

**INFORMATION TECHNOLOGY**

**Records and Reporting Requirements**

**Records Management**

This policy supersedes Policy 6470.1

**I. PURPOSE**

To establish records retention requirements.

**II. SUMMARY OF CHANGES SINCE LAST PUBLICATION**

The Code of Virginia section was changed in the legal reference.

**III. LEGAL RESPONSIBILITY**

The Division Superintendent shall establish retention requirements and maintenance and disposition procedures for all records, including e-mail, connected with Fairfax County Public Schools. These requirements and procedures shall conform to the Virginia Public Records Act.

Legal reference: Code of Virginia, section 42.1-85

Policy

adopted: July 1, 1986

Revised: October 28, 1993

Corrected: June 30, 1997

Corrected: November 29, 1999

Reviewed and

corrected: December 22, 2004

Reviewed and

corrected: January 25, 2010