

GENERAL SCHOOL ADMINISTRATION

Responsibility and Accountability for Records

The purpose of this regulation is to describe the assignment of responsibility for the maintenance and disposition of all public records of the School Division and to provide for the orderly transfer of records.

The Virginia Public Records Act defines a public record as 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, see “Code of Virginia” § 42.1-77.

General Schedules for record maintenance and disposition are published by the Library of Virginia. The following schedules are most applicable to the Prince William County Public Schools and can be found at the web address below.

http://www.lva.virginia.gov/agencies/records/sched_local/index.htm

GS-02 Fiscal Records

GS-03 Personnel Records

GS-16 General Services

GS-19 Administrative Records

GS-21 Public Schools (Student Records Policy 790 and Regulation 790-4)

GS-33 Information Technology

Each office or school is responsible for establishing a system of recordkeeping in accordance with these schedules. Disposition of records is the responsibility of the Prince William County Public Schools Records Center. The Administrative Coordinator, Records and FERPA Compliance shall oversee the implementation of these schedules including monitoring recordkeeping practices and managing the disposition of records and access to archived records. This oversight also includes the responsibility of reporting the disposition of all School Division records to the Library of Virginia.

Archiving records scheduled for permanent retention and storage is the responsibility of the Records Center when applicable.

Basic Procedures for Archiving Records

Records that are transferred to the Records Center for archiving or permanent retention should be prepared by practicing the following guidelines before being transferred to the Records Center.

- I. The office transferring records will submit written instructions for disposition, and/or retention, using the Records Transmittal and Inventory Form.
- II. Files and file folders must be in alphabetical, numerical, and/or chronological order for easy reference.
- III. All documents packed together in a box for storage/disposition must carry the same retention schedule.
- IV. Boxes must be clearly labeled and include a properly prepared transmittal request.
- V. All staples, paper clips, and other objects shall be removed.
- VI. All extraneous material shall be removed.
- VII. Records should be in good condition.
- VIII. Files must be packed in sturdy boxes which will be returned after the files are archived or destroyed, if requested.

Requests for Archived Records

All records archived at the Records Center may be accessed by authorized staff. A request for records may be made by email or phone to the Records Center. A work order to have records moved to or from the Records Center must be submitted by the requesting office.

Records may be released in response to a Freedom of Information Act or Family Educational Rights and Privacy Act request.

The Deputy Superintendent (or designee) is responsible for implementing and monitoring this regulation.

This regulation and related policy shall be reviewed at least every five years and revised as needed.