detainers. COV 16.1-116	010446	20 Years after event	Non-confidential Destruction



LIBRARY OF VIRGINIA

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

RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. GS-12

COUNTY AND MUNICIPAL GOVERNMENTS

Circuit Court

EFFECTIVE SCHEDULE DATE: 3/28/2024

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<p><u>Cases, Ended: All - Post-1912 Permanent Significance</u></p> <p>The series documents all civil and criminal cases including chancery, felonies, law, misdemeanors, traffic, Nolle Prosequi, and voluntarily withdrawn that were ended after 1912 and determined to have enduring, historical value. This series may include, but is not limited to: affidavits, affirmations, exhibits, indictments, information, pleadings, transcripts, warrants, and orders duplicated from the order books.</p>	200794		Permanent, In Agency
<p><u>Cases, Ended: All - Pre-1913 (Defunct, Permanent)</u></p> <p>The series documents all civil and criminal cases including appointments, chancery, felonies, law, misdemeanors, Nolle Prosequi, suits to enforce liens, traffic, trustee, and voluntarily withdrawn that were ended before 1913. This series may include, but is not limited to: affidavits, affirmations, exhibits, executions (fieri facias), indictments, information, oaths and qualifications, pleadings, transcripts, warrants, and orders duplicated from the order books. COV 17.1-213(A)</p>	200793		Permanent, Archives
<p><u>Cases, Ended: Civil - Habitual Offender</u></p> <p>This series documents cases pertaining to declarations of habitual offender status and full restoration of driving privileges. This series may include, but is not limited to: affidavits, affirmations, complaints, depositions, motions, petitions, pleadings, reports, subpoenas, summonses, and transcripts. COV 17.1-213(B)(13)</p>	010445	10 Years after closed	Non-confidential Destruction
<p><u>Cases, Ended: Civil - Involving Land Ownership</u></p> <p>This series documents civil cases, including divorces and suits to enforce liens, administered according to the system of equity and/or common law procedure that involves the ownership of land. This series may include, but is not limited to: affidavits, affirmations, pleadings, and transcripts. COV 17.1-213(D)</p>	010448		Permanent, In Agency



LIBRARY OF VIRGINIA

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

RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. GS-12

COUNTY AND MUNICIPAL GOVERNMENTS

Circuit Court

EFFECTIVE SCHEDULE DATE: 3/28/2024

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<p><u>Cases, Ended: Civil - Post-1912 All Other</u></p> <p>This series documents cases closed post-1912 that were administered according to the system of equity and/or common law procedure, including divorces. This series may include, but is not limited to: affidavits, affirmations, pleadings, services of process, transcripts, and orders duplicated from the order book. COV 17.1-213(C)(1)</p>	010450	20 Years after closed	Non-confidential Destruction
<p><u>Cases, Ended: Civil - Post-1912 Discontinued or Dismissed</u></p> <p>Documents civil (law and chancery) matters that are voluntarily dismissed, including non-suits, cases dismissed as settled and agreed, cases that are dismissed with or without prejudice, cases discontinued or dismissed under Section 8.01-335 and district court appeals dismissed under section 16.1-113 prior to 1988. This series may include, but is not limited to: affidavits, affirmations, pleadings, and transcripts. COV 17.1-213(B)(7)</p>	010452	10 Years after closed	Non-confidential Destruction
<p><u>Cases, Ended: Criminal - Dismissed / Nolle Prosequi</u></p> <p>This series documents criminal cases that were dismissed by the judge, including acquittals, Nolle Prosequi, and those returned as not a true bill. This series may include, but is not limited to: exhibits, indictments, information, orders duplicated from the order books, pleadings, and warrants. COV 17.1-213(B)(6); COV 17.1-213(C)(2)</p>	010453	10 Years after closed	Non-confidential Destruction
<p><u>Cases, Ended: Criminal - Felony Convictions, Non-Violent - Post-1912 w/ sentence <20yrs</u></p> <p>This series documents the trying of post-1912 felony criminal cases NOT involving sexually and/or other violent offenses with a sentence of less than 20 years. This series may include, but is not limited to: ancillary misdemeanors, capiases, exhibits, indictments, information, orders duplicated from the order books, pleadings, and warrants. COV 17.1-213(C)(3)(i)</p>	010456	20 Years after closed	Non-confidential Destruction



