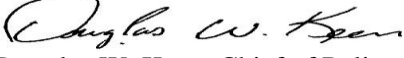




# City of Manassas Police Department General Duty Manual



Effective Date: 06-05-2000	<b>GENERAL ORDER</b>	Number: 04-05
Subject: Archive and Destruction Schedule		
<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds <input checked="" type="checkbox"/> Reviewed: 07-06-2018		Reevaluation: <input type="checkbox"/> 1 yr. <input type="checkbox"/> 18 months <input checked="" type="checkbox"/> N/A
Accreditation Standards: 82.1.3	By Authority Of:  Douglas W. Keen, Chief of Police	Total Pages: 1

**PURPOSE:**

To establish a schedule for police records retention and disposition.

**POLICY:**

Records are retained and destroyed in accordance with the Virginia Public Records Act, Code of Virginia, Title 42.1: Libraries, Section 42.1-76 through 42.1-91, and the Library of Virginia Records Management Division, General Schedule Number 17.

**DISCUSSION:**

N/A

**PROCEDURE:**

**I. Responsibility**

- A. The Records Supervisor is responsible for the retention / destruction of records under his control / authority.
- B. Supervisors assigned responsibility for supervision of specific functions or components within the Department are responsible for the retention / destruction of records under their control / authority.
- C. The Office of Professional Standards maintains copies of the State of Virginia archive and destruction schedules.
  - 1. Also, see the website for the Library of Virginia at <http://www.lva.lib.va.us>.

**II. Schedule**

- A. Whenever records are established that do not fit one of the categories of records listed in Library of Virginia General Schedule Number 17 (see Attachment "A"), the Commander of Administrative Services shall be notified so that a proper retention period may be established.
- B. No official records shall be destroyed until they have been reported to the Virginia State Library and Archives Records Branch on the RM-3 Form (see the Library of Virginia website). This procedure pertains to **original records only**, not copies.
- C. Destruction schedule.
  - 1. See Attachment "A."

**III. Expunging Records**

- A. Orders to expunge records are normally received from the Virginia Department of Criminal Justice Services. The order states the person's name and specifically what records are to be expunged. The order includes a copy of the court order directing the expungement.
- B. All records that are ordered expunged shall be sealed in an envelope and stored in the Evidence Room until such time as they are ordered unsealed or can legally be destroyed.

Attachments: "A" Library of Virginia General Schedule Number 17

Index as: Archive and Destruction Schedule.  
Records Destruction.

Records Retention.