



## LIBRARY OF VIRGINIA

**Sandra Gioia Treadway**  
*Librarian of Virginia*

P.O. Box 911  
Charlottesville, VA 22902

March 29, 2012

Dear Mr. Jones,

It has been brought to my attention that the Procurement & Risk Management Services in the City of Charlottesville may not be properly following the General Schedules established by the Library of Virginia. The specific concern raised is that email pertaining to contact negotiations has been improperly managed and destroyed.

According to the Virginia Public Records Act, Code of Virginia § 42.1-76 et seq., each agency, here defined as, "all boards, commissions, departments, divisions, institutions, authorities, or parts thereof, of the Commonwealth or its political subdivisions and include[ing] the offices of constitutional officers," must designate a records officer to serve as a liaison to the Library of Virginia for the purposes of implementing and overseeing a records management program, and coordinating legal disposition, including destruction, of public records.

Furthermore, under the provisions of Code of Virginia §42.1-86.1, no public records may be destroyed without the completion of a Certificate of Records Destruction (RM-3 Form) and the approval of a designated records officer. All records destruction must be reported to the Library of Virginia through the submittal of the RM-3 form.

Effective management of public records is a matter of the utmost concern to the Library of Virginia. Improper management of public records may lead to civil penalties under the Freedom of Information Act, Code of Virginia §2.23714, or criminal penalties under Code of Virginia §18.2-472 and Code of Virginia §42.1-88.

Please contact the Records Analysis Section at (804) 692-3600 to arrange for a Records Analyst at the Library of Virginia to assist you in complying with the commonwealth's records management policies and procedures.

Sincerely,

John Metz

Director, Archives, Records, and Collection Services

Cc: Craig Brown, City Attorney

Dr. Sandra G. Treadway, Librarian of Virginia & Virginia State Archivist

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