LIBRARY OF VIRGINIA

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

RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. GS-12

COUNTY AND MUNICIPAL GOVERNMENTS

Circuit Court

EFFECTIVE SCHEDULE DATE: 3/28/2024

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<p><u>Cases, Ended: Criminal - Felony Convictions, Non-Violent - Post-1912 w/ sentence >20yrs</u></p> <p>This series documents the trying of post-1912 felony criminal cases NOT involving sexually and/or other violent offenses with a sentence of or more than 20 years. This series may include, but is not limited to: ancillary misdemeanors, capiases, exhibits, indictments, information, orders duplicated from the order books, pleadings, and warrants. COV 17.1-213(C)(3)(ii)</p>	200813	0 Years after end of sentence	Non-confidential Destruction
<p><u>Cases, Ended: Criminal - Felony Convictions, Violent Post-1912 w/ Sentence <50yrs</u></p> <p>This series documents the trying of post-1912 felony criminal cases involving sexually and/or other violent offenses with a sentence of less than 50 years. This series may include, but is not limited to: ancillary misdemeanors, capiases, exhibits, indictments, information, orders duplicated from the order books, pleadings, and warrants. COV 17.1-213(C)(3)(a)</p>	200795	50 Years after closed	Confidential Destruction
<p><u>Cases, Ended: Criminal - Felony Convictions, Violent Post-1912 w/ Sentence >50yrs</u></p> <p>This series documents the trying of post-1912 felony criminal cases involving sexually and/or other violent offenses with a sentence of or more than 50 years. This series may include, but is not limited to: ancillary misdemeanors, capiases, exhibits, indictments, information, orders duplicated from the order books, pleadings, and warrants. COV 17.1-213(C)(3)(b)</p>	200796	0 Years after end of sentence	Non-confidential Destruction
<p><u>Cases, Ended: Criminal - Misdemeanors/Traffic, Post-1912</u></p> <p>This series documents traffic and misdemeanor cases, which involve offenses generally punishable by fine, penalty, forfeiture, or confinement in a facility other than a penitentiary, and includes cases commenced on a felony charge but concluded as a misdemeanor, as well as appealed from a district court. This series may include, but is not limited to: capiases, exhibits, indictments, information, orders duplicated from the order books, pleadings, and warrants. COV 17.1-213(B)(8)</p>	010459	10 Years after closed	Non-confidential Destruction



LIBRARY OF VIRGINIA

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

RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. GS-12

COUNTY AND MUNICIPAL GOVERNMENTS

Circuit Court

EFFECTIVE SCHEDULE DATE: 3/28/2024

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Charter Books (Defunct, Permanent)</u> This series documented the issuance of a charter granting permission to operate and transact business. These records now originate with the State Corporation Commission. This series includes Charter Books.	010464		Permanent, Archives
<u>Checks: Canceled</u> This series consists of all canceled checks showing payments from any funds in the clerk's custody or that of the court. COV 17.1-211	010465	3 Years after audit	Non-confidential Destruction
<u>Commissioner of Accounts Records: Pre-1913 (Defunct, Permanent)</u> This series documents pre-1913 settlements of estates and disbursements of decedents' assets per the responsibilities of a Commissioner of Accounts. This series may include, but is not limit to: fiduciary vouchers, inventories, appraisements, original accounts of sales, vouchers, lists of sales, and settlements of accounts. COV 17.1-231	010467		Permanent, Archives
<u>Concealed Handgun Permitting</u> This series documents requests received from citizens for a permit to carry a concealed handgun and the approval or denial of that request. This series may include, but is not limited to: applications, identifications, notices of right to appeal, proof of training, and duplicate orders. COV 17.1-213(B)(2)	010469	10 Years after decision	Non-confidential Destruction
<u>Convicts, Register of (Defunct, Permanent)</u> This series is a register of convicts who were held in a local jail.	010472		Permanent, Archives
<u>Coroners and Inquests (Defunct, Permanent)</u> This series documents coroner activities and inquests/investigations into the deaths of individuals who died by a sudden, violent, unnatural, or suspicious manner, or who died without medical attendance. This series may include, but is not limited to, inquisitions, depositions, and summonses.	010473		Permanent, Archives



