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800 E. Broad St., Richmond VA
(804) 692-3600

The schedule on the attached pa

APPROVED:

EFFECTIVE SCHEDULE DATE

1. This schedule is continuing a Public Records Act, § 42.1-76, retention and disposition of the
2. This schedule supersedes pr
3. This schedule is used in conj Destruction (RM-3 Form). A cor an agency-designated records
4. Any records created prior to Library of Virginia (LVA) before Offered records can be destroy response is received from the L
5. All known audits, requests fo of Information Act, § 2.2-3700, renegotiations regarding the list records can be destroyed. Know litigation that reasonably may in disposal and/or operational refc resolved.
6. The retentions and dispositio regardless of format, e.g., pape prohibited by law, records may Microfilming must be done in ad



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RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. GS-24

COUNTY AND MUNICIPAL GOVERNMENTS

Juvenile Residential Services

EFFECTIVE SCHEDULE DATE: 6/9/2022

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Case Records</u> 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.	007074	3 Years after separation	Confidential Destruction
<u>Certification</u> 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	200741	3 Years after audit	Confidential Destruction
<u>Health Care Records: Separated After Age Eleven</u> 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.	007075	6 Years after last action	Confidential Destruction
<u>Health Care Records: Separated By Age Twelve</u> 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.	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