

The logo for the Library of Virginia, featuring the text "LIBRARY OF VIRGINIA" in a bold, black, sans-serif font. To the right of the text is a stylized graphic of three overlapping squares in red, yellow, and blue. The logo is enclosed in a white circle with a thick black border.

**LIBRARY
OF VIRGINIA**

Records Management Basics & GS-15 Schedule Updates

Katie Ray
Records Management Analyst
Library of Virginia



LIBRARY OF VIRGINIA



About Me

Katie Ray

- Records Management Analyst with Library of Virginia
- Designated analyst for health and human services agencies, including VDSS & local departments of social services
- Point of contact for questions about everyday records management, retention schedules, destruction, preservation, and more





Agenda

What is records management?

Why should I practice records management?

What is a public record?

How long do I need to keep public records?

What are the recent changes to GS-15, Social Services?

How do I manage public records?

How do I destroy public records?

Q&A

A large white circle is centered on a black background. To its left, there is a series of overlapping circles of varying shades of gray, with the number '1' in white on the innermost circle. To its right, there are several concentric white circles of varying diameters.

1

**What is
records management?**

records lifecycle

CREATE



MAINTAIN



ARCHIVE



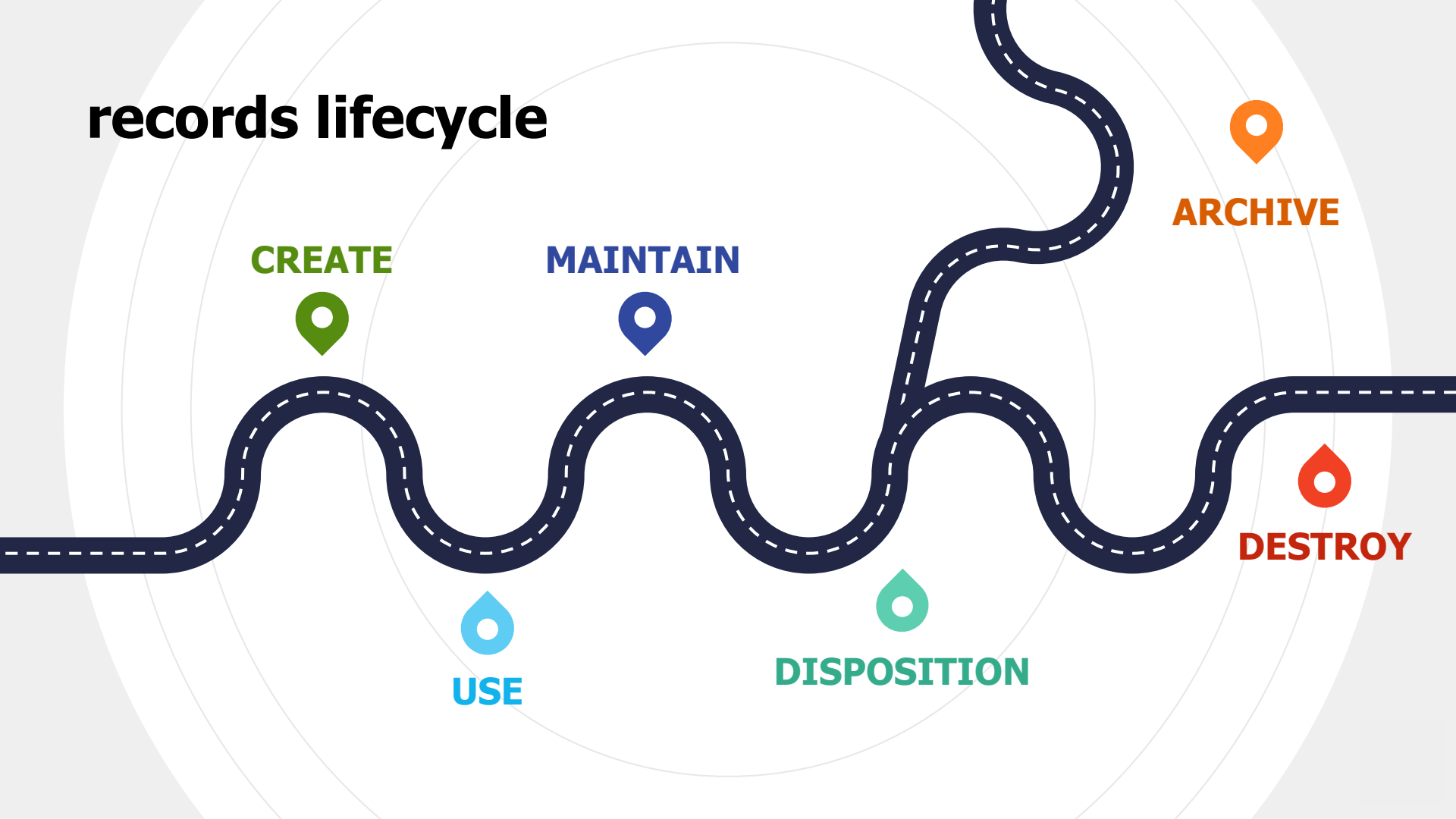
USE



DISPOSITION



DESTROY



A large white circle is centered on a black background. To its left, a smaller grey circle with a white border overlaps it, containing a large white number '2'. To the right, several concentric white circles overlap the edge of the large white circle.

2

**Why should I practice
records management?**



1

It's the law!

All state and local agencies must:

- Designate a records officer
- Establish and maintain a records management program
- Destroy records and report to LVA


Code of Virginia

[Table of Contents](#) » [Virginia Public Records Act](#)

← [Popular Name](#) →

 Print

 PDF

 email

Virginia Public Records Act

§ 42.1-76. Legislative intent; title of chapter

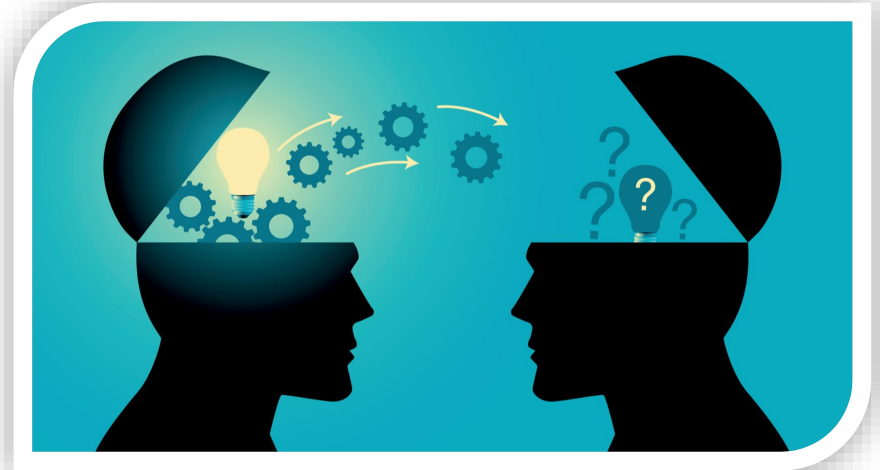
2

Records management facilitates access and efficiency.