LIBRARY OF VIRGINIA

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

RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. GS-12

COUNTY AND MUNICIPAL GOVERNMENTS

Circuit Court

EFFECTIVE SCHEDULE DATE: 3/28/2024

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Deeds</u> This series documents the conveyance of realty and personal property and the official index of such transactions. This series may include, but is not limited to: assignments, bills of sale, certificates of satisfaction, certified copies of final judgments or decrees of partition, contracts, deeds, deeds of release, deeds of trust, grants, homesteads, leases, mechanics' liens, mortgages of real estate, notices of lis pendens, powers of attorney, quitclaims, and transfers. COV 17.1-229; COV 17.1-223; COV 17.1-227	010477		Permanent, In Agency
<u>Deeds: Not Returned - Post-1912</u> This series documents post-1912 original instruments that conveyed realty and personal property, but were not returned to the party entitled to claim. This series may include, but is not limited to: assignments, certificates of satisfaction, deeds, deeds of release, and deeds of trust. COV 17.1-223	006224	1 Year after creation	Non-confidential Destruction
<u>Deeds: Not Returned - Pre-1913 (Defunct, Permanent)</u> This series documents pre-1913 original instruments that conveyed realty and personal property, but were not returned to the party entitled to claim. This series may include, but is not limited to: assignments, certificates of satisfaction, deeds, deeds of release, and deeds of trust. COV 17.1-223	010478		Permanent, Archives
<u>Dockets</u> This series documents the courts' scheduled proceedings. This series may include, but is not limited to, dockets.	010479	0 Years after no longer administratively useful	Non-confidential Destruction
<u>Elections: Pre-1913 (Defunct, Permanent)</u> This series documents citizen participation in pre-1913 elections. This series may include, but is not limited to, ballots, poll books, and voter lists.	010480		Permanent, Archives



LIBRARY OF VIRGINIA

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

RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. GS-12

COUNTY AND MUNICIPAL GOVERNMENTS

Circuit Court

EFFECTIVE SCHEDULE DATE: 3/28/2024

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Estrays (Defunct, Permanent)</u> This series documented loose, wandering animals, as well as boats or other vessels adrift, of which the owners were unknown. This series may include, but is not limited to, registers and certificates. COV 55-202	010481		Permanent, Archives
<u>Executions (feri facias): Post-1912 - Successfully Served</u> This series documents successfully served judicial orders issued post-1912 directing a sheriff to satisfy a judgment from a debtor's property. This series may include, but is not limited to: writs, returns, and statements. COV 17.1-213(B)(11); COV 8.01-446; COV 8.01-483	010483	10 Years after event	Non-confidential Destruction
<u>Executions (feri facias): Post-1912 - Unsuccessfully Served</u> This series documents judicial orders issued post-1912 directing a sheriff to satisfy a judgment from a debtor's property, but were returned with a notation that the money cannot be made. This series may include, but is not limited to: writs. COV 8.01-484	010485	2 Years after event	Non-confidential Destruction
<u>Expungements</u> This series documents the court-ordered removal from access and the sealing of case records, and all respective references, pursuant to directives by the Department of State Police. This series may include, but is not limited to, case records, petitions, and orders of expungement. COV 19.2-392.2	010486	3 Years after order	Confidential Destruction
<u>Federal Farm Loan Mortgage Book (Defunct, Permanent)</u> This series documents mortgages executed to secure the payment of loans made by federal land banks under authority of the 1916 Federal Farm Loan Act. This series consists of Federal Farm Load Mortgage Books. COV 17.1-235	010487		Permanent, Archives
<u>Fee Books: Pre-1913 (Defunct, Permanent)</u> This series documents taxes and fees for certain services paid to clerks and sheriffs.	010488		Permanent, Archives



