

**SCHOOL BOARD POLICY MANUAL**  
**Section 700 – Operations and Finance**

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## **OPERATIONS AND FINANCE**

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### **Food Service**

#### **Uniform Policy for Free and Reduced Price Meals**

The Governing Board accepts the responsibility for providing free and reduced price meals to eligible children under the policies and guidelines as decreed by the Governing Board, consistent with federal and state authorities.

Approved: December 8, 2007

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#### **Sale of Food Items on School Premises**

Food and beverage items are available for purchase by students and staff before, during, and after school. Vending machines offer an array of food and beverage choices. There will be an emphasis on “healthy” solutions.

Approved: December 8, 2007

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### **Risk Management**

The Governing Board is committed to effectively managing risks of accidental loss by providing protection against the financial consequences of catastrophic loss, by preserving the assets from loss, destruction and depletion, and by maintaining a system to continually evaluate requirements and financial resources to provide protection from loss. The Governing Board is also committed to reducing risk of injury to employees, students, and visitors through effective safety and loss prevention programs.

Approved: December 8, 2007

**Financial Management**

The Governing Board shall explore all available sources of revenue, authorize the expenditure of funds so as to obtain the greatest return for education, and require the use of effective accounting and reporting procedures.

Approved: December 8, 2007

**Revenues: Tuition Fees**

The Director shall recommend to the Governing Board the tuition fees to be charged to eligible nonresident pupils for the approval of the Governing Board. Such recommendation shall be consistent with the Constitution of the Governing Board of the Appomattox Regional Governor's School for the Arts and Technology as adopted August 13, 1998 and emended July 8, 2004.

Approved: December 8, 2007

Legal Reference: Code of Virginia, § 22.1-5.

**Student Activity Funds**

Student activity funds shall be used to finance a program of approved student activities.

Student activity funds should be expended in such a way as to benefit those pupils currently in school who have contributed to the accumulation of such funds.

The Director shall establish procedures for student activity funds in accordance with the State Board of Education Regulations Governing Student Activity Funds, 8 VAC 20-240-10.

Approved: December 8, 2007

**Fidelity Bonds**

The School Board shall provide a fidelity bond that covers all employees, including employees paid from school activity funds.

Approved: December 8, 2007

### **Gifts, Bequests, and Donations**

Gifts of money or materials of substantial value may be accepted by the schools only with the written approval of the Director. Any item donated to the Governing Board or to a particular school shall become Governing Board property. Unless otherwise specified by the donor, such property may be used or disposed of without obligation to the donor.

Approved: December 8, 2007

Legal Reference: Code of Virginia, §§ 22.1-88 and 22.1-89.

### **Petty Cash Funds**

The Governing Board shall establish appropriate petty cash funds upon the recommendation of the Director in accordance with §§ 22.1-123 of the Code of Virginia.

Approved: December 8, 2007

Legal Reference: Code of Virginia, § 22.1-123.

### **Inventories**

The Director and Fiscal Agent shall follow the County of Chesterfield's Administrative Procedure for Fixed Assets, Policy 100-7, for the purposes of insurance, program accountability, and purchasing.

Approved: December 8, 2007

### **Planning and Budgeting**

The Governing Board is committed to a school-wide planning process which integrates long-range planning, short-range planning, and budgeting. Planning and budgeting shall be based on educationally sound assessment activities.

Approved: December 8, 2007

**Budget – Funds Transfers**

The adoption of the budget by the Governing Board includes the authority for the administration to make expenditures within the appropriation categories reflected in the Appropriation Resolution approved by the Board of Supervisors.

Transfers between major object groups (i.e., personal services, operations, and equipment) shall require the approval of the Director.

Approved: December 8, 2007

Legal Reference: Code of Virginia, §§ 22.1-89, 22.1-94, and 22.1-115.

**Financial Grants**

Applications for funds or reimbursement requests to grantors must be approved by the Director or designee prior to submission.