3

Institutional knowledge is lost when that knowledge is not documented, organized, and accessible.



4

Storage and discovery are expensive!

Physical storage

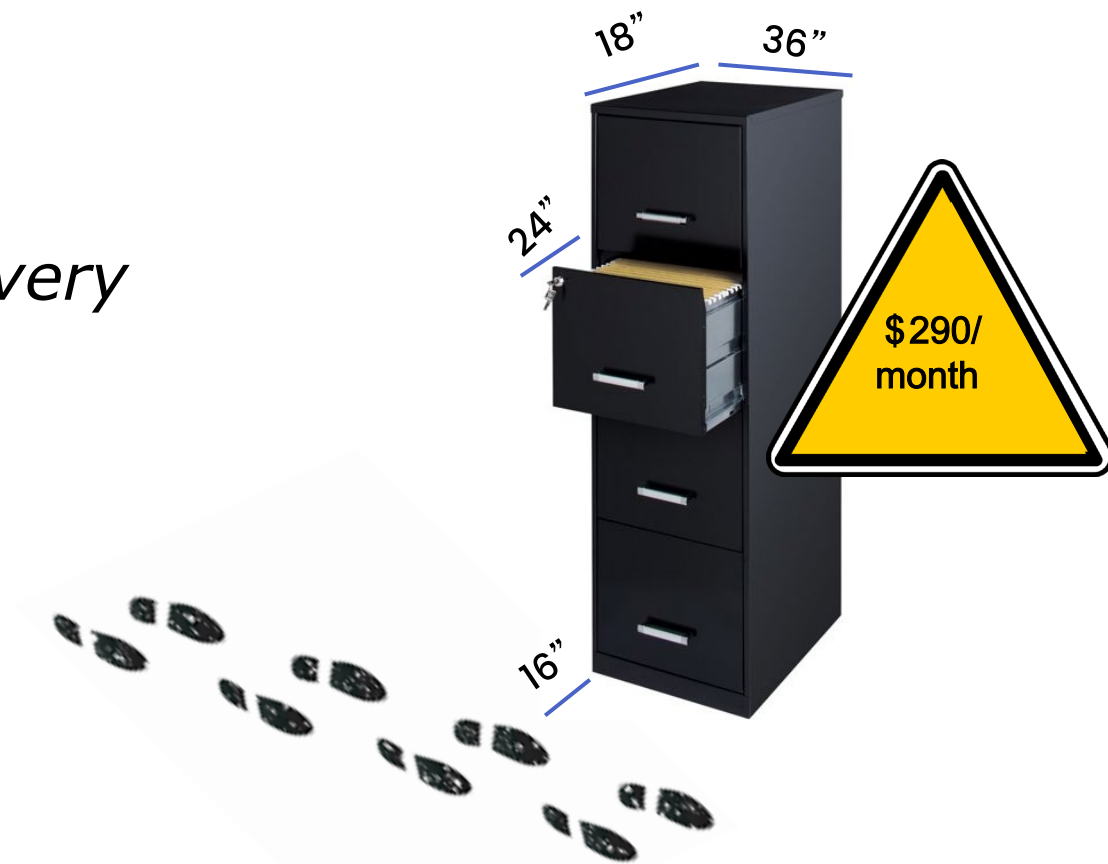
Electronic storage

Date migration

E-discovery

"Spoliation of evidence"

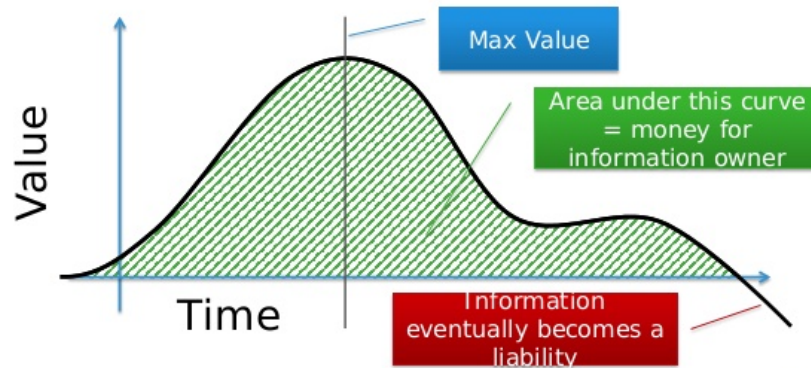
"Defensible disposition"



5

Records become a liability over time.

The Value of Information Over Time





3

What is a public record?

“Public record” means...



recorded information that documents a transaction or activity by or with any public officer, agency or employee of an agency.

public records ≠ open records

- ❑ Public records can be **open** or **closed**.
- ❑ Examples of closed records:
 - attorney-client privileged records
 - attorney work product
 - minutes of closed meetings
 - vendor proprietary information software
 - records protected by HIPAA, FERPA



“Public record” means...



recorded information that documents a transaction or activity by or with any public officer, agency or employee of an agency.

Regardless of physical form or characteristic, the recorded information is a public record if it is produced, collected, received or retained in pursuance of law or in connection with the transaction of public business.

The medium upon which such information is recorded has no bearing on the determination of whether the recording is a public record.

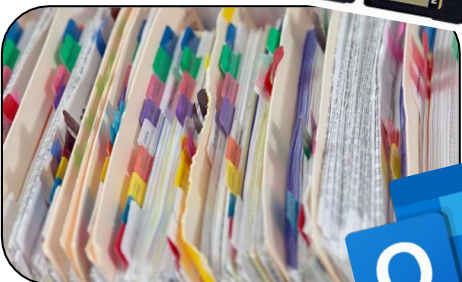


of those ends, and it is the right of the people to take or to abstain from it, and accordingly at certain intervals to elect new representatives to the government, and to provide new guards for their future protection. It is the duty of the people to provide for the safety and happiness of the people, and to secure the blessings of liberty to themselves and to their posterity. It is the duty of the people to support the government, and to provide for the safety and happiness of the people, and to secure the blessings of liberty to themselves and to their posterity. It is the duty of the people to support the government, and to provide for the safety and happiness of the people, and to secure the blessings of liberty to themselves and to their posterity.