LIBRARY OF VIRGINIA

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

RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. GS-12

COUNTY AND MUNICIPAL GOVERNMENTS

Circuit Court

EFFECTIVE SCHEDULE DATE: 3/28/2024

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Financial Accounting System (FAS) Reporting</u> This series documents the financial matters transacted on automated financial accounting systems (FAS) and the reports generated for audit purposes. This series may include, but is not limited to: coversheets, reports, and worksheets.	200797	6 Months after audit	Non-confidential Destruction
<u>Financial Statements to Compensation Board</u> This series documents the fees, allowances, commissions, salaries, and other compensation or emolument of office reported monthly to the State Compensation Board. This series may include, but is not limited to, statements and correspondence. COV 17.1-283	010491	3 Years after end of state fiscal year	Non-confidential Destruction
<u>Financing and Continuation Statements (Uniform Commercial Code)</u> This series documents security interests in collateral used to secure a financed debt that are filed to provide notice to other creditors of such interest, as well as any continuation or the termination of security interests prior to their expiration. This series may include, but is not limited to, financing, continuation, and termination statements. COV 8.9A-515	010492	5 Years after termination	Non-confidential Destruction
<u>Free and Enslaved People (Defunct, Permanent)</u> This series documents Black people and people of color with free status prior to 1866, and may include information about enslaved people. This series may include, but is not limited to, certificates and volumes entitled "Register of Free Negroes and Mulattoes."	010521		Permanent, Archives
<u>Garnishments</u> This series documents the collection of a monetary judgment by execution against a third party defendant to obtain satisfaction of indebtedness. This series may include, but is not limited to: hearing exemption claim forms, suggestions, summonses, answers, proofs of service, and proofs of funds. COV 17.1-213 (B)(10)	010496	10 Years after closed	Non-confidential Destruction



LIBRARY OF VIRGINIA

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

RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. GS-12

COUNTY AND MUNICIPAL GOVERNMENTS

Circuit Court

EFFECTIVE SCHEDULE DATE: 3/28/2024

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Habeas Corpus, Writ of</u> This series documents petitions showing by affidavits or other evidence that the petitioner is detained without lawful authority. This series may include, but is not limited to: affidavits, correspondence, petitions, and writs. COV 8.01-654 - 667	012046	20 Years after closed	Non-confidential Destruction
<u>Incorporation, Certificates of (Defunct, Permanent)</u> This series documents the creation and registration of a corporation with state government. This series includes certificates and Charter Books.	010498		Permanent, Archives
<u>Indexes to Permanent Records</u> This series documents the alphabetically or chronologically arranged references to the contents of permanent series or collections of documents or volumes. This series includes indexes. COV 17.1-223; COV 17.1-249	010499		Permanent, In Agency
<u>Insane: Persons Declared, and Commitments (Defunct, Permanent)</u> This series documents individuals who were declared insane and/or committed to an institution due to mental illness, including involuntary commitments. This series may include, but is not limited to: the former pre-1969 confidential "Record Book of Mentally-Ill, Epileptic, Inebriate and Mentally Deficient Persons."	010501		Permanent, Archives
<u>Judgments: 1913 - June 30, 2021</u> This series documents the process and determination of a court in resolving a monetary dispute filed with the court between and including 1913 and 6/30/2021. This series may include, but is not limited to, abstracts, confessions, originals, and judgment docket books. COV 8.01-251(A); COV 8.01-446	010503	20 Years after creation	Non-confidential Destruction



