

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. "Code of Virginia" § 42.1-77.

General Schedules for record maintenance and disposition are published by the Library of Virginia. The following schedules are 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

GS2 Fiscal Records

GS3 Personnel Records

GS16 General Services

GS21 Public Schools (Student Records Policy 790 and Regulation 790-4)

GS33 Information Technology

Each office and school is responsible for establishing a system of recordkeeping in accordance with these schedules. Archiving and disposition of records is the responsibility of the Prince William County Public School's Records Center. The Record Management Specialist shall oversee the implementation of these schedules including monitoring recordkeeping practices and managing the archiving and disposition of records and access to archived records. This oversight also includes responsibility for all records to the Library of Virginia concerning School Division records.

Microfilming records scheduled for permanent retention and storage is the responsibility of the Records Center. Additionally some records for permanent storage may be maintained by other electronic means as specified by the Library of Virginia. The Records Center is responsible for archiving and maintenance of these records (information/data) where appropriate.

Basic Procedures for Archiving Records

Records that are transferred to the Records Center for archiving or permanent retention should be prepared using these basic guidelines before being transferred to the Records Center.

1. The Office transferring records will submit written instructions for disposition, continued retention, or transfer to microfilm storage using the Records Transmittal and Inventory Form. The Transmittal form can be located at the site below.
<http://accountability.departments.pwcs.edu/modules/groups/homepagefiles/cms/1007118/File/Records/Records%20Transmittal%20and%20Inventory%20Form%202013.pdf>
2. Files and file folders must be in alphabetical, numerical, and/or chronological order for easy reference.
3. All documents packed together in a box for storage/disposition must carry the same retention schedule.
4. Boxes must be clearly labeled and include a properly prepared transmittal request.
5. All staples, paper clips, and other objects shall be removed.
6. All extraneous material (notes and other paper that is not a part of the record) shall be removed.
7. Records should be in good condition, e.g., edges must be smooth, tears mended, and folding eliminated to facilitate microfilming.
8. Files must be packed in sturdy boxes which will be returned after the files are archived or destroyed.

Requests for Archived Records

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

Records may be released in response to a Freedom of Information Act request.

The Associate Superintendent for Student Learning and Accountability (or designee) is responsible for implementing and monitoring this regulation.

The Associate Superintendent for Student Learning and Accountability (or designee) is responsible for reviewing this regulation in 2016.

Legal References: “Code of Virginia” (§ 42.1-88),
“The Virginia Public Records Act” (“Code of Virginia” 42.1-76 et seq.)
Prince William County Public Schools Policy 790
Prince William County Public Schools Regulation 701-1-4