

LAND USE

Record type	Description	Series Number	Retention Schedule
Development Files	approved and as built land development, commercial site plan, calculations, and subdivision construction.	000303	Permanent
Development Files - Supporting documents	drawings, temporary easements, plans, plats, maps, correspondence, departmental comments, and related studies used to develop property.	000304	5 years after decision
GIS Core Data	geo-referenced data and metadata to facilitate the management, manipulation, analysis, modeling, representation, and spatial analysis of complex problems regarding planning and management of resources.	000308	Permanent
Groundwater Monitoring Records	historical ground water surface elevation data measurements; historical laboratory analytical results; well installation, repair, or abandonment actions; approved variances; correspondence with the Department of Environmental Quality; and all other supporting documentation	000310	0 Years after termination of post closure care

House Number Assignment Files	assignment of addresses to particular houses.	000312	Permanent
Landfill, Incinerator, and Refuse Files	siting, design/construction, operation, monitoring and closure of public or private facilities	000313	0 Years after termination of post closure care
Local Government Property: Operation and Maintenance	administration and maintenance records for public property and private property maintained by the locality including streets, curbs, sidewalks, traffic engineering, parking, and lighting.	000314	3 Years after creation
Permit Applications: Non-issued	denied or withdrawn applications.	000315	6 Months after decision
Permits: Expired or Revoked	expired or revoked permits	000316	3 Years after creation
Sewer Project Files	council's actions on approval or disapproval of proposed sewer projects	010020	1 Year after last action
Zoning Permits	land use permits and ARB Certificates of Appropriateness.	000321	3 Years after expiration
Zoning Records	accepted applications, plans, plats, maps, correspondence, departmental comments, and related studies used to classify land use, including Architectural Review Board building design documentation	000322	Permanent

Zoning: Approved Variance, Appeals, and Rezoning Case Files	applications, plans, plats, maps, correspondence, departmental comments, and related studies used to reclassify land use.	000319	Permanent
Zoning: Denied Variance, Appeals, and Rezoning Case Files	applications, plans, plats, maps, correspondence, departmental comments, and related studies used to reclassify land use.	000320	3 Years after decision

PUBLIC UTILITY

Record type	Description	Series Number	Retention Schedule
General Utilities Records Abandoned Utility Line Records	abandoned utility lines, excluding service lines connected to single- family dwellings.	005520	0 Years after equipment, facility, or property sold or no longer in use
General Utilities Records Meter History Records	service and repair history of individual meters.	005524	0 Years after equipment, facility, or property sold or no longer in use
General Utilities Records Meter Reading Records	utility usage by individual consumers collected for assessment and billing purposes.	005523	3 Years after event
General Utilities Records Meter Testing and Calibration	calibration tests, test results, and reports.	005525	3 Years after last action

General Utilities Records Miss Utility Records	notification of approaching excavation work by a contractor to the operator of utility lines. This series may include, but is not limited to: notification by the contractor, specific location of proposed work, type and extent of work, individual for whom the work is being performed, and records of surveying and marking lines.	005526	5 Years after project completion
General Utilities Records Right of Way Files	rights of way obtained or given by a public utility	005528	5 Years after expiration
General Utilities Records Utility Billing Records	the calculation and payment of utility bills for individual customers.	005529	3 Years after end of calendar year
General Utilities Records Utility Customer Applications	customer applications for utility service.	005530	1 Year after termination
General Utilities Records Utility Customer Deposit Records	required deposits made for obtaining utility service as well as any refunds given	005532	3 Years after event
General Utilities Records Utility Customer Service Records	requests for service by utility customers for work to be performed by utility department personnel.	005533	3 Years after decision
General Utilities Records Utility Repair and Maintenance Records	repairs and maintenance work completed on customer lines, valves, and meters as part of	005535	5 Years after project completion

