



COMMONWEALTH of VIRGINIA
Department of Education

February 8, 2013

TO: Division Superintendents

FROM: Patricia I. Wright, Superintendent of Public Instruction

SUBJECT: School Records Management Training

As you know, the Library of Virginia 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) and the Library of Virginia will host a workshop aimed at educating school personnel on the legal responsibilities of managing the records in your school division.

The workshop will be held on Tuesday, March 19, 2013, from 8:45 a.m. to 4:30 p.m. at the Crowne Plaza in Williamsburg. This full day of training will include workshops on the Family Educational Rights and Privacy Act, the Freedom of Information Act, the Generally Accepted Records Keeping Principles, e-transcripts and Educational Information Management Systems and Records Management Overview. The registration cost will include lunch.

There will be a \$50 registration fee, payable by PayPal or by check made payable to the Virginia Association of Government Archives and Records Administrators (VAGARA). Purchase orders will be accepted. If you have registration questions, please contact Nancy Tyler at netyler@fcps.edu, or (703) 329-7746. Please register using the attached registration form. For more information on the Public Schools Records Consortium, please contact Maralee Weeks at weeksmc@staffordschools.net, or (540) 658-6752. For more information on the Library of Virginia, please visit <http://www.lva.virginia.gov/agencies/records/>, or contact Anita Vannucci at anita.vannucci@lva.virginia.gov, or (804) 692-3650.

PIW/MJP/kfg

Attachment:

- a. [2013 PSRC Workshop Registration Form](#) (PDF)