Approved: December 8, 2007

**Internal Communications**

The Director shall establish a service for the transmittal of official communications among staff, students, the Governing Board, Member School Divisions, and appropriate government agencies.

Approved: December 8, 2007

**Procurement****Authority**

This policy is adopted pursuant to §11-35D of the Code of Virginia.

**Purpose**

The purpose of this policy is to continue public confidence in purchasing by the Governing Board, to encourage competition in public purchasing among vendors or contractors, to administer fairly and equitably purchasing policies among bidders and to obtain high quality and goods and services at the lowest possible price.

**Application**

1. This policy applies to all public contracts with non-governmental contractors for purchases involving goods, services and capital projects.
2. Unless otherwise directed by the Governing Board, the Director shall follow the County of Chesterfield Purchasing Manual (Policy Number 500-3).
3. Nothing in this policy shall prevent the Board from complying with the terms and conditions of any grant, gift or bequest that are not prohibited by law.

Approved: December 8, 2007

Legal Reference: Code of Virginia, §11-35D.

## OPERATIONS AND FINANCE

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### **School Bus Transportation**

Daily school bus or school automobile service shall be provided for all ARGS Students by the home school division.

School bus routes will be established by the Superintendent in each school division. Safety of the students will be the primary factor in establishing such routes.

The use of school buses for field trips will be permitted.

School buses may be used for non-school purposes as provided for in the Code of Virginia.

A schedule for the replacement of school buses on a continuing basis will be developed and implemented as required by regulations of the Virginia Department of Education.

Approved: December 8, 2007

### **Legal References:**

Code of Virginia, §§22.1-176 and 22.1-2564H.

Code of Virginia, §§22.1-221.

Code of Virginia, §§22.1-182.

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### **Security of Buildings and Grounds**

The Director shall establish such regulations as may be necessary to assure adequate security for all property managed and controlled by the Governing Board.

The Director shall develop regulations for safety and emergency conditions such as fire, bomb threats, civil defense, etc.

Approved: December 8, 2007

Legal Reference: Code of Virginia, §§22.1-79.

**Staff Travel**

It shall be the policy of the Governing Board to make provisions for reasonable staff travel. Unless otherwise directed by the Governing Board, the Director shall follow the County of Chesterfield Administrative Procedure for Travel Policy and Procedures (Policy Number 100-1).

Approved: December 8, 2007

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**Payroll Deduction**

Voluntary payroll deductions shall be made from the salary of an employee in accordance with the following guidelines:

1. The deduction is mandatory under State or Federal law;
2. The deduction is a Governing Board approved benefit plan for employees within the organization; or
3. The deduction is to encourage employees to save funds through a Governing Board approved vendor or through U. S. Savings Bonds.

Requests for deductions that do not fall within one of the above guidelines shall not be granted unless the Director determines the benefit to employees will offset the increased accounting, computer, and administrative costs.

All requests for deductions other than those currently in effect shall be made in writing to the Director.

Approved: December 8, 2007

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**Reproduction of Copyrighted Material**

All employees shall comply with current copyright laws when reproducing copyrighted materials or materials protected by license agreements (including computer software). The Governing Board will not assume responsibility for any employee violating copyright laws or license agreements.

Approved: December 8, 2007



**Royalties**

Materials, processes, or inventions (including, but not limited to, computer software) developed by employees or students become the property of the Governing Board if they were developed during the hours of employment and/or with the use of Governing Board-owned equipment or supplies. To encourage employees and students to develop such materials, processes or inventions for use within and outside the school division, special agreements may be initiated between the creator and the Governing Board, through the Director.

Approved: December 8, 2007

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**Acquisition of Real Property for School Use**

Unless otherwise directed by the Governing Board, the Director shall follow the County of Chesterfield Administrative Procedure for Acquisition of Private Property for Public Use.

