

Records Retention Policy:

It is the responsibility of the University to retain records for minimum periods of time in order to conform to laws as set forth by both the Commonwealth of Virginia and the federal government.

Freedom of Information Act www.foia.gov

“Since 1967, the Freedom of Information Act (FOIA) has provided the public the right to request access to records from any federal agency. It is often described as the law that keeps citizens in the know about their government. Federal agencies are required to disclose any information requested under the FOIA unless it falls under one of nine exemptions which protect interests such as personal privacy, national security, and law enforcement.”

What is VCU’s Policy on Records Management?

- ◆ The Virginia Public Records Act requires state agencies to maintain public records.
- ◆ [Click here for VCU’s Standard for Records Management Policy.](#)
- ◆ [Click here for the name of the current Records Officer and access to the RM-3.](#)
- ◆ [Click here for the Library of Virginia’s website on Records Management.](#)
- ◆ Prior to destroying any records, the **RM-3** form must be filled out and signed by the Records Officer (currently **Barry Lanneau, Jr**).
- ◆ The retention timeline under VA rule depends on the General Schedule (GS) number.
- ◆ The Controller’s Office has a schedule on the shared drive that lists document for each area. Please see your supervisor for access to the file.