



LIBRARY OF VIRGINIA

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

RECORDS RETENTION AND DISPOSITION SCHEDULE

SPECIFIC SCHEDULE NO. 701-400

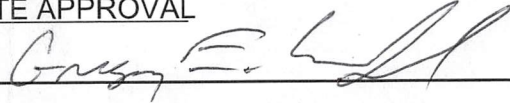
Corrections, Dept. of
Local and Regional Jails

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

AGENCY APPROVAL

STATE APPROVAL

AGENCY HEAD OR DEPUTY 

STATE ARCHIVIST 

AGENCY RECORDS OFFICER 

COMPTROLLER OR DEPUTY _____

EFFECTIVE SCHEDULE DATE: **FEB 01 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.



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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Jail Death Compliance Reviews</u>	200810	5 Years after closed	Confidential Destruction

This series documents the reviews of jails following an inmate's death to determine whether the jail was and is in compliance with the minimum standards of the Board of Local and Regional Jails. This series may include, but is not limited to: court orders, forms, reports, medical charts, logs, video, and discharge summaries.

<u>Jail Inspection Reports: Life, Health, and Safety</u>	200006	5 Years after end of state fiscal year	Confidential Destruction
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This series documents the annual inspections of jails, regional jails, and lockups owned and operated by localities and regional authorities. This series may include, but is not limited to: inspection forms/reports 6VAC15-20-130

<u>Serious Incident Reports: Jails and Lockups</u>	200255	3 Years after submission	Confidential Destruction
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This series documents the mandated reporting of serious incidents such as deaths, discharging of firearms, erroneous releases, escapes, fires requiring evacuation of inmates, hostage situations, and the recapture of escapees that occur in local jails and lockups. This series may include, but is not limited to: initial and final reports. 6VAC15-40-110; 6VAC15-40-1350; COV 2.2-3706(A)(2)(d)