LIBRARY OF VIRGINIA

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

RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. GS-12

COUNTY AND MUNICIPAL GOVERNMENTS

Circuit Court

EFFECTIVE SCHEDULE DATE: 3/28/2024

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Judgments: Penalties - Circuit Court</u> This series documents judgements constituted by monetary penalties, other than fines, that are imposed by a circuit court, effective from the date of the of the judge's order. This series may include, but is not limited to, abstracts, confessions, originals, and judgment docket books. COV 8.01-446; COV 19.2-341	200798	60 Years after order	Non-confidential Destruction
<u>Judgments: Penalties - General District Court</u> This series documents judgements constituted by monetary penalties, other than fines, that are imposed by a general district court, effective from the date of the judge's order. This series may include, but is not limited to, abstracts, confessions, originals, and judgment docket books. COV 8.01-446; COV 19.2-341	200799	30 Years after order	Non-confidential Destruction
<u>Judgments: Post-June 30, 2021</u> This series documents the process and determination of a court in resolving a monetary dispute filed with the court on or after 6/30/2021. This series may include, but is not limited to, abstracts, confessions, originals, and judgment docket books. COV 8.01-251(A); COV 8.01-446	200801	10 Years after creation	Non-confidential Destruction
<u>Judgments: Post-June 30, 2021 - Child Support Non-payment</u> This series documents the process and determination of a court in resolving a monetary dispute over the non-payment of child support filed with the court on or after 6/30/2021. This series may include, but is not limited to, abstracts, confessions, originals, and judgment docket books. COV 8.01-251(A); COV 8.01-446	200800	20 Years after creation	Non-confidential Destruction
<u>Judgments: Pre-1913</u> This series documents the process and determination of the court in resolving a monetary dispute. This series may include, but is not limited to, abstracts, confessions, originals, and judgment docket books. COV 17.1-232	010502		Permanent, Archives



LIBRARY OF VIRGINIA

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

RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. GS-12

COUNTY AND MUNICIPAL GOVERNMENTS

Circuit Court

EFFECTIVE SCHEDULE DATE: 3/28/2024

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Judgments: Restitution</u> This series documents court-ordered restitutions that are docketed as judgments and are not subject to any statute of limitations. This series may include, but is not limited to, abstracts, confessions, originals, and judgment docket books. COV 8.01-446; COV 19.2-305.2(B)	200802		Permanent, In Agency
<u>Juror Lists</u> This series documents individuals eligible to serve on a jury; including a grand jury, multi-jurisdictional grand jury, and escheat inquest; as determined by a locality's jury commissioners or judge, using registered voters, licensed drivers, and/or other lists; and the submission of the list to the clerk. This series may include, but is not limited to, lists and questionnaires. COV 8.01-345	010504	3 Years after submission	Non-confidential Destruction
<u>Land Taxes</u> This series documents the taxes charged by a locality for land in its jurisdiction, ownership of the property, and payment of the taxes. This series may include, but is not limited to, books, microforms, and electronically stored data. COV 58.1-3310	010506		Permanent, In Agency
<u>Licenses: Hunting, Fishing, and Trapping</u> This series documents the payment of fees by individuals to the Department of Wildlife Resources for the license(s) to hunt, fish, and/or trap. This series may include, but is not limited to, receipts and reports.	010507	3 Years after end of state fiscal year	Non-confidential Destruction



