



**COMMONWEALTH of VIRGINIA
Department of Education**

March 13, 2015

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

SUBJECT: School Records Management Training

As you know, the Library of Virginia (LVA) establishes retention schedules for all public records, including those maintained by public schools. The schedules establish the requirements for managing these records, including retention and destruction timelines and methods.

The Public Schools Records Consortium (PSRC) will host a day of workshops aimed at educating school personnel on the legal responsibilities of managing the records your office creates.

The workshops will be held on Tuesday, May 5th, from 7:30 a.m. to 4:45 p.m. at the Stonewall Jackson Hotel and Conference center in Staunton, Virginia. This full day of training will include workshops on basic records management, creating and maintaining a records management program, and General Schedules for Localities. Lunch will be provided.

There is a \$40 registration fee, payable in cash or by check made payable to the Virginia Association of Government Archives and Records Administrators (VAGARA). Purchase orders will be accepted. Registration information may be found on LVA's Web site at <http://www.lva.virginia.gov/agencies/records/psrc/>. If you have registration questions, please contact Ms. Nancy Tyler at netyler@fcps.edu, or (703) 329-7746.

For more information on the Library of Virginia, please visit <http://www.lva.virginia.gov/agencies/records/>, or contact Mr. Corey Smith at (804) 692-3608. For more information on the Public Schools Records Consortium, please contact Ms. Maralee Weeks at weeksmc@staffordschools.net, or (540) 658-6752.

SRS/TWB