


DOCUMENT RETENTION



Punxsautawney Phil might have predicted six more weeks of winter, but it's never too early to start spring cleaning! It's time to clean out some of those old documents in the office, but where do you start?

Chapter 7, Public Records Act in the Code of Virginia and JMU [Policy 1109](#), require departments to follow specific guidelines for retaining and disposing records and files. The lifecycle of a record, regardless of format, is determined by its record retention period. The General Schedules is the Library of Virginia-approved timetable governing the length of time a record must be kept.

Follow these steps for record destruction:

- Check the [General Schedules](#) to identify whether or not your documents are ready for destruction.
- If documents and their timelines meet the appropriate criteria, complete a [Certificate of Records Destruction Form](#). This form is routed to the records officer who will review the request.
- When the records officer approves the request and you receive notification, you may proceed with destruction per the methods outlined by the General Schedules.

For any questions, please reach out to Leigh Ann Bowles at recordsofficer@jmu.edu.

Did you know



In-Band Adjustments (IBAs) for wage employees are funded through departmental budgets and are processed monthly. The submission of an IBA must include a paper PAR (Personnel Action Request) and a PAW (Pay Action Worksheet) submitted to your HR Consultant with appropriate signatures.