HOMESTEAD
East Office at *Alameda Cal*
January 30, 1868
APPLICATION
1868
It is hereby certified, That pursuant to the provisions of the act of Congress, approved March 3, 1850, entitled "An act to secure homesteads to actual settlers on the public domain,"
I, *James M. Callahan*, Register of the Land Office, do hereby certify that the above named person, *James M. Callahan*, residing in *Alameda Cal*, is entitled to a homestead of *160* acres of land in the County of *Alameda*, State of *California*, and that the same has been duly surveyed and located, and that the same is now open for settlement, and that the same is subject to the provisions of the act of Congress, approved March 3, 1850, entitled "An act to secure homesteads to actual settlers on the public domain."
Witness my hand and the seal of the Land Office at *San Francisco*, California, this *10th* day of *January*, 1868.
James M. Callahan, Register of the Land Office.

Cook County Hospital
300 West Harrison St., Chicago, Illinois 60610
June 23, 1924
Lionidas Berry, M.D., Attending Physician
Emergency Clinic
Mr. William A. Silversen
Director
Request for Reimbursement
In writing in connection with your letter to Dr. Rowie Brown dated July 17, 1924, and the subsequent exchange of correspondence involving Mr. Silversen, Dr. Brown, and Dr. Quentin Young, my further report is being sent to confirm the opinion I expressed to you at my very pleasant meeting of July 12, 1924.
I hold you at that meeting it was my considered opinion that bearing in mind the health and hospital covering operation policy regarding respective duty, there is no adequate basis for issuing your report for hospital's liability. Similarly, I know of no way the hospital or

Employee Newsletter
Front Page Employee News
The purpose of this newsletter is to provide information to the employees of the company. It is a means of communication and a tool for management. The newsletter will contain news, information, and reports of interest to the employees. It will also contain information on company policies and procedures. The newsletter will be published on a regular basis and will be available to all employees. It is the responsibility of the management to provide the information and to ensure that the newsletter is of interest to the employees. It is the responsibility of the employees to read the newsletter and to provide feedback on its content. The newsletter will be a valuable tool for the company and its employees.



February 11, 2016
DATE
\$55.00
MILLIAMS
Mary Smith
Fifty-five and 00/100
JPMORGAN CHASE BANK
John Doe
The Groceries
1002



My Documents
My Music

6/19/2012
6/15/2012



“Public record” means...



recorded information that documents a transaction or activity by or with any public officer, agency or employee of an agency.

Regardless of physical form or characteristic, the recorded information is a public record if it is produced, collected, received or retained in pursuance of law or in connection with the transaction of public business.

The medium upon which such information is recorded has no bearing on the determination of whether the recording is a public record.

For purposes of this chapter, **“public record” shall not include nonrecord materials**, meaning materials made or acquired and preserved solely for reference use or exhibition purposes, extra copies of documents preserved only for convenience or reference, and stocks of publications.

What is not a public record?

personal information
notices of social events



What is not a public record?

*reference materials,
trade journals,
listserv messages,
spam*

INDUSTRY
news



What is not a public record?

non-auditable surplus

*(blank stationery,
blank forms)*



What is not a public record?

