

INFORMATION TECHNOLOGY

Records and Reporting Requirements

Records Management Program

This regulation supersedes Regulation 6701.2.

I. PURPOSE

This regulation and the *Records Management Manual* implement the current version of Policy 6470 regarding records retention requirements and maintenance and disposition procedures for all records connected with Fairfax County Public Schools.

II. SUMMARY OF CHANGES SINCE LAST PUBLICATION

- A. Title block was changed to reflect the category Records and Reporting Requirements.
- B. Legal reference was changed, based on the revision of the Virginia Public Records Act, to add two Code of Virginia sections.

III. RESPONSIBILITIES

A. Information Technology Responsibilities

The Department of Information Technology shall be responsible for:

- 1. Designing, implementing, and maintaining a records management program for the division.
- 2. Issuing and updating the *Records Management Manual*. The current version of the manual is available online at http://fcpsnet.fcps.edu/it/offices/eis/doc_mgmnt/information/rmm.pdf. This link is available only from computers within the FCPS network.
- 3. Providing training and on-site support for the records management program.

B. Program Managers' Responsibilities

1. Records Retention Schedules

Program managers shall be responsible for working with the Department of Information Technology in reviewing retention schedules for all records for which they have oversight responsibility.

2. Records Management Manual

Program managers shall be responsible for:

- a. Ensuring full implementation of the provisions of the *Records Management Manual*.
- b. Updating the manual when additions and changes are issued.

IV. COMPLIANCE

The procedural guidelines outlined in the *Records Management Manual* will ensure compliance with the Virginia Public Records Act and *Locality General Schedules* from the Library of Virginia.

Legal reference: Code of Virginia, Sections 42.1-82, 42.1-85, 42.1-86.1

See also the current version of: Policy 6470, Records Retention and Disposition