



## 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-06

### COUNTY AND MUNICIPAL GOVERNMENTS

### Land Use, Land Development, and Public Works

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

APPROVED: \_\_\_\_\_

*Gregory E. Campbell*

EFFECTIVE SCHEDULE DATE: 6/12/2025

### 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

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



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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Agreements, Bonds, and Contracts</u>  This series consists of agreements, contracts, and bonds relating to professional services and construction. This series may include but is not limited to: surety, bonds, correspondence, letters of credit, and public/private agreements.	000290	5 Years after project completion	Confidential Destruction
<u>Boiler Inspection Records</u>  This series consists of copies of mandated boiler inspections performed by the state.	000291	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Bridge Maintenance Files</u>  This series consists of maintenance and inspection records for bridges and bridge drains.	000292	0 Years after equipment, facility, or property sold or no longer in use	Non-confidential Destruction
<u>Building Records: Inspection and Permit Files</u>  This series consists of commercial and residential building, electrical, mechanical, storage tank/container, and/or plumbing applications; drawings; issued permits; supporting documentation; and inspections.	000293	3 Years after event	Non-confidential Destruction
<u>Building Records: Inspection and Permit Files-Confidential</u>  This series consists of both commercial and residential building, electrical, mechanical, and/or plumbing applications; drawings; issued permits; supporting documentation; and inspections that include confidential or personally identifying information as invoked by Homeland Security or the Freedom of Information Act (FOIA).	000294	3 Years after event	Confidential Destruction
<u>Capital Improvement</u>  This series consists of construction and building maintenance records pertaining to local government projects.	000295	0 Years after equipment, facility, or property sold or no longer in use	Non-confidential Destruction



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<u>Capital Projects Planning</u>  This series documents requests, justifications, and ranking of each capital improvement project.	000296	5 Years after project completion	Non-confidential Destruction
<u>Certificate of Occupancy: Permanent</u>  This series consists of COs and approved code modifications issued upon completion of work in accordance with applicable codes and all approved permits.	000297	0 Years after equipment, facility, or property sold or no longer in use	Non-confidential Destruction
<u>Certificate of Occupancy: Temporary</u>  This series consists of temporary COs granting permission to occupy a space prior to the final inspection.	000298	0 Years after end of calendar year	Non-confidential Destruction
<u>Code Enforcement</u>  This series consists of complaints, notices of violations, record of action taken, correspondence, departmental comments, and supporting documentation.	000299	3 Years after event	Confidential Destruction
<u>Comprehensive Plan and Amendments Records</u>  This series consists of the approved master plan for the long-range development of a community including but not limited to: land use, economic development, housing needs, utilities, transportation, determinations of compliance, and services.	000300		Permanent, In Agency
<u>Comprehensive Plan Working Papers and Documents</u>  This series consists of the records used to develop the Comprehensive Plan.	000301	5 Years after decision	Non-confidential Destruction
<u>Decomposition Gas Monitoring Records</u>  This series consists of decomposition gas monitoring records that may include, but are not limited to methane concentration measurements, names of sampling personnel, sampling apparatus and methods, correspondence, and all other supporting documentation. 9VAC20-81-200 (E)	000302	0 Years after termination of post-closure care	Non-confidential Destruction



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<u>Development Files</u>  This series consists of, but is not limited to, approved and as-built land development, commercial site plan, calculations, and subdivision construction.	000303		Permanent, In Agency
<u>Development Files: Supporting Documentation</u>  This series consists of records used to develop property including but not limited to: drawings, temporary easements, plans, plats, maps, correspondence, departmental comments, and related studies used to develop property.	000304	5 Years after decision	Non-confidential Destruction
<u>Easements: Supporting Documentation</u>  This series documents the administration of permanent locality easements as recorded in the Clerk's Office.	000305	0 Years after equipment, facility, or property sold or no longer in use	Non-confidential Destruction
<u>Elevation Certificates</u>  This series consists of elevation data to determine the height of the lowest floor for every new and substantially improved structure in a floodplain for flood insurance rating purposes, emergency preparedness, and compliance with the Uniform Statewide Building Code under the National Flood Insurance Program (NFIP) and Community Rating System (CRS) program. This series may include, but is not limited to: structural and parcel elevation data from surveyors, engineers, or architects. 44CFR59.22(a)(9)(iii); 44CFR60.3(b)(5)	000554	0 Years after equipment, facility, or property sold or no longer in use	Non-confidential Destruction
<u>Elevator Records</u>  This series consists of inspection and maintenance records for all locality and commercially owned elevators.	000306	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction



