



**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-24

COUNTY AND MUNICIPAL GOVERNMENTS

Juvenile Residential Services

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

APPROVED: *Kathleen Spinder*

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EFFECTIVE SCHEDULE DATE: 6/9/2022

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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 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.



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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<p><u>Case Records</u></p> <p>This series documents a resident's admission into and separation from the facility, as well as information-release consent, disciplinary issues, personal property, and program participation and progress during the residency. This series may include, but is not limited to: forms, logs, orders, reports, and testing data. 6VAC35-101-330.A.</p>	007074	3 Years after separation	Confidential Destruction
<p><u>Certification</u></p> <p>This series documents compliance with the Department of Juvenile Justice's Regulation Governing Juvenile Secure Detention Centers, which includes, but is not limited to administrative and personnel, the physical environment, safety and security, residents' rights, and program operations. This series may include, but is not limited to: certificates, databases, forms, logs, registers, spreadsheets, and reports. 6VAC35-101</p>	200741	3 Years after audit	Confidential Destruction
<p><u>Health Care Records: Separated After Age Eleven</u></p> <p>This series documents the health history of a resident while residing in the center and who separated after age eleven, including initial health screening and any collected health history from prior to admission, annual physical examination, physician-recommended follow-up care, and/or provision of recommended or needed follow-up care. This series may include, but is not limited to: health-specific forms, logs, orders, reports, and testing data. COV 54.1-2910.4; 6VAC35-101-330.B.</p>	007075	6 Years after last action	Confidential Destruction
<p><u>Health Care Records: Separated By Age Twelve</u></p> <p>This series documents the health history of a resident while residing in the center and who separated by age twelve, including initial health screening and any collected health history from prior to admission, annual physical examination, physician-recommended follow-up care, and/or provision of recommended or needed follow-up care. This series may include, but is not limited to: health-specific forms, logs, orders, reports, and testing data. 6VAC35-101-330.B.</p>	200742	18 Years after birth	Confidential Destruction

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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Investigations: Grievances / Complaints</u> This series documents investigations and responses to complaints and formal grievances received from residents, parents, and/or staff who report issues related to resident care and treatment. This series may include, but is not limited to: correspondence, forms, investigative notes, and reports.	200743	3 Years after audit	Confidential Destruction
<u>Logs: Operational</u> This series documents resident movement inside and outside the center, admissions data not included in a resident's case file, and other daily operational activities. This series may include, but is not limited to: logs, forms, receipts, and reports.	007086	6 Years after end of calendar year	Confidential Destruction
<u>Prison Rape Elimination Act (PREA) Audits</u> This series documents the audits required by the Prison Rape Elimination Act (PREA). This series may include, but is not limited to: reports, logs, and correspondence. 28 CFR 115.403 (f); 28 CFR 115 Subpart E	200744	3 Years after audit	Non-confidential Destruction
<u>Prison Rape Elimination Act (PREA) Data</u> This series documents the collection of accurate, uniform data for every allegation of sexual abuse using a standardized instrument and set of definitions, per the Prison Rape Elimination Act (PREA). This series may include, but is not limited to: reports, forms, and correspondence. 28 CFR 115.387 (a); 28 CFR 115.389(d)	200745	10 Years after end of calendar year	Confidential Destruction
<u>Prison Rape Elimination Act (PREA) Investigations</u> This series documents investigations into sexual abuse allegations, per the Prison Rape Elimination Act (PREA), including anonymous third-party reports and allegations made in which the accused and/or accuser are no longer employed or housed. This series may include, but is not limited to: reports, forms, and correspondence. 28 CFR 115.371(j)	200746	5 Years after separation	Confidential Destruction