

COUNTY OF PRINCE GEORGE ADMINISTRATIVE POLICIES Prince George, Virginia	POLICY NUMBER: 210.1 through 210.4	Page 1 of 2
	SUPERSEDES:	DATE ISSUED: December 16, 2007
SUBJECT: Records Retention	AUTHORIZATION: Brenda G. Garton, County Administrator	

210.1 General Provisions

This policy establishes procedures for the management and disposition of County records and files. The County recognizes the need for orderly management and retrieval of all official records and a documented records retention and destruction policy in accordance with all state and federal laws and related regulations.

210.2 Procedure

All records, including e-mail, original correspondence, etc. are to be kept for a minimum period as mandated by The Library of Virginia (www.lva.lib.va.us), unless bound by more stringent guidelines established by other regulating agencies.

When it has been determined that records can or must be disposed of in a manner consistent with prescribed records and information management guidelines and procedures, the designated records officer for each Department should follow the guidelines outlined below:

1. Ensure records to be destroyed are listed on a Library of Virginia approved retention and disposition schedule.
2. Determine that minimum time periods for retention of the particular records, as listed on these schedules, have passed.
3. Make certain known audits, certifications and/or investigations involving the records have been completed.
4. Complete a Certificate of Records Disposal (Form RM-3) to be submitted and approved by the County designated records officer.
5. Arrange for destruction of the records after approval of Form RM-3 by the County designated records officer.
6. Enter the name of the person destroying the records and date of destruction of records on Form RM-3.
7. Send Form RM-3 to the Library of Virginia and retain one copy for Department files.

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210.3 Records Retention Officer Designation

The Deputy Clerk for the Board of Supervisors shall be the County Designated Records Officer.

210.4 Distribution of Records Retention Policy to County Employees; Employee Acknowledgement

A copy of the Records Retention Policy shall be distributed to each County employee with an Employee Acknowledgement. Each County employee shall acknowledge receipt of the Policy by signing and dating the Employee Acknowledgement form in the presence of a witness who shall also sign and date the Acknowledgement. The executed Employee Acknowledgement shall be returned to the Department of Human Resources for filing in the respective employee's personnel file.