Approved: December 8, 2007

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**Acceptable Use, ARGS-NET**

The responsible use of computers and computer networks supports the instructional program. Regulation 723.1 outlines acceptable and unacceptable use of the ARGS-NET. ARGS-NET shall be defined as all computers, networks, equipment, programs, and data that are owned, leased, rented, or licensed by ARGS. The Director or his designee shall review this policy and regulation every two years and submit any recommended changes to the Governing Board for approval. This policy and regulation shall be filed with the Superintendent of Public Instruction in compliance with the provisions of the Code of Virginia, §§ 22.1-70.2. This policy also complies with the regulations of the Federal Communications Commission implementing the Children's Internet Protection Act (CIPA).

Approved: December 8, 2007

Legal Reference: Code of Virginia, §§22.1-70.2  
Code of Virginia, §§18.2-374.1:1, 372, and 390  
 Children's Internet Protection Act, Federal Communications Commission  
 Regulations

## **Acceptable Use Policy - ARGS-NET**

The responsible use of computers and computer networks is critical in a learning environment. It is a tool in the support of the academic endeavors. This document outlines the acceptable use for the ARGS-NET and resources, a local area network designated for administrative, academic, and the Internet.

The administration supports the use of the Internet and other computer networks in the school's instructional program in order to facilitate learning and teaching through interpersonal communications, access to information, research and collaboration. The use of network facilities shall be concordant with the curriculum adopted by the school as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

### **Vision**

In support of the Appomattox Regional Governor's School mission, access to the ARGS-NET will:

- Provide connections to world wide resources, and;
- Facilitate local, regional, and worldwide communications in a learning environment for academic purposes.

### **Acceptable Use**

- The ARGS-NET is established solely for educational purposes.
- The ARGS-NET is a shared resource and with a stated mission for appropriate use.
- ARGS-NET account owners are responsible for all activities under their account.
- Any ARGS-NET user's traffic that traverses another network may be subject to that network's acceptable use policy (aup).
- Photographs of students may be included in World Wide Web documents provided no personal information is included.

### **Unacceptable Use**

- Any use of the ARGS-NET for commercial purposes or political lobbying is prohibited.
- Any use of the ARGS-NET for illegal, inappropriate, or obscene purposes, or in support of such activities, is prohibited. Illegal activities shall be defined as a violation of local, state, or federal laws. Inappropriate use shall be defined as a violation of the intended use of the network, including the intentional introduction of viruses, corruption of systems, files and resources.
- Any use of the ARGS-NET for purposes in conflict with approved School policies & procedures are prohibited. The School prohibits the illegal copying of documents, software, and other materials.

- Great care shall be taken by the ARGS-NET administrators to ensure the right of privacy of users; however, all students, educators and parents have the responsibility to take appropriate action when becoming aware of unacceptable usage.

### **Use of Networked Resources**

- Network Accessible Resources (NAR's) must be used in support of the instructional program.
  - Exploration of NAR's is to be conducted within the context of supporting the instructional program, and should be performed with a defined purpose or goal.
  - NAR's will not be used as the sole research source, but rather will be considered with all research tools available in the library and/or classroom.
  - Given the fluid nature of many NAR's, students and staff must evaluate the validity and appropriateness of use of a particular resource for a given assignment or application.
- ARGS-NET Access & Accounts
- Access to the ARGS-NET is considered a privilege and is permitted to the extent that available resources allow.
  - All ARGSAT personnel are eligible for a ARGS-NET account on the ARGS-NET server.
  - Students in grades 9-12 will have access to the ARGS-NET through a classroom account managed by school personnel, and may be granted an individual account held jointly by the student and parent/guardian. Parents are responsible for activity supervision of these accounts.
  - From time to time, the School will make decisions on whether specific uses of the ARGS-NET are consistent with this policy. The School shall remain the final authority on use of the network and the issuance and cancellation of user accounts.