duplicates

*(extra copies kept
for convenience;
stocks of
publications)*



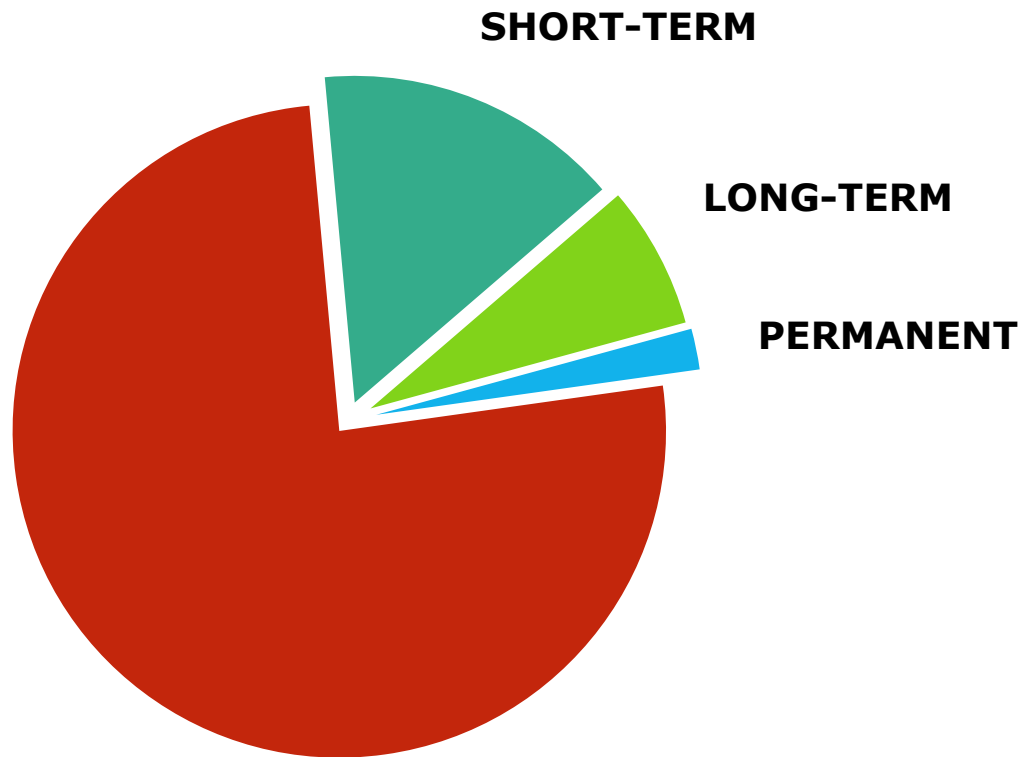


4

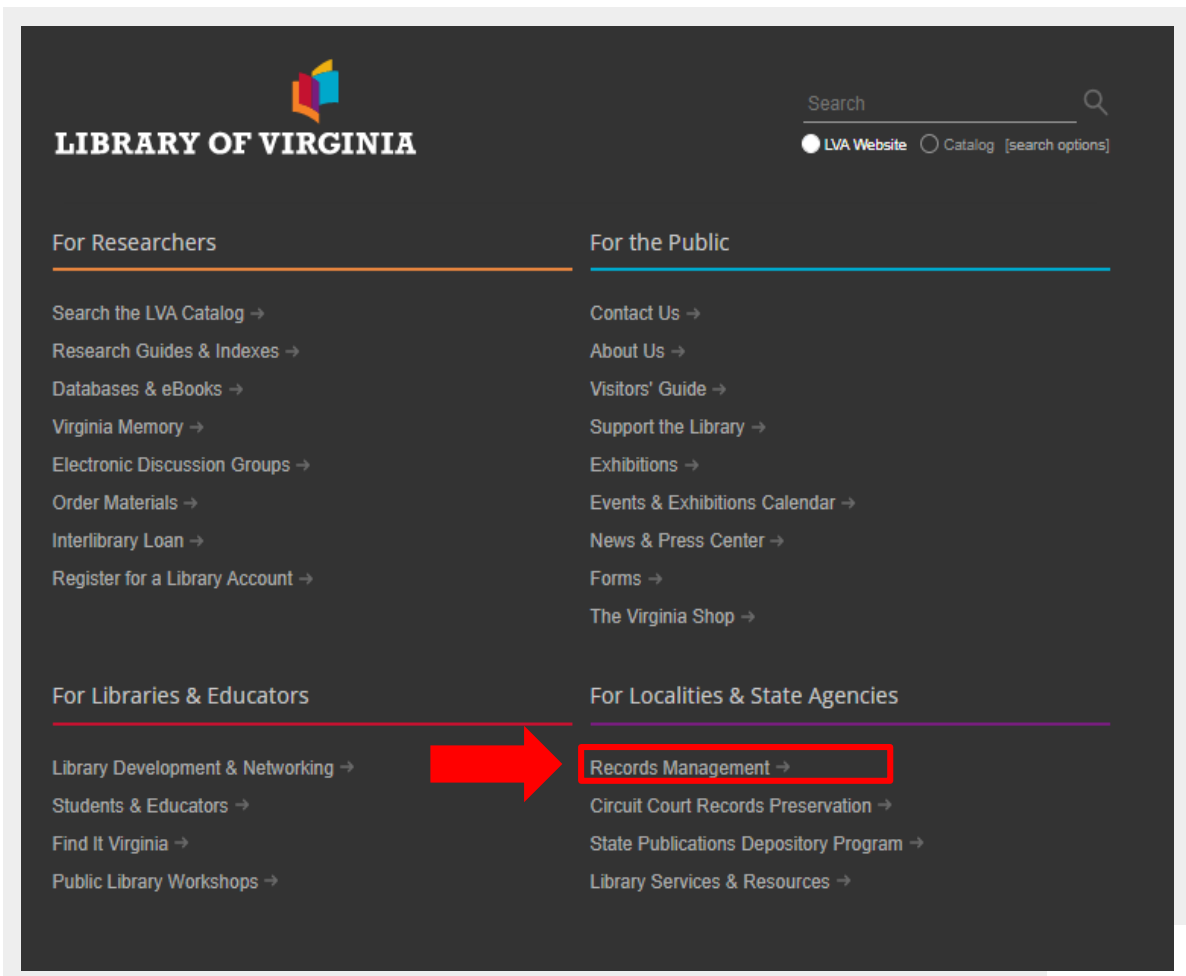
**How long do I need to
keep public records?**

categories of records

NON-RECORDS




Where to find retention schedules



The screenshot shows the Library of Virginia website's navigation menu. The header includes the logo and the text "LIBRARY OF VIRGINIA". A search bar is located in the top right corner. The main navigation is organized into four columns: "For Researchers", "For the Public", "For Libraries & Educators", and "For Localities & State Agencies". A red arrow points to the "Records Management" link in the "For Localities & State Agencies" column, which is also enclosed in a red box.

LIBRARY OF VIRGINIA

Search 

LVA Website Catalog [search options]

For Researchers

- [Search the LVA Catalog →](#)
- [Research Guides & Indexes →](#)
- [Databases & eBooks →](#)
- [Virginia Memory →](#)
- [Electronic Discussion Groups →](#)
- [Order Materials →](#)
- [Interlibrary Loan →](#)
- [Register for a Library Account →](#)

For the Public

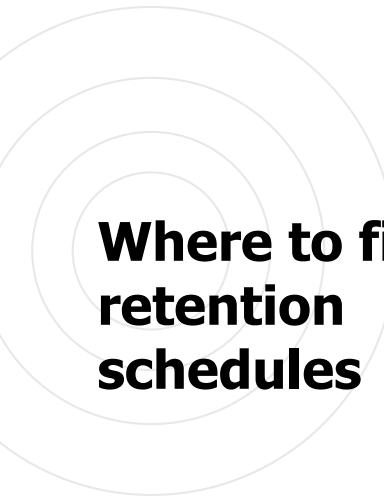
- [Contact Us →](#)
- [About Us →](#)
- [Visitors' Guide →](#)
- [Support the Library →](#)
- [Exhibitions →](#)
- [Events & Exhibitions Calendar →](#)
- [News & Press Center →](#)
- [Forms →](#)
- [The Virginia Shop →](#)