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<u>Environmental Protection: Title V Air Emissions Permits</u>  This series documents participation in the Title V Operating Permits Program as part of the Clean Air Act. This series includes, but is not limited to: applications, air permits, maintenance and monitoring reports, improvement plans, and supporting documentation. 40 CFR 64.9(b)(1); 9VAC5-80-110	200849	5 Years after last action	Confidential Destruction
<u>Geographic Information System (GIS) Core Data</u>  This series consists of geo-referenced data and metadata to facilitate the management, manipulation, analysis, modeling, representation, and spatial analysis of complex problems regarding planning and management of resources.	000308		Permanent, In Agency
<u>Geographic Information System (GIS) Derivative Data</u>  This series consists of geo-referenced data and metadata to facilitate the management, manipulation, analysis, modeling, representation, and spatial analysis of complex problems regarding planning and management of resources.	000309	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Groundwater Monitoring Records</u>  This series consists of groundwater monitoring records of locality-operated facilities that may include, but are not limited to, historical ground water surface elevation data measurements; historical laboratory analytical results; well installation, repair, or abandonment actions; approved variances; correspondence with the Department of Environmental Quality; and all other supporting documentation. 9VAC20-81-250 (E)	000310	0 Years after termination of post-closure care	Non-confidential Destruction
<u>House Number Assignment Files</u>  This series documents the assignment of addresses to particular houses.	000312		Permanent, In Agency



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<u>Landfill, Incinerator, and Refuse Files</u>  This series documents siting, design/construction, operation, monitoring and closure of public or private facilities. 9VAC20-81-100 thru 360	000313	0 Years after termination of post-closure care	Non-confidential Destruction
<u>Local Government Property: Operation and Maintenance</u>  This series consists of administration and maintenance records for public property and private property maintained by the locality including streets, curbs, sidewalks, traffic engineering, parking, and lighting.	000314	3 Years after creation	Non-confidential Destruction
<u>Permit Applications: Non-issued</u>  This series consists of denied or withdrawn applications.	000315	6 Months after decision	Non-confidential Destruction
<u>Permits: Expired or Revoked</u>  This series consists of expired or revoked permits not already listed on this schedule.	000316	3 Years after expiration	Non-confidential Destruction
<u>Sewer Project Files</u>  This series documents board/council's actions on approval or disapproval of proposed sewer projects. COV 15.2-2126 to 2133	010020	1 Year after last action	Non-confidential Destruction
<u>Soil and Water Conservation: Awards and Recognition - Log</u>  This series documents efforts by the Soil and Water Conservation District (SWCD) to recognize land owners, teachers, businesses, volunteers, and others for their accomplishments. This series also documents awards received by the district. This series may include, but is not limited to: a log of award name and person receiving.	002842		Permanent, In Agency



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<u>Soil and Water Conservation: Awards and Recognition - Supporting Documentation</u> This series documents efforts by the SWCD to recognize land owners, teachers, businesses, volunteers, and others for their accomplishments. This series may include, but is not limited to: nomination form, review, and acceptance of award.	002843	3 Years after event	Non-confidential Destruction
<u>Soil and Water Conservation: Certificate of Organization</u> This series documents the formation of a SWCD by the Commonwealth.	002844		Permanent, In Agency
<u>Soil and Water Conservation: Cost Share and Tax Credit Applications/Contracts</u> This series documents a contract or agreement between the SWCD and a land owner to enter into a cost share project, such as an animal waste system or grazing land protection. This series may include, but is not limited to: application, approval letter, design, maps, and request for receipts.	002845	3 Years after expiration	Confidential Destruction
<u>Soil and Water Conservation: Erosion and Sediment Control - Approved Projects</u> This series documents the implementation of an erosion and soil control ordinance by the locality. This series may include, but is not limited to: plan review and board review and approval.	002846	10 Years after project completion	Non-confidential Destruction
<u>Soil and Water Conservation: Erosion and Sediment Control - Disapproved Projects</u> This series documents an erosion and soil control ordinance that is not implemented by the locality. This series may include, but is not limited to: disapproval letter.	002847	1 Year after decision	Non-confidential Destruction
<u>Soil and Water Conservation: Stream Monitoring - Not Reported to DEQ</u> This series documents stream health as monitored by the SWCD when not reported to DEQ. This series may include, but is not limited to: baseline data and trend analysis.	002849		Permanent, In Agency



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<u>Soil and Water Conservation: Stream Monitoring - Reported to the Department of Environmental Quality</u>  This series documents stream health as monitored by the SWCD and reported to the Department of Environmental Quality (DEQ). This series may include, but is not limited to: baseline data and trend analysis.	002848	10 Years after event	Non-confidential Destruction
<u>Zoning Permits</u>  This series consists of land use permits and ARB Certificates of Appropriateness.	000321	3 Years after expiration	Non-confidential Destruction
<u>Zoning Records</u>  This series consists of accepted applications, plans, plats, maps, correspondence, departmental comments, and related studies used to classify land use, including Architectural Review Board building design documentation.	000322		Permanent, In Agency
<u>Zoning: Approved Variance, Appeals, and Rezoning Case Files</u>  This series consists of applications, plans, plats, maps, correspondence, departmental comments, and related studies used to reclassify land use.	000319		Permanent, In Agency
<u>Zoning: Denied Variance, Appeals, and Rezoning Case Files</u>  This series consists of applications, plans, plats, maps, correspondence, departmental comments, and related studies used to reclassify land use.	000320	3 Years after decision	Non-confidential Destruction