### **World Wide Web Access - Unfiltered Accounts**

The School provides access to the World Wide Web (WWW) via the ARGS-NET. Standard use of the WWW utilizes a proxy server based filter that screens for non-curriculum related pages. Due to the nature of such filtering technology, the filter may at times filter pages that are appropriate for staff & student research. To facilitate the access of appropriate pages that the filter blocks, unfiltered accounts may be granted that bypass the filter. Unfiltered accounts will be granted to any staff member who states, in writing, that they need such an account to facilitate the programs of ARGSAT. These accounts will never be granted to students. Staff should be aware that all web access by unfiltered accounts are logged by the server and that these logs are reviewed by the system administrators periodically during normal system maintenance.

## **Electronic Mail**

Electronic mail (E-mail) is provided to staff and ARGSAT students in support of the instructional program and its support services. Acceptable use of e-mail is based on common sense, common decency and civility as applied to all communications within the electronic environment. In addition to the broad acceptable use principals outlined in this document the following unacceptable uses of e-mail are specifically delineated:

- Sending harassing, abusive, or offensive material to or about others
- Intercepting, altering, or disrupting electronic mail systems and/or messages
- Introducing messages to e-mail systems with the intent to cause network congestion

Electronic communications are protected by the same laws and policies, and are subject to the same limitations as other types of media. When using or storing messages on the network, the user should consider both the personal ramifications and the impact on the school system should the messages be disclosed or released to other parties. Extreme caution should be used when committing confidential information to the network, as its confidentiality cannot be guaranteed. Messages sent to the wrong address could be used inappropriately and the receiver could save the information indefinitely. From time to time, the administrators of the email system may review email logs and or messages as a part of the standard maintenance and security schedule. Employees and students should not consider email as private.

## **Action for Misuse**

Any user officially accused of inappropriate use of the ARGS-NET are subject to disciplinary action by the governing council.

Procedures are clearly spelled out in the code of conduct governing behavior on the Internet. This document describes consequences of violating the AUP. ARGSAT strives to keep AUP in compliance with state and national telecommunication rules and regulations.

All users must sign a “signature form”(Internet Access Agreement) for teachers, parents, and students indicating their intent to abide by the AUP.

### **Long-Range Educational Facilities Planning**

The Governing Board shall take appropriate actions to enable ARGS to address changing enrollment patterns and provide the facilities necessary to sustain quality educational programs at reasonable cost. The Governing Board encourages citizens and school community to identify and communicate to the Governing Board and Director their priorities and concerns for resolving facility issues. However, nothing in this policy is intended, nor shall it be construed, to limit the authority of the Director or the Governing Board to adopt or amend its Capital Improvement Plan.

#### ***A. Purpose***

The Governing Board desires to promote public understanding of the Capital Improvement needs and the process by which decisions are made. Policy objectives include:

1. Provide permanent classrooms to accommodate long-term enrollment trends and address changing enrollment patterns;
2. Anticipate and accommodate the needs of both regular students and students with special needs;
3. Promote continuity and stability of the 9-12 program;
4. Use existing space consistent with sound educational practice;
5. Anticipate and accommodate future improvements in educational programs and services to the extent possible; and
6. Recognize that older facilities must be renovated to continue their usefulness on a cost-effective basis and to maintain program quality.

#### ***B. Process***

Governing Board decisions regarding facilities will be based on the available data to include membership projections. Further, decisions regarding facilities will consider the impact on student transportation times.

1. Annually, the Director will review the available data and solicit the input of the school community.

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2. After consultation with Governing Board members, the Director will present a proposed Capital Improvement Plan to the Governing Board.
3. The Director will make quarterly or semi-annual status reports to the School Board regarding the implementation of the Capital Improvement Plan. Such reports will provide updates on existing projects and any adjustments needed to address unforeseen circumstances.

In circumstances of overcrowding, the Director will provide the Governing Board with options for alleviating the condition. The following options may be considered individually or in combination:

1. Use portable classrooms or alternative space on a temporary basis to alleviate short-term overcrowding;
2. If long-range enrollment projections indicate continued overcrowding, provide options for addition and renovation of existing facilities; and
3. Propose the construction of new schools once all other alternatives have been examined and eliminated.