For Libraries & Educators

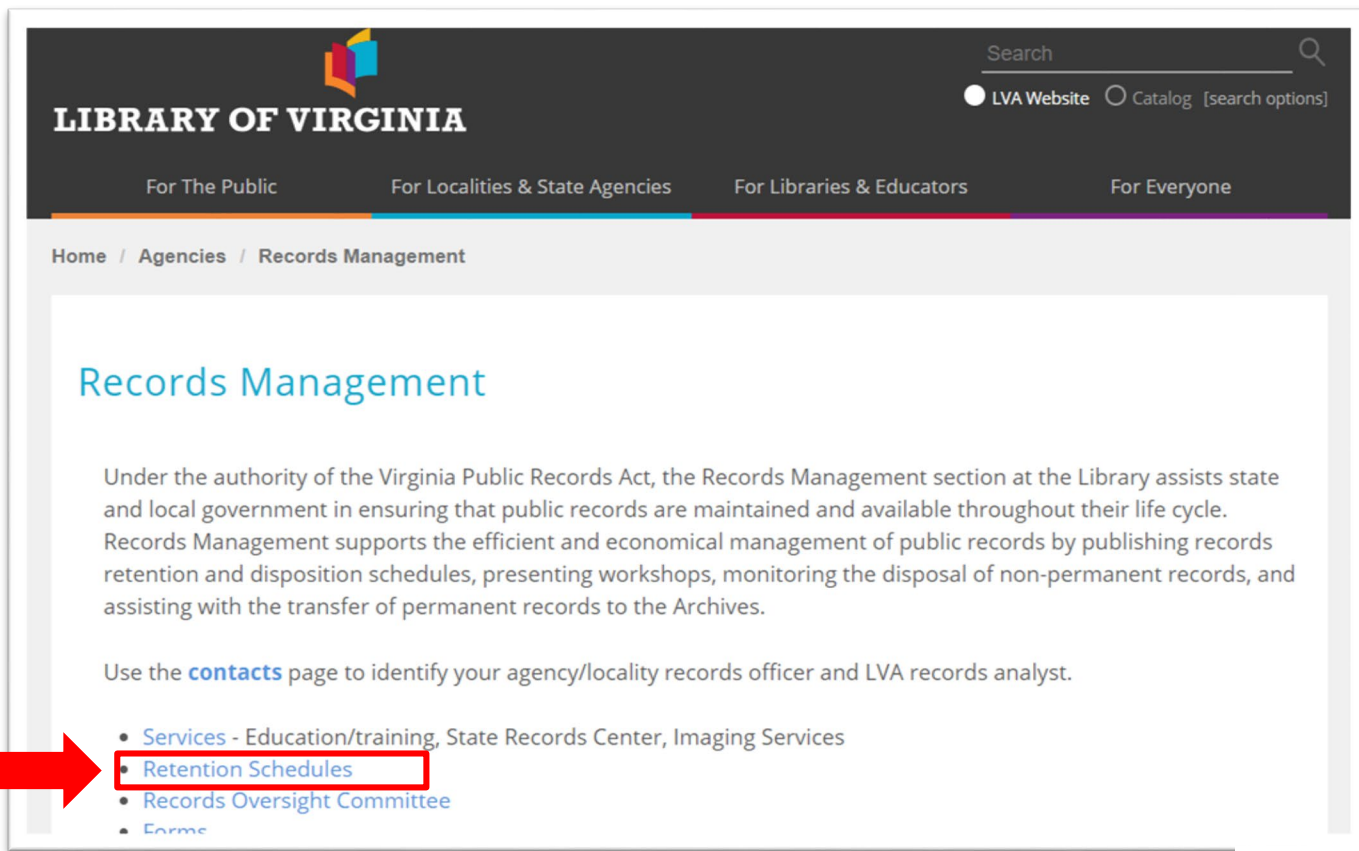
- [Library Development & Networking →](#)
- [Students & Educators →](#)
- [Find It Virginia →](#)
- [Public Library Workshops →](#)

For Localities & State Agencies

- [Records Management →](#)
- [Circuit Court Records Preservation →](#)
- [State Publications Depository Program →](#)
- [Library Services & Resources →](#)



Where to find retention schedules



LIBRARY OF VIRGINIA

Search

LVA Website Catalog [search options]

For The Public For Localities & State Agencies For Libraries & Educators For Everyone

Home / Agencies / Records Management

Records Management

Under the authority of the Virginia Public Records Act, the Records Management section at the Library assists state and local government in ensuring that public records are maintained and available throughout their life cycle. Records Management supports the efficient and economical management of public records by publishing records retention and disposition schedules, presenting workshops, monitoring the disposal of non-permanent records, and assisting with the transfer of permanent records to the Archives.

Use the [contacts](#) page to identify your agency/locality records officer and LVA records analyst.

- [Services](#) - Education/training, State Records Center, Imaging Services
- [Retention Schedules](#)
- [Records Oversight Committee](#)
- [Forms](#)

Retention Schedules

Under *Code of Virginia* § 42.1-85, the Library of Virginia (LVA) has the authority to issue regulations governing the retention and disposition of state and local public records. In keeping with the Code's mandate, LVA has developed records retention and disposition schedules outlining the disposition of public records.

Under this policy, the LVA issues two types of schedules. **General schedules** apply to the records of common functions performed by or for all localities and state agencies. **Specific schedules** apply to records that are unique to an individual state agency.

Before a state agency or locality can destroy public records:

- A [records officer](#) for your organization must be designated in writing by completing and filing a Records Officer Designation and Responsibilities (RM-25 Form) with the Library of Virginia.
- Records to be destroyed must be covered by a Library of Virginia-approved general or specific records retention and disposition schedule and the retention period for the records must have expired.
- All investigations, litigation, required audits, and Virginia Freedom of Information Act requests must be completed or fulfilled.
- The organization's designated records officer and an approving official must authorize destruction by completing a [Certificate of Records Destruction \(RM-3 Form\)](#) prior to the records being destroyed.

When a new schedule is approved, it supersedes all previously issued versions of the schedule.

[General Schedules for Localities](#)

[General Schedules for State Agencies](#)

[Specific Schedules for State Agencies](#)

General Schedule

Common records created and maintained by localities and state agencies

Specific Schedule

Records unique to an agency that reflect its responsibilities





general schedules (local agencies)

General Schedules for Localities

1

Searchable database for local General Schedules

2

General Administration

GS-19, Administrative Records (December 2021) *Changes to E-Rate Program Records*

GS-02, Fiscal Records (Feb 2015)

GS-16, General Services (March 2022) *Changes to Security: Visitor Access Control Records*

GS-33, Information Technology (Mar 2009)

GS-03, Personnel Records (December 2021)

Local Departments

GS-31, Airports (Sep 2003)

GS-05, Assessment Records (Dec 2018)

GS-14, County and Municipal Attorneys (May 2010)

GS-06, Land Use, Land Development and Public Works (Oct 2013)

GS-11, Parks and Recreation (April 2017)

GS-22, Public Library (April 2013)

GS-21, Public School (Jun 2022) *Additional series concerning Title IX*

GS-07, Public Utilities (Dec 2020)

GS-32, Redevelopment and Housing Authority (Jun 2022) *New Financial Transaction series*

GS-28, Treasurer (April 2013)

GS-01, Voter Registration and Elections (May 2010)

