



THE VIRGINIA PUBLIC RECORDS ACT

1

IDENTIFY ANY PUBLIC RECORDS

A public record is any information produced, collected, received, or retained that documents a transaction or activity of government business. A record is determined by content, not format, so the medium on which the information is recorded has no bearing on whether or not that information is a public record.

2

DESIGNATE A RECORDS OFFICER

Each agency must designate at least one records officer to serve as a liaison to the Library of Virginia. The records officer is responsible for implementing and overseeing a records management program and coordinating records disposition, including destruction of records and the transfer of permanent records to the Archives. A records officer is designated by mailing a [Records Officer Designation and Responsibilities \(RM-25 Form\)](#) to the Library.

3

MAINTAIN A RECORDS MANAGEMENT PROGRAM

Each agency must establish and maintain an active, continuing program for the economical and efficient management of their public records. Agencies will cooperate with Library of Virginia to survey records and create records retention and disposition schedules

4

ENSURE RECORDS ARE ACCESSIBLE AND SECURE

Agencies are responsible for ensuring that public records are preserved, maintained, and accessible throughout their lifespan as designated by the LVA-approved retention schedules. This includes converting and migrating electronic records as often as necessary so that information is not lost due to hardware, software, or media obsolescence or deterioration.

5

DESTROY RECORDS WHEN THEY'VE MET RETENTION

[As stipulated by the VPRA](#), each agency will destroy records in a timely manner. LVA encourages agencies to destroy records no more than one year from the date they are eligible. Records that contain identifying information must be destroyed within six months of the expiration of the retention period

For more information, please read the [Guide to the Virginia Public Records Act](#)