In circumstances of declining enrollment, the Director will provide the Governing Board with options that may include the following:

1. If long-range enrollment projections indicate continued declining enrollment, propose options for alternative use other than traditional school; and
2. If long-range enrollment projections indicate continued declining enrollment and other options are not feasible, recommend discontinuing use of the facility by ARGS.

Approved: December 8, 2007

Legal Reference: Code of Virginia, §22.1-28  
Chesterfield County Charter, §5.2

## **SCHOOL BOARD POLICY MANUAL Section 700 – Operations and Finance**

### **725: RECORDS MANAGEMENT POLICY**

Appomattox Regional Governor's School for the Arts & Technology

#### ***Statement of Intent***

This policy establishes the general responsibilities for management, retention, and disposition of Appomattox Regional Governor's School for the Arts & Technology (ARGS) records as mandated by the Virginia Public Records Act (VPRA), Code of Virginia § 42.1-76–§ 42.1-91. This policy applies to all employees (including part-time and per diem) and authorized agents of ARGS and its affiliates.

ARGS is committed to effectively managing its records, regardless of media type, by adhering to best practices and following a systematic and logical plan developed by the organizational units that maintain the records. The successful implementation and ongoing effectiveness of this policy is dependent on the cooperation of each organizational unit to ensure that permanent records are preserved and nonpermanent records are destroyed in a timely and orderly manner.

The policy will provide guidance for achieving the following objectives:

1. Comply with the Virginia Public Records Act (VPRA), Code of Virginia § 42.1-76–§ 42.1-91, which governs the creation, maintenance, and disposition of public records
2. Develop and implement procedures, guidelines, systems, and business practices that facilitate the creation, backup, preservation, filing, storage, and disposal of records of all formats
3. Create a network of personnel throughout ARGS trained to manage records of all types
4. Reduce risks associated with unintended disclosure of sensitive information
5. Protect essential and historical information about the ARGS

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## **I. Responsibilities Under the Virginia Public Records Act (VPRA)**

### **Records Management Program**

ARGS will implement a sound records management program in accordance with the Virginia Public Records Act (VPRA) § 42.1-76 et seq. An effective records management program will implement Library of Virginia–approved records retention and disposition schedules, document destruction of scheduled records, train employees, and create and disseminate records management procedures.

### **Designated Records Officer**

ARGS will designate at least one records officer to oversee the ARGS’s records management program in accordance with the Virginia Public Records Act (VPRA) § 42.1-85. The designated records officer(s) will serve as a liaison(s) to the Library of Virginia for the purposes of implementing and overseeing a records management program, and coordinating legal disposition, including destruction of obsolete records.

ARGS will identify the person or persons who will serve as records officer(s) by submitting the Records Officer Designation and Responsibilities Form (RM-25) to the Library of Virginia.

### **Delivery of Records to Successor**

At the end of a records custodian’s term of office, appointment, or employment, all records should be turned over to his/her successor. In the event that the AGENCY ceases to exist and there is no successor, all records should be transferred to the Library of Virginia per the Code of Virginia § 42.1-88.

## **II. Public Records**

### **Public Records**

Public records are those that document the transaction of business by ARGS. The format in which the information is presented, as well as the medium on which the information is contained, have no bearing on the determination of whether the record is a public record. (Code of Virginia § 42.1-77)

### **Non-records**

Public records shall not include materials made or acquired and kept solely for reference or exhibition purposes, copies of records kept only for convenience or reference, and stocks of publications. These are considered “non-records.” (Code of Virginia § 42.1-77)

## **Copy of Record**

The “copy of record” shall be construed to mean the “official” copy of a particular public record, with no regard as to whether it is an original, copy, or reformatted version. All work units within ARGV shall work with the designated records officer to establish in writing the ownership of and responsibility for copies of record.

## **Confidential Records**

Public records that are restricted from disclosure by statute, court order, or legally adopted rules and regulations are considered confidential. ARGV records that are deemed confidential are still considered to be public records even though they are not publicly available. ARGV records management procedures will contain references to all applicable regulations and statutes affecting ARGV records.

