



ADMINISTRATIVE MANUAL

ADM-460 – RECORDS RETENTION & PRESERVATION

Amends/Supersedes: ADM-460 (04/12/2018)

Date of Issue: 12/04/2023

I. GENERAL

- A. The Newport News Police Department complies with the Virginia Public Records Act of the Code of Virginia (Section [42.1-76](#) et seq.) and the records and disposition schedules and procedures established by the Library of Virginia. Schedules include: [CM 6.7.2]
 - 1. Personnel Records - General Schedule No. [GS-03](#)
 - 2. Law Enforcement, Fire and Emergency Services - General Schedule No. [GS-17](#)
 - 3. Administrative Records - General Schedule No. [GS-19](#)
 - 4. Criminal Justice Training Academy - General Schedule No. [GS-29](#)
- B. All records created by the Newport News Police Department fall under state guidelines for record retention and preservation. This includes papers, forms, communications, photographs, films, tapes, microfilm, reports, media, recordings, maps, drawings, computer disks, fiscal records of any type, and any representation in computer memory. [CM 6.8.6]
- C. The Support Services Division Commander (or designee) is the point of contact for Department personnel regarding questions and concerns on record retention and preservation.

II. PROCEDURE

[82.1.3]

- A. Paper documents, such as forms, memos, and written communications, can be scanned and stored electronically. Any employee generating paper documents without access to secure file storage inside a department facility should maintain those documents electronically.
 - 1. Documents related to incident-based reports will be scanned and stored in the RMS system per [OPS-490 Incident Report Management System](#).
 - 2. Documents related to evidence will be submitted and stored per [OPS-485 Property & Evidence](#).
 - 3. Employees must ensure that all public records within the retention period are turned over to the department before separating from the department.
- B. Destruction of Public Records
 - 1. Department personnel having records (both hardcopy and electronic) that need to be destroyed (see [§42.1-86.1](#)) will submit an electronic request ([State Form RM-3](#)) to the Records Unit sergeant as designated records manager. This request will specify the type of records, the time period the records cover (beginning month and year and ending month and year), the location of the records, the total volume in cubic feet of the records to be destroyed, and the contact person making the request. [CM 6.8.6]
 - 2. The personnel submitting records for destruction will complete an electronic Certificate of Records Destruction ([State Form RM-3](#)) via the Library of Virginia website and submit it to the designated records manager, who will review the form for accuracy and forward completed forms to the City Clerk for approval. Once approved, the appropriate Logistics Division personnel will pick up the records and have them destroyed. The records manager will retain a copy of the completed Certificate of Records Destruction form(s).
 - 3. When the destruction of the records is completed, the name of the person who destroyed the records and the date of destruction will be forwarded to the City Clerk.

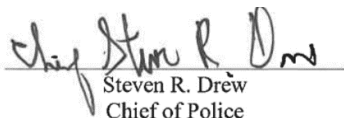


- C. Department personnel shall ensure that all records (applicable to their assignment) are retained for at least the minimum time span outlined in the Records and Retention Schedule of the Commonwealth of Virginia's Library of Virginia before being submitted for destruction. [31.4.6; 35.1.5, 41.3.8]

NOTE: Upon request, the City and Commonwealth Attorneys may provide guidance regarding historically significant documents and time frames for administrative usefulness. Such guidance will be documented and maintained until new guidance is obtained.

D. Records Protection and Recovery During/After Emergencies

1. Natural disasters (hurricanes/tornadoes) and unforeseen emergencies, such as fire and broken water lines, pose the most significant risk to record preservation. Major facility compromises will be handled according to the [Continuity of Operations Plan](#).
2. All personnel will take care to ensure records are reasonably safeguarded from destruction.
 - a. Commanders will know the location of all computer equipment and record storage areas under their command.
 - b. At the beginning of the Hurricane season, commanders will survey their areas and ensure adequate protective plastic sheeting and duct tape are on hand to cover all computer equipment and records storage areas under their command. Request additional items to replenish depleted stocks if necessary.
 - c. When storm warnings are announced in advance, commanders will ensure that all computer equipment is moved away from windows or out of known leak areas. Reasonable measures to protect hard copies and electronic records will be taken.
3. Commanders will survey their area of responsibility to ascertain if any damage was done to computer equipment or stored records following any event where such damage is likely (power surges, flooding, fire, etc.). They will make the necessary notifications to implement the Continuity of Operations Plan if damage is found.
 - a. Under no circumstances will damaged or water-soaked computer equipment be turned on or operated.
 - b. Water or fire-damaged paper records, recordings, microfilms, or other similar items will be left intact until the records manager has conducted an assessment.
 - c. The records manager and COOP Team will coordinate all removal, salvage, and recovery efforts for all damaged records regardless of type or location.
4. If salvage efforts are necessary, immediate removal of records and computer equipment may be required.
 - a. Records will be moved to a secure location for assessment.
 - b. Salvage efforts may vary depending on the type of damage and records involved. In some cases, an outside vendor may be hired to complete the salvage/recovery.
- E. After the recovery process is completed, the records manager or designee will submit a written report identifying unrecoverable documents. The report should include the location of the stored documents and the unrecovered documents with relevant dates. The report will also note the amount of unknown documents that were lost with as much of a description as possible.


Steven R. Drew
Chief of Police