



# COMMONWEALTH of VIRGINIA

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Interim Executive Director

OFFICE OF CHILDREN'S SERVICES  
*Administering the Children's Services Act*

## **ADMINISTRATIVE MEMO #15-09**

**To:** Community Policy and Management Team (CPMT) Chairs  
Children's Services Act (CSA) Coordinators

**From:** Scott Reiner, Interim Executive Director

**Date:** December 7, 2015

**Subject:** Records Retention for Local CSA Records

In accordance with the records management policy adopted August 28, 1998 by the State Executive Council (SEC), "each CPMT shall ensure collection of child-specific documentation to demonstrate compliance with the CSA." The Office of Children's Services has received a number of inquiries from local CSA offices regarding the scheduled retention period for applicable CSA records. In response to those inquiries, OCS has coordinated with the Library of Virginia (LVA), Records Management Department regarding the appropriate records retention schedule applicable to CSA records managed by the local CSA program.

Per guidance received from the LVA, local CSA offices and representatives should refer to Records Retention and Disposition Schedule [GS-15](#), Social Services (Feb 2012) for retention of locally held records related to the fulfillment of the Children's Services Act and its requirements. The section pertaining to CSA is identified as Comprehensive Services Records, Series Number 000174 on page 5 of 7. The retention period established for this records series is "Retain 3 years after last review then destroy in compliance with No. 8 on the schedule cover page."

While this retention schedule specifically references Social Services, the LVA has advised that it is accepted practice and normal occurrence that other local offices utilize different retention schedules to manage their records. In this context, local CSA offices are encouraged to use LVA Records Retention and Disposition Schedule GS-15 in conjunction with locally established CSA records management policies and procedures. This guidance will be incorporated into the records management section of the CSA User Guide when the User Guide is updated in the spring.

Questions regarding CSA records retention may be submitted via the OCS Help Desk ([submit a question](#)) or directed to OCS staff by [phone or e-mail](#).