LIBRARY OF VIRGINIA

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

RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. GS-12

COUNTY AND MUNICIPAL GOVERNMENTS

Circuit Court

EFFECTIVE SCHEDULE DATE: 3/28/2024

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<p><u>Lien Books: Mechanics and Miscellaneous (Defunct, Permanent)</u></p> <p>This series documents liens or encumbrances upon, but not limited to, condominium units; common interest community lots; the offspring of bulls, jackasses, and stallions; and the franchises and property of transportation and other companies. This series may include, but is not limited to, mechanics and miscellaneous liens. COV 17.1-229; COV 55.1-1966; COV 55.1-1833; COV Title 43, Chap. 5</p>	010510		Permanent, Archives
<p><u>Liens, Suits to Enforce: Post-1912 - Personal Property</u></p> <p>This series documents claims, encumbrances or charges on personal property for payment of debt, obligation or duty and includes mechanics' and miscellaneous liens. This series may include, but is not limited to: complaints, orders, proofs of service, and responses. COV 17.1-213(B)(9)</p>	010509	10 Years after closed	Non-confidential Destruction
<p><u>Marriage Applications, Licenses, and Register</u></p> <p>This series documents the authority granted to a couple to be married and the certification, if returned, that the marriage was solemnized. This series may include, but is not limited to, applications, licenses, certificates, and cohabitation registers. COV 32.1-267; COV 20-20; COV 17.1-233</p>	010511		Permanent, In Agency
<p><u>Medical Register (Defunct, Permanent)</u></p> <p>This series documents physicians and dentists who practiced within the locality. This series may include, but is not limited to, registers.</p>	010512		Permanent, Archives
<p><u>Military Inductions and Discharges</u></p> <p>This series documents the inductions, discharges, and any memorials of residents who were members of U.S. military forces. This series may include, but is not limited to, certificates, DD-214s and other forms, registers, and reports. COV 17.1-261 - 265</p>	010513		Permanent, In Agency



LIBRARY OF VIRGINIA

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

RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. GS-12

COUNTY AND MUNICIPAL GOVERNMENTS

Circuit Court

EFFECTIVE SCHEDULE DATE: 3/28/2024

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Minister Appointments: Post-1912</u> This series documents the post-1912 appointments of ministers to perform marriage ceremonies within a specified jurisdiction. This series may include, but is not limited to: applications, petitions, ordinations, and correspondences. COV 17.1-213(B)(3); COV 20-23	010515	10 Years after order	Non-confidential Destruction
<u>Minister Appointments: Pre-1913 (Defunct, Permanent)</u> This series documents the pre-1913 appointments of ministers to perform marriage ceremonies within a specified jurisdiction. This series may include, but is not limited to, applications, petitions, ordinations, and correspondences. COV 17.1-213(A)	010514		Permanent, Archives
<u>Minutes Books: Court</u> This series documents rough drafts of orders. This series may include Minute Books, Memorandum Books, and Records of Proceedings.	010517		Permanent, Archives
<u>Minutes: Board of Supervisors</u> This series documents meetings of a county's Board of Supervisors from the time period when the circuit court clerk was the clerk to the board. This series may include, but is not limited to, minutes and indexes.	010516		Permanent, In Agency
<u>Name Changes: Post-1912</u> This series documents a person's application for and a court's post-1912 order granting the person a change of name, which also includes the resumption of a maiden name. This series may include, but is not limited to, applications, correspondence, and orders. COV 8.01-217; COV 17.1-213(B)(5)	010520	10 Years after order	Non-confidential Destruction