## **III. Roles and Responsibilities**

### **Agency Head or Designee**

The Executive Director of ARGV or his/her designee is responsible for establishing and approving the ARGV records management program and identifying to the Library of Virginia the person(s) to serve as the designated records officer(s).

### **Department, Division, or Section Heads**

The heads of departments, divisions, and/or sections are responsible for ensuring that procedures and programs within their areas of responsibility meet the requirements of the ARGV’s records management program relative to record identification, generation, control, maintenance, processing, storage, and disposition.

### **Agency-designated Records Officer**

The designated records officer is responsible for the development, implementation, and ongoing coordination of the records management program to meet regulatory requirements.

Responsibilities of the records officer include:

- Developing procedures to implement ARGV’s records management program in coordination with the Library of Virginia
- Providing training in records management procedures and practices, including the use of appropriate forms
- Implementing systems to meet program requirements for completeness, legibility, reproducibility, retrievability, distribution, control, security, storage, and disposition of records, regardless of format or media type
- Advising staff members on where to access and how to use Library of Virginia–approved retention schedules
- Coordinating and/or assisting staff in the surveying of records

- Ensuring that essential, archival, and permanent records are identified, properly maintained, protected, and accessible for the length of time cited in an applicable retention schedule
- Maintaining contact and connections with AGENCY records coordinators

### **Records Coordinators**

Records coordinators are responsible for assisting in the design, implementation, and management of ARGs records management program by serving as liaisons between their respective work units and ARGs's designated records officer.

Responsibilities of a records coordinator include:

- Being familiar with ARGs's internal records management policy
- Developing the unit's records management procedures and practices, consistent with this policy
- Educating staff within the organizational unit in understanding sound record management practices
- Restricting access to confidential records and information
- Coordinating the destruction of records with the records officer as provided in the applicable procedures

## **IV. Records Retention and Disposition Schedules**

Records retention and disposition schedules are created and maintained by the Library of Virginia. Retention schedules are approved sets of clearly identified, related records series that dictate the length of time a series must be kept and its required disposition.

All ARGs records must be managed in accordance with the most current Library of Virginia-approved records retention and disposition schedules.

If a new category of records is created, and no applicable series is found on an existing retention schedule, then the ARGs's designated records officer must contact ARGs's assigned records analyst at the Library of Virginia so that the records may be scheduled.

## **V. Electronic Records**

ARGS will manage its electronically stored information (ESI) consistent with the Library of Virginia–approved records retention and disposition schedules and any legal obligations that may apply. The retention schedules govern retention of electronic records in the same manner as paper records. Content, not format, drives records retention.

The destruction of electronic records must be documented through submission of the Certificate of Records Destruction (RM-3 Form). (See section VII of this policy.)

## **VI. Disposition of Public Records**

There are two options for public records disposition: permanent retention or destruction. Use the records retention and disposition schedules to determine whether a series is permanent or when it should be destroyed.

### **Permanent Records**

A public record is considered permanent when it has been determined to have “continuing and enduring value useful to the citizens of the Commonwealth and necessary to the administrative functions of public agencies in the conduct of services and activities mandated by law.” (Code of Virginia § 42.1-77)

Permanent records held by ARGS are identified on a Library of Virginia–approved records retention and disposition schedule as having sufficient informational value to be permanently maintained by the Commonwealth. The retention schedules will identify whether a record must be maintained by the ARGS or may be offered to the Archives at the Library of Virginia. Permanent records of the ARGS cannot be given away, sold, or loaned to any outside person, organization, or business entity.

ARGS staff or work units in possession of permanent records that may be offered to the Library of Virginia must contact ARGS designated records officer when the records are no longer active. The records officer will contact the Library to begin the transfer process.

### **Non-permanent Records**

All ARGS records that have not been deemed permanent must eventually be destroyed. The records retention and disposition schedules identify when a set of records has reached the end of its usefulness. A retention schedule may also state whether records must be destroyed in a certain manner. Retention schedules constitute a legal timeline for the destruction of records from which ARGS must not deviate unless in the midst of a legal hold. (See section IX of this policy.)

