###### Superintendent’s Memo #145-19


**COMMONWEALTH of VIRGINIA
Department of Education**

DATE: June 21, 2019

TO: Division Superintendents

FROM: James F. Lane, Ed.D., Superintendent of Public Instruction

## SUBJECT: Virginia Public Records Act Survey

To address the provisions of [House Bill 1788](https://lis.virginia.gov/cgi-bin/legp604.exe?191+sum+HB1788) from the 2019 Virginia General Assembly, the Library of Virginia is soliciting input on records management practices in the Commonwealth's public schools. This information will be used to establish a baseline in terms of the commitment in personnel, budget, and time into records creation, storage, management, and long term disposition. Further, the Library of Virginia is surveying for potential problem areas that could be resolved by clarification or changes in the retention schedule for given records, and attempting to ascertain the demand for further development of schedules and/or education on records management for public schools.

The survey can be found at [Virginia Public Records Act Survey](https://www.surveymonkey.com/r/728F82Z). We ask that district superintendents, school board members, and school records staff take this opportunity to offer their feedback in order to enhance the efficiency and cost-effectiveness of our public records procedures. The survey should take approximately 10 minutes to complete and will be open until July 31, 2019.

Questions about the survey or about other educational records management matters can be directed to [Chad Owen](http://www.lva.virginia.gov/agencies/records/contacts.asp), Records Management Coordinator at the Library of Virginia at (804) 692-3807 or chad.owen@lva.virginia.gov.

Both the Department of Education and Library of Virginia appreciate your assistance in the collection of this valuable information.

JFL/LMS