3

Human Services

GS-18, Community Services Boards (CSB) (Jun 2022) *Changes to Client Case Files*

GS-15, Social Services (Jun 2022) *Complete revision*

**LIBRARY OF VIRGINIA**

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

RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. GS-15

COUNTY AND MUNICIPAL GOVERNMENTS

Social Services

EFFECTIVE SCHEDULE DATE: 6/9/2022

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Benefits: Benefits Cases</u> <p>This series documents requests for financial assistance such as auxiliary grants and general relief through energy assistance, Supplemental Nutrition Assistance Program (SNAP), Medicaid, and Temporary Assistance for Needy Families (TANF). This series may include, but is not limited to: applications, renewals, and supporting documentation. 7CFR272.1; COV 63.2-614; COV 63.2-800 thru 805</p>	101029	3 Years after closed	Confidential Destruction
<u>Benefits: Fraud Investigations - Founded</u> <p>This series documents investigations of fraud among providers or clients of benefits and services that are determined to be founded. This series may include, but is not limited to: investigative reports and correspondence.</p>	101034	75 Years after creation	Confidential Destruction
<u>Benefits: Fraud Investigations - Unfounded</u> <p>This series documents investigations of fraud among providers or clients of benefits and services that are determined to be unfounded. This series may include, but is not limited to: investigative reports and correspondence.</p>	000176	3 Years after closed	Confidential Destruction
<u>Benefits: Overpayment Cases</u> <p>This series documents the investigation of and collection attempts made on the overpayment of benefits by the locality to providers or clients. Benefits may include, but are not limited to: food stamps, Medicaid, and Temporary Assistance for Needy Families (TANF). This series may include, but is not limited to: evidence, administrative disqualification hearing findings, and investigation documentation.</p>	007017	3 Years after closed	Confidential Destruction

record series

The diagram illustrates the components of a record series table. Red arrows point from labels above to specific columns in the table:

- Series title** points to the **RECORD SERIES AND DESCRIPTION** column.
- Series description** points to the description text below the first row.
- Series number** points to the **SERIES NUMBER** column.
- Retention** points to the **SCHEDULED RETENTION PERIOD** column.
- Disposition** points to the **DISPOSITION METHOD** column.

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
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5

**What are the recent
changes to GS-15,
Social Services?**

EFFECTIVE SCHEDULE DATE: October 9, 2021 SUPERSEDES SCHEDULE CREATED: June 10, 2021 PAGE 2 OF 8 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<p><u>Adoption Records: Children Originating Outside Virginia</u> This series documents courtesy reviews of children living in Virginia conducted by social services on behalf of an out-of-state social service. This series may include, but is not limited to: home care studies.</p>	101010	Retain until child's 18 th birthday or for length of time specified by originating agency, whichever comes first, then destroy in compliance with No. 8 on the schedule cover page.
<p><u>Adoption Records: Children Originating in Virginia</u> This series documents the adoption of children in the custody of Virginia Department of Social Services (VDSS) at the time the adoption process begins. This series may include, but is not limited to: home visits, parental screening, and financial records. <i>Code of Virginia</i> § 63.2-1221</p>	101009	Retain until closure of file then transfer to VDSS for permanent retention. <i>Code of Virginia</i> § 63.2-1245 and 63.2-1246
<p><u>Adoptive and Foster Home Provider Records</u> This series documents placement of children, payment for services to various providers, and checks for compliance with state and local requirements. This series may include, but is not limited to: checklists, home studies, field notes, certificates of training, and reference letters. <i>Code of Virginia</i> § 63.2-900</p>	101011	Retain 3 years after last action then destroy in compliance with No. 8 on the schedule cover page.
<p><u>Adult Day Care Providers</u> This series documents licensed adult day care providers. This series may include, but is not limited to: investigations of facilities and payment for services to providers.</p>	101012	Retain 3 years after last action then destroy in compliance with No. 8 on the schedule cover page.
<p><u>Adult Services/Adult Protective Services (APS): Case Records with Report</u> This series documents cases that contain an APS report alleging abuse of an adult 60 years of age or older or incapacitated adults 18 years of age or older. This series may include, but is not limited to: complaints and investigation notes. <i>Code of Virginia</i> § 63.2-1605</p>	000282	Retain 5 years after closed then destroy in compliance with No. 8 on the schedule cover page.


LIBRARY OF VIRGINIA

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

1**2**

RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. GS-15

COUNTY MUNICIPAL GOVERNMENTS

Social Services

3**4**

EFFECTIVE SCHEDULE DATE: 6/9/2022

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
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<u>Benefits: Overpayment Cases</u> This series documents the investigation of and collection attempts made on the overpayment of benefits by the locality to providers or clients. Benefits may include, but are not limited to: food stamps, Medicaid, and Temporary Assistance for Needy Families (TANF). This series may include, but is not limited to: evidence, administrative disqualification hearing findings, and investigation documentation.	007017	3 Years after closed	Confidential Destruction

Changes to GS - 15:

Categories

Series re-ordered under 3 categories:

- Benefits
- Family Services
- Licensing Programs

**With the exception of Virginia Juvenile Community Crime Control Act (VJCCCA):
Programs and Services*

Changes to GS - 15:

Standardized retention language

Examples:

Family Services: Adult Services/Adult Protective Services (APS) - Cases with Report

~~5 years after case closure~~ > 5 years after closed

Family Services: Assisted Living Facility Assessments and Preadmission Screenings

~~5 years after date of assessment~~ > 5 years after event

Family Services: CPS Cases *[Multiple Series]*

~~3 years from the date of the complaint~~ > 3 years after receipt

Benefits: Overpayment Cases

~~3 years after resolution, claim paid, administratively closed, or written off~~ > 3 years after closed

Changes to GS - 15:

Standardized retention language

Family Services: Adoptions - Children Originating in Virginia

~~Retain until closure of file then transfer to VDSS for permanent retention.~~

> Permanent, In Agency

This series documents the adoption of children in the custody of Virginia Department of Social Services (VDSS) at the time the adoption process begins. This series may include, but is not limited to: home visits and parental screening records. Upon closure, these records are transferred to VDSS for permanent retention.

Changes to GS - 15:

Standardized retention language

Family Services: Adoptions - Children Originating Outside Virginia

~~Retain until child's 18th birthday or for length of time specified by originating agency.~~

> Retain 0 years after event.