## **VII. Destruction of Public Records**

All records destruction performed by ARGS must be done in accordance with written

procedures and documented on a Certificate of Records Destruction (RM-3 Form). The RM-3 Form is required when destroying public records, in all formats, that are deemed copies of record. The original RM-3 Form must be submitted to the Library of Virginia. ARGs must retain a copy of the RM-3 Form for three (3) years.

ARGs records must be destroyed in the manner identified by the appropriate series on a general or specific records retention and disposition schedule. All ARGs records must be destroyed once the applicable retention period has expired. No records may be maintained past the end of their stated retention unless involved in current litigation, investigation, or audit. (Code of Virginia § 42.1-86.1)

ARGs records may not be destroyed because of lack of space or funding for storage. Do not report the destruction of materials that are not public records, such as copies, personal items, and reference materials on an RM-3 Form.

### **Non-confidential Destruction**

Acceptable methods of destruction for non-confidential ARGs records include trash, recycling, or deletion of electronic records. Destruction must be done in a timely manner, construed by the Library of Virginia to be one (1) year from retention expiration.

### **Confidential Destruction**

Acceptable methods of destruction for confidential ARGs records include cross-cut shredding, pulping, incinerating, physical destruction of electronic storage media, “wiping” of electronic records with appropriate software, and degaussing of magnetic material. Destruction of confidential records containing personally identifying information must be done within six (6) months of retention expiration. (Code of Virginia § 42.1-86.1)

### **Non-record Destruction**

The destruction of non-record material, confidential or otherwise, will not be reported to the Library of Virginia. If necessary, the destruction of non-records can be recorded by the ARGs for internal purposes.

## **VIII. Storage, Retrieval, and Disaster Recovery**

### **Storage**

All ARGS records shall be maintained in such a way that they are identifiable and accessible for the entirety of their assigned retention period.

All ARGS records must be stored in areas with consistent temperatures and humidity levels. Ideal conditions are a temperature maintained in the 65–70° range and humidity maintained at 40% +/- 5%.

All ARGS records must be:

- Protected from fire by the installation of smoke detectors, water sprinklers, and fire extinguishers
- Free of vermin and insects
- Far from water pipes

If records are of a confidential nature, they should be stored in a secure area that is locked and has controlled access for select personnel only. Strict procedures must be in place for retrieval, use, and re-filing of confidential records. Access to confidential records in electronic formats will be limited by assigning appropriate log-in credentials.

### **Retrieval**

All work units must have procedures in place for the retrieval of records, their use, and re-filing.

### **Disaster Recovery**

ARGS will have in place a Records Emergency Action Plan (REAP) that clearly communicates the procedures for records recovery in the event of a natural disaster, fire, or other catastrophic event affecting ARGS.

## **IX. Legal Matters, Audits, and Investigations**

Any ARGS record that is relevant to pending or anticipated action, i.e., litigation, claim, audit, agency charge, investigation, or enforcement action, shall be retained until final resolution of the matter. In these circumstances, the work unit involved with the ongoing action will notify all other relevant organizational units and work with staff to identify and retain any records (including electronic records) and other information that could be relevant to the matter. This will include a directive that the relevant work unit's normal document destruction procedures be suspended temporarily.

ARGS employees who become aware that an action, investigation, or legal proceeding has commenced or is anticipated against their department or work unit must promptly notify the manager of the affected organizational unit, as well as the agency-designated records officer, so that all records with potential relevance to the investigation or legal proceeding can be retained as necessary. After matter is closed, records should be maintained according to appropriate records series retention and disposition.

## **X. Data Privacy**

- All records created and maintained by the ARGS that contain personal or other confidential information must be kept in accordance with the Government Data Collection and Dissemination Practices Act, Code of Virginia § 2.2-3800 et seq. (See section VIII of this policy for information on the storage of and access to confidential records).