



LIBRARY OF VIRGINIA

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

The schedule on the attached page(s) is approved

APPROVED: _____

Sandra A.

EFFECTIVE SCHEDULE DATE: **APR 16 20**

1. This schedule is continuing authority under the Public Records Act, § 42.1-76, et seq. of the Code of Virginia and the disposition of the records as stated in this schedule.
2. This schedule supersedes previously approved schedules.
3. This schedule is used in conjunction with the Destruction (RM-3 Form). A signed RM-3 Form must be on file in the age designated records officer and on file in the age designated records officer. After the records are destroyed, the signed RM-3 Form must be sent to Library of Virginia.
4. Any records created prior to 1913 must be offered before applying these disposition instructions. Records destroyed 60 days after date of the offer if no request for LVA. A copy of the offer must be attached to the request submitted to LVA.
5. All known audits and audit discrepancies regarding records must be settled before the records can be destroyed.
6. All known investigations or court cases involving records must be resolved before the records can be destroyed. Subpoenas, investigations, or litigation that reasonably listed records suspends any disposal or reform of records until issues are resolved.



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RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. GS-129

ALL STATE AGENCIES

Criminal Justice Training Academy

EFFECTIVE SCHEDULE DATE:

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Certification Standards Documentation</u> This series documents the academy's certification or recertification by the Department of Criminal Justice Services (DCJS), and the academy's compliance with any of the certification standards. This series may include, but is not limited to: the academy's three-year plan and supporting documentation.	200401	3 Years after audit	Non-confidential Destruction
<u>Class/Session Files</u> This series documents completion of training sessions and cohorts. This series may include, but is not limited to: attendance records, syllabus information, lesson plans, curriculum guides, schedule records, instructor information, course and instructor evaluations, group photographs, officer assignment information, weekly activity reports, and supporting documentation.	200398	50 Years after end of calendar year	Confidential Destruction
<u>Class/Session Files: In-Service and Miscellaneous</u> This series documents completion of in-service and all other miscellaneous training sessions not included in the Class/Session Files series. This series may include, but is not limited to: attendance records, curriculum guides, lesson plans, instructor information, course and instructor evaluations, and supporting documentation.	200399	5 Years after end of calendar year	Confidential Destruction
<u>Instructor Records</u> This series documents the qualifications and schedules of past and present instructors for courses at the academy. This series may include, but is not limited to: certification and qualification documentation and class schedules.	200400	25 Years after separation	Confidential Destruction



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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Student Records</u> This series documents a student's' history of attending entry-level training sufficient to document that all performance objectives and outcomes have been successfully completed. This series may include, but is not limited to: attendance records, transcripts, counseling records, accident and injury records, discipline records, testing and performance records, and Field Training Officer (FTO) records.	200402	50 Years after graduation or withdrawal	Confidential Destruction
<u>Training Aids for Courses</u> This series documents the tools used by instructors to assist in teaching courses. This series may include, but is not limited to: DVDs, CDs, electronic presentations, URLs for copyrighted material, films, videos, and slides.	200403	5 Years after no longer administratively useful	Confidential Destruction