LIBRARY OF VIRGINIA

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

RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. GS-12

COUNTY AND MUNICIPAL GOVERNMENTS

Circuit Court

EFFECTIVE SCHEDULE DATE: 3/28/2024

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Oaths and Qualifications: Post-1912</u> This series documents post-1912 affirmations, attestations, oaths, qualifications, and pledges by/of individuals binding them to perform a particular act; and includes notary appointments. This series may include, but is not limited to, affidavits, affirmations, applications, and orders. COV 17.1-213(B)(12)	010523	10 Years after end of calendar year	Non-confidential Destruction
<u>Orders</u> This series documents the courts' appointments, decrees, judgments, orders, proceedings, and qualifications in adoption, chancery, civil, common-law, criminal, juvenile, and trust fund matters, and may include rules of court. This series consists of permanent orders, which may be in book, electronic, or micrographic format, and include any clerk's order book. COV 17.1-123 - 125	010524		Permanent, In Agency
<u>Orders: Juvenile</u> This series documents confidential court proceedings and actions involving juveniles, and includes orders. This series includes Juvenile Order Books. COV 16.1-302(B)	010525		Permanent, In Agency
<u>Partnership Certificates and Fictitious Name Certificates</u> This series documents persons or entities conducting business under an assumed or fictitious name that filed a certificate for such with the circuit court clerk prior to January 1, 2020, or those that have filed to release control of the assumed or fictitious name. This series may include, but is not limited to, certificates, certificates of release, and registers. COV 59.1-74; COV 59.1-70.1(B)	010527		Permanent, In Agency



LIBRARY OF VIRGINIA

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

RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. GS-12

COUNTY AND MUNICIPAL GOVERNMENTS

Circuit Court

EFFECTIVE SCHEDULE DATE: 3/28/2024

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Payment Requests / Chart of Allowances</u> This series documents the payment requests submitted to the Office of the Executive Secretary and its allowances for forensic/medical analyses/examinations/tests and for services provided by conservators, court-appointed attorneys/counsel/representatives, court reporters, guardians ad litem, interpreters, mediators, multi-jurisdiction grand juries, Sheriffs, substitute judges/prosecutors, and witnesses. This series may include, but is not limited to: invoices, forms, time sheets, vouchers, and waivers. COV Title 19.2 Chapter 10	010437	3 Years after end of state fiscal year	Non-confidential Destruction
<u>Petitions: Appointment of Trustee - Post-1912</u> This series documents the post-1912 appointment of testamentary trustees through will petitions, inter vivos trusts, construction trusts, and church trustees holding title to real estate., but does not include those papers that are part of a will. This series may include, but is not limited to, board minutes, petitions, and property descriptions. COV 17.1-213(B)(4)	010530	10 Years after closed	Non-confidential Destruction
<u>Petitions: Citizen - Change Form of County Government</u> This series documents the request by citizens of a county, via a petition filed with circuit court, for a voter referendum on adopting an optional form of government, and the outcome of the process. This series may include, but is not limited to, petitions, resolutions, notices, and certifications. COV 15.2-301	010466		Permanent, In Agency
<u>Petitions: Special Conservator of the Peace</u> This series documents persons seeking appointment to police specified geographical locations, who have been so qualified by the Dept of Criminal Justice Services, and for whom a background investigation has been completed. This series may include, but is not limited to, applications, petitions, certificates, and reports. COV 17.1-213(B)(12); COV 19.2-13 (A)	010471	10 Years after last action	Non-confidential Destruction



LIBRARY OF VIRGINIA

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

RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. GS-12

COUNTY AND MUNICIPAL GOVERNMENTS

Circuit Court

EFFECTIVE SCHEDULE DATE: 3/28/2024

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Plats and Maps</u> This series documents specific land and topographic areas showing locations and boundaries of real estate that may be cross-referenced in the Deeds, and may also document clam and oyster grounds. This series consists of plats and maps. COV 17.1-236; COV 28.2-632; COV 28.2-553	010531		Permanent, In Agency
<u>Plats: State Highway</u> This series documents the layout and composition of an area of land showing location and boundaries of land parcels compiled by the Virginia Department of Transportation. This series consists of state highway plats. COV 17.1-238; COV 17.1-236	010532		Permanent, In Agency
<u>Processes, Service of</u> This series documents the process of delivering orders and decrees to parties subject to court action. This series may include, but is not limited to: receipts, process books, rules, subpoenas, summonses, warrants, and writs. COV 17.1-215	012031	1 Year after last action	Non-confidential Destruction
<u>Receipt Books: Manual</u> This series consists of all official receipt books showing receipt of any funds in a clerk's custody or that of the court. COV 17.1-211	012033	3 Years after audit	Non-confidential Destruction
<u>Trial Recordings: Criminal Cases Appealed</u> This series documents the verbatim recording of an appealed criminal trial by either a court reporter or by a mechanical/ electronic device. This series may include, but is not limited to, original shorthand notes or other records, and original recordings. COV 19.2-165	010475	5 Years after event	Non-confidential Destruction



