



LIBRARY OF VIRGINIA

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

**RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. 701-501**

Corrections, Dept. of
Probation and Parole Districts

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

AGENCY APPROVAL

AGENCY HEAD OR DEPUTY



AGENCY RECORDS OFFICER



STATE APPROVAL

STATE ARCHIVIST



COMPTROLLER OR DEPUTY

EFFECTIVE SCHEDULE DATE:

MAY 09 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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EFFECTIVE SCHEDULE DATE: 5/9/2024

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Court Ordered Investigations: No Supervision</u> This series documents court ordered pre-sentencing investigations of possible probationers or parolees who are never sentenced to a term of supervision. This series may include, but is not limited to, court orders, reports, forms, and correspondence.	008706	1 Year after last action	Confidential Destruction
<u>Interstate Compact Monitoring</u> This series documents centralized monitoring by the Interstate Compact Office of inmates transferred to or from other states for supervision. This series may include, but is not limited to, reports and correspondence. COV 53.1-166	008703	1 Year after closed	Confidential Destruction
<u>Investigation Tracking</u> This series documents the assignment of staff to and the status of investigations. This series may include, but is not limited to, logs.	008705	3 Years after end of state fiscal year	Confidential Destruction
<u>Probation and Parole Case Files</u> This series documents the supervision and any investigations of inmates who reside in Community Corrections facilities, parolees, and probationers. This series may include, but is not limited to: correspondence, reports, forms, charts, and logs.	008698	5 Years after closed	Confidential Destruction