This series documents courtesy reviews of children living in Virginia conducted by social services on behalf of an out-of-state social service. This series may include, but is not limited to: home studies. These records are retained for 5 years after case closure or until the child's 18th birthday, whichever is sooner.

Changes to GS - 15:

Standardized retention language

Family Services: Child Protective Services (CPS) Cases - Founded with Multiple Complaints

~~Retain until the longest founded complaint case on the alleged abuser or victim is eligible for destruction~~

> Retain 0 years after expiration.

This series documents the investigations of multiple child abuse and neglect complaints, whether valid or invalid, that involve either the same alleged abuser or the same victim. This series may include, but is not limited to: CPS referrals; court orders; safety and risk assessments; medical, school, and/or psychological reports; and worker notes. Final disposition occurs when all complaint cases on the alleged abuser or victim are eligible for disposition.

Changes to GS - 15:

Revised series retention

Family Services: Benefits Case Records

~~Retain 3 years after benefit issuance~~ > Retain 3 years after closed

Changes to GS - 15:

Revised series title

Comprehensive Services Records

Retain 3 years after last review



Children's Services Records

Retain 3 years after closed

Changes to GS - 15:

New series

CPS Cases: Invalid

Retain 1 year after receipt

Code of Virginia § 63.2-1514B:

*"Records of complaints and reports determined to be not valid shall be purged **one year after the date of the complaint or report** if there are no subsequent complaints or reports regarding the same child or the person who is the subject of the complaint or report in that one year."*

Changes to GS - 15:

Split series

CPS Cases - Unfounded: No Request to Maintain File
Retain 3 years after last complaint



CPS Cases: Unfounded, No Request to
Maintain File,
Before July 1, 2020
Retain 1 year after receipt



CPS Cases: Unfounded, No Request to
Maintain File,
After June 30, 2020
Retain 3 years after receipt

Changes to GS - 15:

Split series

CPS Cases - Unfounded: Request to Maintain File

Retain 5 years from the date of complaint



CPS Cases: Unfounded, Request to
Maintain File,

Before July 1, 2020

Retain 3 years after receipt



CPS Cases: Unfounded, Request to Maintain
File,

After June 30, 2020

Retain 5 years after receipt

Changes to GS - 15:

Split series

CPS Cases: Founded, Level 1 - Sexual Abuse

Retain 25 years after date of complaint



CPS Cases: Founded, Level 1 - Sexual Abuse,
Before July 1, 2010

Retain 18 years after receipt

CPS Cases: Founded, Level 1 - Sexual Abuse,
After June 30, 2010

Retain 25 years after receipt

Changes to GS - 15:

Consolidated series

Fraud Cases: Founded - Temporary Disqualification

Retain 5 years after period of benefits disqualification ends

Fraud Cases: Founded - Permanent Disqualification

Retain 75 years after fraud is proven



Fraud Investigations: Founded Retain 75 years after creation

VDSS Manual: "If the investigation results in a determination of fraud and subsequent IPV [Intentional Program Violation] disqualification, the applicable case file must be retained for the life of the individual or until the agency is notified that the record is no longer needed."

Changes to GS - 15:

New series

Virginia Juvenile Community Crime Control Act (VJCCCA): Programs and Services

Retain 18 years after birth

This series documents juvenile cases that appear before an intake officer, are formally processed by the court, and all others that are funded by the Virginia Juvenile Community Crime Control Act (VJCCCA). This series may include, but is not limited to: assessments, correspondence, court orders and petitions, educational and social history, intake demographics, offense history, referrals, and reports.

Changes to GS - 15:

Consolidated series

Adoptive and Foster Home Provider Records

Retain 3 years after end of state fiscal year

Adult Day Care Providers

Retain 3 years after last action

Approved Adult Services Providers Records

Retain 3 years after last action

Childcare Provider Records

Retain 5 years after last action

Licensing Programs:

Provider Files for Licensed Programs

5 years after closed

This series documents the approval, monitoring, and investigation of licensed day and residential care facilities or programs for children and adults...

Licensing Programs:

Provider Files for Unlicensed Programs

5 years after closed

This series documents the monitoring and investigation of unlicensed day and residential care facilities or programs for children and adults, including religious institutions that have obtained and maintained the requirements for an exemption from licensure; certified preschools during their period of certification; and providers alleged to be subject to licensure, but operating without a license...



Questions?



6

How do I manage public records?

Designate your agency's RM champion: The Records Officer

Provide or coordinate training

Provide consultation

Coordinate destruction

Create and enforce policies & procedures

Communicate with Library of Virginia



File related records together within a shared system.

Organize your electronic records *like a grocery store.*

If you have a new person start tomorrow, they should be able to find records.



Use descriptive file and folder names.

*Name files so that they are easily organized and sorted by **date** and/or **subject**.*

```
AB_interview01_2010-01-12.txt
AB_interview02_2010-01-12.txt
AB_interview03_2010-02-03.txt
AB_interview04_2011-01-24.txt
AB_interview05_2012-01-15.txt
AB_interview06_2012-01-24.txt
YZ_interview01_2010-01-12.txt
YZ_interview02_2010-01-15.txt
YZ_interview03_2011-02-12.txt
YZ_interview04_2012-01-12.txt
```





7

**How do I destroy
public records?**

RM-3: now online!



Certificate of Records Destruction

Organization Information

STATE AGENCY OR LOCALITY

LOCALITY / REGIONAL ENTITY NAME

Locality / Regional Entity ▾

Gloucester County ▾

DIVISION / DEPARTMENT

Social Services, Dept. of ▾

DESIGNATED RECORDS OFFICER

Diane Rebertus ▾

Approving Official ?

APPROVING OFFICIAL'S NAME

APPROVING OFFICIAL'S TITLE


APPROVING OFFICIAL'S E-MAIL

CONFIRM APPROVING OFFICIAL'S E-MAIL

Where to find the RM-3

lva.virginia.gov/agencies/records/forms.asp

Infolinx Login Library of Virginia R...



LIBRARY OF VIRGINIA

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Records Management Forms

Submit forms that are completed in full and type-written.

Which form do I use?