	regularly scheduled service or to restore utility service to customers.		
General Utilities Records Utility Service Termination Records	involuntary discontinuation of utility service to a customer	005536	3 Years after termination
Permit Records Permit Files: Applications and Approval Documentation	application for and approval various types of water permits issued by the State Water Control Board and/or other regulatory body	005543	3 Years after event
Permit Records Permit Files: Monitoring Records and Reports - Life of Permit	monitoring activities required for various types of water permits issued by the State Water Control Board	005544	3 Years after event
System Design and Construction Drawings and Plans	design, construction, and ownership of public utility systems.	005546	Permanent
System Design and Construction Supporting Documentation	system design and construction plans	005547	5 Years after project completion
Water Well Records Well Completion Reports: Locality Owned	excavation and completion of water wells that are owned or operated by the locality.	005567	5 Years after last action
Local Review Program Agreements	agreements between a locality and water-system customers regarding the delegation of review approval for connections to, or extensions from, existing sewerage system projects.	200691	0 Years after superseded, obsolete, or rescinded

FISCAL RETENTION

Record type	Description	Series Number	Retention Schedule
Accounts Payable	moneys to be paid by the locality to its creditors	010143	3 Years after end of state fiscal year
Accounts Receivable	moneys owed to the locality by its debtors.	010144	3 Years after end of state fiscal year
Audit Records: External	audit of the finances of the locality by an outside auditing firm	010146	Permanent
Budget Records: Adopted Budget Files	adopted locality budget, outlining approved expenditures for the year.	010150	Permanent
Budget Records: Working Files	document the budgeting process of the locality	010151	5 Years after end of state fiscal year

Cash and Bank Reports	financial transactions within the locality.	200104	3 Years after end of state fiscal year
Contracts	contracts and agreements entered into by the locality	010159	5 Years after expiration
Financial Accounting Reports	income and expenditures of the locality by its offices and agencies.	010162	3 Years after end of state fiscal year
General Ledger	assets, liabilities, fund balances, revenues, and expenses of the locality.	010169	10 Years after end of state fiscal year
Grant Projects: Financials	annual financial management of state, federal, and/or private grant projects participated in or awarded/administered by local agencies	010164	3 Years after end of state fiscal year
Insurance Records and Reports	insurance coverage carried by the locality, such as commercial policies, third-party coverage, and self-insurance programs	010165	3 Years after end of state fiscal year
Payroll Records	payroll activities of the locality.	200105	5 Years after end of state fiscal year
Purchasing Records	purchasing of equipment, goods, services, and supplies by the locality	200106	5 Years after end of state fiscal year
Reimbursement Records	reimbursement of money to or from the locality	010190	3 Years after end of state fiscal year
Retirement Files: Virginia Retirement System (VRS)	documents the participation of the locality in the Virginia	010194	3 Years after end of state fiscal year

	Retirement System.		
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PERSONNEL

Record type	Description	Series Number	Retention Schedule
Applications and Resumes: Unsolicited	unsolicited applications or resumes for which no position has been announced.	010253	0 Years after no longer administratively useful
Employee Personnel Records: Long Term	date range employed, contact information, compensation and position history, reason for separation/termination, personnel action notices, and any retirement benefits information	010233	50 Years after separation

Employee Personnel Records: Short Term	test results; professional certification and qualification records; evaluations; disciplinary actions; promotion/demotion, layoff, termination or tenure records; return to work notifications (issued by employer)	200386	5 Years after separation
Employment Eligibility Form and Records (I-9): Employee Employed Less Than Two Years	employer's verification at the time of hire that any prospective employee or recruit is a U.S. citizen	010230	3 Years after event
Employment Eligibility Form and Records (I-9): Employee Employed More Than Two Years	employer's verification at the time of hire that any prospective employee or recruit is a U.S. citizen	200033	1 Year after separation
Exit Interview Files	interview of employees prior to their departure from agency.	010237	3 Years after separation
Pay Classification Records	determination of compensation for an individual, a job, or a group of jobs within the agency.	010244	2 Years after decision
Position Classification and Description Records	documents the need for a position, the task requirements for performing the job, the job title, and/or agency approval.	010247	2 Years after superseded, obsolete, or rescinded
Promotion, Demotion, Separation, or Tenure Records	decisions made regarding promotion, demotion, separation, layoff, termination, or tenure for a particular employee or group of employees.	010248	2 Years after decision
Recruitment, Hiring, Interview, and	process and result of recruiting, selecting,	010249	3 Years after event

