



Government Records Services
800 East Broad St., Richmond VA 23219
(804) 692-3600
Effective schedule date: 12/11/2025

The schedule on the attached page(s) is approved with agreement to follow the records retention and disposition policies listed below.

APPROVED: Gregory E. Crawford

Records Retention and Disposition Schedule
General Schedule No. GS-129
ALL STATE AGENCIES
Criminal Justice Training Academy

Policies for Records Retention and Disposition

1. This schedule is continuing authority under the provisions of the Virginia Public Records Act, § 42.1-76, et seq. of the Code of Virginia for the retention and disposition of the records as stated on the attached page(s).
2. This schedule supersedes previously approved applicable schedules.
3. This schedule is used in conjunction with the Certificate of Records Destruction (RM-3 Form). A completed RM-3 Form must be approved by an agency-designated records officer before records can be destroyed.
4. Any records created prior to 1912 must be offered, in writing, to the Library of Virginia (LVA) before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from the LVA.
5. All known audits, requests for records pursuant to the Virginia Freedom of Information Act, § 2.2-3700, et seq., and retention schedule renegotiations regarding the listed records must be resolved before the records can be destroyed. Knowledge of subpoenas, investigations, or litigation that reasonably may involve the listed records suspends any disposal and/or operational reformatting processes until all issues are resolved.
6. The retentions and dispositions listed on the attached page(s) apply regardless of format, e.g., paper, microfilm, electronic image, etc. Unless prohibited by law, records may be reformatted at the agency's discretion. Microfilming must be done in accordance with 17VAC15-20-10, et seq. of the Virginia Administrative Code, "Standards for the Microfilming of Public Records for Archival Retention." All records must be accessible throughout their retention period. Whether the required preservation is through prolongation of appropriate hardware and/or software, reformatting, or migration, it is the obligation of the agency to do so.
7. Records custodians must ensure that confidential or privacy-protected information contained in records and non-records is ultimately destroyed to prevent unauthorized disclosure. Confidential destruction of paper is accomplished only through shredding, pulping, or burning. For electronic information, it is accomplished by overwriting the data or physically destroying the media. Merely deleting confidential or privacy-protected information is not sufficient. Documents containing Social Security numbers must be destroyed in compliance with 17VAC15-120-30.
8. Under the Virginia Public Records Act, § 42.1-79, the Library of Virginia is the official custodian and trustee of all state-agency records transferred to the State Archives, which may purge select records in accordance with professional archival practices in order to ensure efficient preservation and access.
9. Unless otherwise directed, files are closed out at the end of each calendar or fiscal year, as appropriate. Retention periods start at that time. Other event-based filing cutoffs (e.g., "after last action") must be defined and consistently applied by the agency.



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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
Certification Standards Documentation This series documents the academy's certification or recertification by the Department of Criminal Justice Services (DCJS), and the academy's compliance with any of the certification standards. This series may include, but is not limited to: the academy's three-year plan and supporting documentation.	200401	3 Years after audit	Non-confidential Destruction
Class/Session Records: Basic Training This series documents completion of training sessions and cohorts. This series may include, but is not limited to: attendance records, syllabus information, lesson plans, curriculum guides, schedule records, instructor information, course and instructor evaluations, group photographs, officer assignment information, weekly activity reports, and supporting documentation.	200398	20 Years after event	Confidential Destruction
Class/Session Records: In-Service This series documents completion of in-service and all other training sessions not included in the Class/Session Records: Basic Training series. This series may include, but is not limited to: attendance records, curriculum guides, lesson plans, instructor information, course and instructor evaluations, and supporting documentation.	200399	5 Years after end of calendar year	Confidential Destruction
Instructor Records This series documents the qualifications and schedules of past and present instructors for courses at the academy. This series may include, but is not limited to: certification and qualification documentation and class schedules.	200400	20 Years after separation	Confidential Destruction



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Student Records This series documents a student's history of attending entry-level training sufficient to document that all performance objectives and outcomes have been successfully completed. This series may include, but is not limited to: attendance records, transcripts, counseling records, accident and injury records, discipline records, testing and performance records, and Field Training Officer (FTO) records.	200402	20 Years after event	Confidential Destruction
Student Records: Digital Training Record Data This series documents a student's history of attending entry-level training sufficient to document that all performance objectives and outcomes have been successfully completed and are stored in a state-operated database. This series may include, but is not limited to, summary data.	200958	50 Years after end of calendar year	Non-confidential Destruction
Training Aids for Courses This series documents the tools used by instructors to assist in teaching courses. This series may include, but is not limited to: DVDs, CDs, electronic presentations, URLs for copyrighted material, films, videos, and slides.	200403	5 Years after no longer administratively useful	Confidential Destruction