LIBRARY OF VIRGINIA

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

RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. GS-12

COUNTY AND MUNICIPAL GOVERNMENTS

Circuit Court

EFFECTIVE SCHEDULE DATE: 3/28/2024

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Trial Recordings: Criminal Cases Not Appealed</u> This series documents the verbatim recording of an unappealed criminal trial by either a court reporter or by mechanical/ electronic devices. This series may include, but is not limited to, original shorthand notes or other records, and original recordings. COV 19.2-165	010476	10 Years after closed	Non-confidential Destruction
<u>Unclaimed Property</u> This series documents tangible and intangible property, including restitution, considered to be abandoned or unclaimed; the exercise of due diligence to identify and locate the owner; and the required submission of reports to the State Treasurer or designee. This series may include, but is not limited to, correspondence and reports. COV 55.1-2537; COV 55.1-2524	200803	5 Years after submission	Confidential Destruction
<u>Volunteer Fire Fighters Relief</u> This series documents the members of any organized, operating fire-fighting company within the locality who serve without pay and may be entitled to financial relief in the event of their volunteer-related death or injury, and the receipt of that list by the clerk's office. COV 27-42	200804	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Voters: Pre-1965 (Defunct, Permanent)</u> This series documents voters who were registered by race prior to the 1964 Civil Rights Act; also titled "Lists of Colored Voters" or "Lists of White Voters." This series may include, but is not limited to, lists and registers.	200805		Permanent, Archives
<u>Warrants: Search - Non-case Related</u> This series documents the authorization of a search for and seizure of any property that constitutes evidence sought, but which does not pertain to a case on file in the clerk's office. This series may include, but is not limited to, affidavits, orders, and warrants. COV 17.1-213(B)(11); COV 19.2-57	012034	10 Years after end of calendar year	Non-confidential Destruction



LIBRARY OF VIRGINIA

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

RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. GS-12

COUNTY AND MUNICIPAL GOVERNMENTS

Circuit Court

EFFECTIVE SCHEDULE DATE: 3/28/2024

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Will and Fiduciary Books</u> This series documents a decedent's estate, and the distribution of its assets, conservatorships, guardianships, and foreclosure accountings. This series may include, but is not limited to: wills (including originals), inventories, appraisements, fiduciary's vouchers, original accounts of sales (foreclosure), qualifications, bonds, vouchers, lists of sales, heirs, and settlements of accounts. COV 17.1-231; COV 64.2-509	012043		Permanent, In Agency
<u>Wills, Estates, and Fiduciaries Files</u> This series documents the portion of the estate, probate, and fiduciary records that are not recorded in the Will or Fiduciary Book. This series may include, but is not limited to: probate tax returns, probate information form, memorandum of facts, oaths, waivers of qualification, and death certificates.	200806		Permanent, In Agency
<u>Wills: Lodged</u> This series documents wills lodged by or for living persons for safekeeping in a clerk's office. This series may include, but is not limited to, wills and finding aids. COV 64.2-409	200807	100 Years after receipt	Confidential Destruction
<u>Witnesses</u> This series documents the appearances of witnesses before court. This series may include, but is not limited to: books and lists.	012044	3 Years after end of state fiscal year	Non-confidential Destruction
<u>Writings Partially Proved (Defunct, Permanent)</u> This series documents writings and other instruments that have been only partially proved. This series may include, but is not limited to, recorded and unrecorded deeds. COV 17.1-234	012045		Permanent, Archives