Selection Records	and hiring.		
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TREASURER

Record type	Description	Series Number	Retention Schedule
Assessment Books: Personal Property and Real Estate	amount of taxes assessed on tangible personal property and real estate.	200155	Retain 6 Years after end of state fiscal year
Certificate of Deposits	notification of deposit/transfer of funds to the state treasurer detailing funds collected by the local treasurer.	100978	Retain 3 Years after end of state fiscal year
Debt-Set Off Records:Satisfied Debts	the allocation of state tax refunds of the debtor to satisfy an existing claim against him imposed by a state	100980	allocation of state tax refunds of the debtor to satisfy an existing claim against him imposed by a state or

	or local agency.		local agency
Licensing and Fee Records: Paid Licenses and Reports	fees paid for licenses such as animal, business, and vehicle licenses, and other local fees.	100983	Retain 3 Years after end of state fiscal year
Paid Taxes: Personal Property and Real Estate	payment of personal property and real estate taxes	200157	Retain 5 Years after end of state fiscal year
Personal Property Tax Records: Delinquent Lists	taxpayers that have failed to pay their tangible personal property tax.	100987	Retain 5 Years after end of state fiscal year
Personal Property Tax Records: Unpaid Tangible Taxes	non-payment of taxes assessed on tangible personal property	100990	Retain 5 Years after end of state fiscal year
Real Estate Tax Records: Delinquent List	taxpayers that have failed to pay their real estate tax.	100993	Retain 20 Years after creation
Real Estate Tax Records: Unpaid Taxes	non-payment of real estate taxes	100997	Retain 3 Years after event
Treasurer's Reports	monthly report submitted to the finance board or local governing body detailing the amount of money on deposit with each depository.	101004	Retain 3 Years after end of state fiscal year
Unclaimed Property Records	listing of property and funds that went unclaimed for the previous fiscal year	101006	Retain 5 Years after end of state fiscal year
Write Off Records	accounts listed under federal bankruptcy discharges, local accounts beyond the statute of limitations, and other balances that have been deemed uncollectible	101007	Retain 3 Years after end of calendar year

VOTER REGISTRATION

Record type	Description	Series Number	Retention Schedule
Elections: Absentee Ballots - Applicant List	individuals who applied for an absentee ballot for federal and non-federal elections.	200781	2 Years after election
Elections: Abstracts	certification of official election results by local electoral boards. The abstracts are used to tabulate official election results and include the total number of voters, total votes for each candidate/issue, and write-in certification.	006048	Permanent

Elections: Ballots Non-Federal	ballots used in non-federal elections	006053	1 Year after election
Elections: Election Materials	documents single elections	000510	2 Years after election
Elections: Officers of Election Appointments	the appointment of officers of election by the electoral board.	000513	0 Years after superseded, obsolete, or rescinded
Voter Registration: Applications Approved, Canceled, and Transferred Out	approvals, cancellations, and transfers of voter registration applications	006095	4 Years after expiration
Voter Registration: Applications Damaged	voter registration applications that are returned by the U.S. Postal Service as damaged and cannot be associated with any individual.	006065	4 Years after receipt
Voter Registration: Applications Denied	denial of incomplete or ineligible voter registration applications.	000516	4 Years after last action
Voter Registration: Updates	the assurance of the accuracy of registration records	006061	2 Years after closed
Voter Registration: Voter/Election Mail - Returned	mail that is returned as undeliverable.	000515	2 Years after receipt