Archival Transfer List and Receipt (ARC-1 Form) **Certificate of Records Destruction (RM-3 Form) April 13, 2021**

- ARC-1 Preparation Instructions (pdf) (video)
- Blank ARC-1 Form (Word) Aug 2013
- Blank ARC-1 Continuation Form (Word) Jul 2012
- Completed Sample ARC-1 (pdf)
- RM-3 Preparation Instructions (pdf) (videos)
- Reporting Destruction Tip Sheet (pdf)
- Volume Equivalency Table (pdf)
- RM-3 Form
- In-Progress Dashboard
- Completed Form Search

Archival Transfer Folder List (ARC-2 Form)

Organization Information

STATE AGENCY OR LOCALITY LOCALITY / REGIONAL ENTITY NAME
Locality / Regional Entity -- Accomack County --DIVISION / DEPARTMENT
Social Services, Dept. of --DESIGNATED RECORDS OFFICER
--

Approving Official ⓘ

APPROVING OFFICIAL'S NAME APPROVING OFFICIAL'S TITLE
-- --APPROVING OFFICIAL'S E-MAIL CONFIRM APPROVING OFFICIAL'S E-MAIL
-- --

Organization Address

ADDRESS
--CITY STATE ZIP
-- VA --

Records to be Destroyed

Add New Record

Form Creator

FORM CREATOR'S NAME TELEPHONE NUMBER FORM CREATOR'S TITLE
-- -- --FORM CREATOR'S E-MAIL CONFIRM FORM CREATOR'S E-MAIL
-- --

Submit Completed Form

Records to be Destroyed

Record 1

Collapse

SCHEDULE

GS-15 -- Social Services --

SERIES

Child Protective Services (CPS) Cases: Family Assessments -- 101019 --

SERIES NOTES (OPTIONAL)

BEGIN DATE

YYYY-MM-DD

2017-01-01

END DATE

YYYY-MM-DD

2017-12-31

VOLUME UNIT

Cubic Feet --

VOLUME AMOUNT

10

DESTRUCTION METHOD

Shredded --

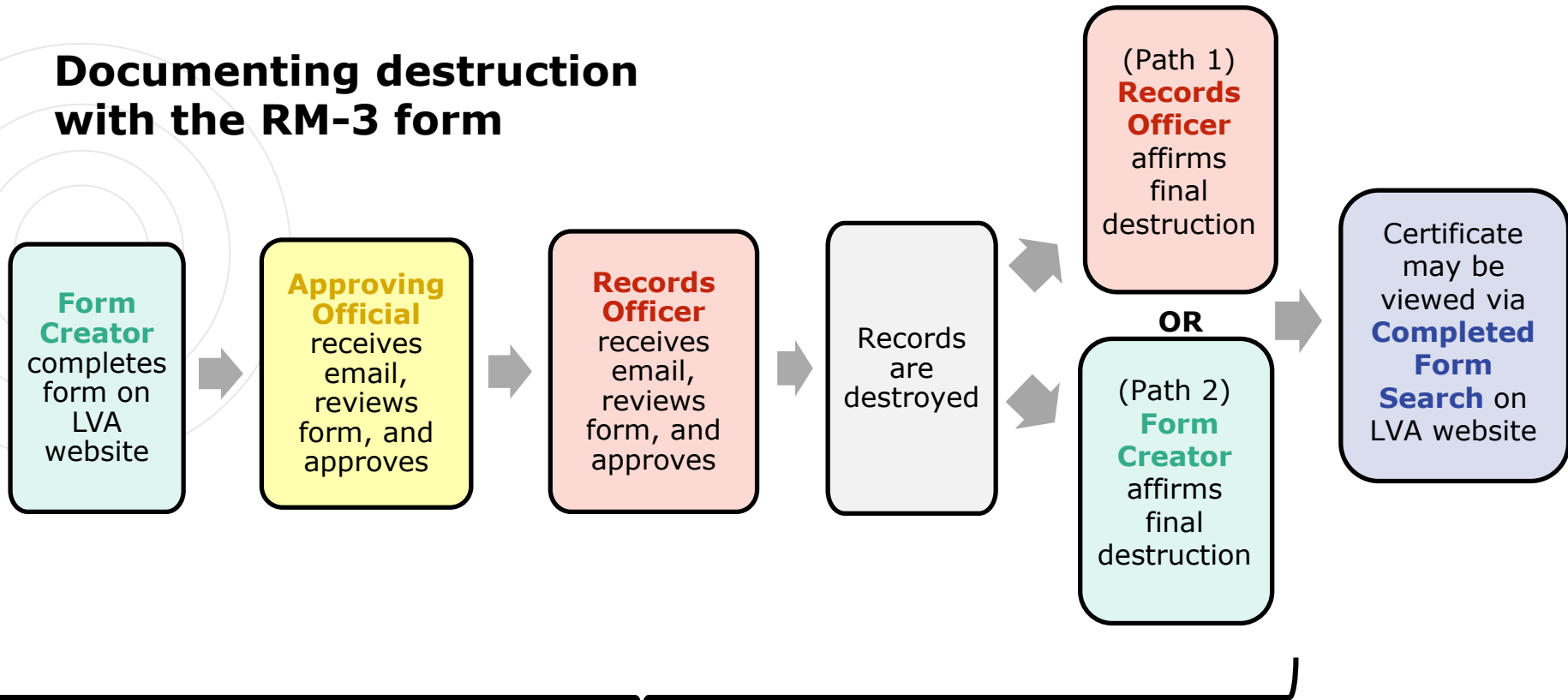
LOCATION (OPTIONAL)

Room 2.137

Remove Record 1

Add New Record

Documenting destruction with the RM-3 form



In-progress certificates may be reviewed via **In-Progress Dashboard** on LVA website

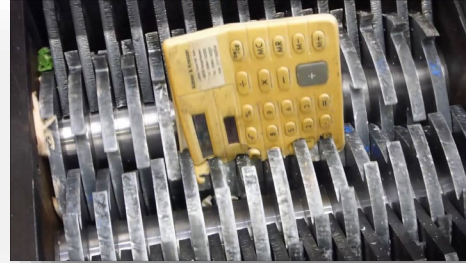
Secure destruction



CONFIDENTIAL DESTRUCTION

Shredding, pulping, burning

For electronic records: electronic shredding, overwriting the hard drive's free space, or magnetic-media degaussing



NON-CONFIDENTIAL DESTRUCTION

Landfill

Recycling



The image features three concentric circles centered on a light gray background. The circles are thin and light gray, creating a minimalist, geometric design. The text is centered within the innermost circle.

Closing Thoughts

You create public records.



Almost no one destroys records too soon.



Who are we trying to help?





Q&A

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All forms and schedules, as well as additional resources, available at:

www.lva.virginia.gov/agencies/records