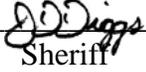


YORK-POQUOSON SHERIFF'S OFFICE	GENERAL ORDERS
SUBJECT: Retention, Privacy, Security, and Dissemination of Records	NUMBER: GO 2-51
EFFECTIVE DATE: May 15, 2019	REVIEW DATE: April 1, 2019
AMENDS/SUPERSEDES: GO 2-51, March 1, 2003	APPROVED: _____  Sheriff
VLEPSC: ADM.25.03, ADM.25.11	

1 **INDEX WORDS**

2
3 Dissemination
4 Expungement Records,
5 • Adult criminal
6 • Juvenile criminal
7 Retention schedule
8 Security
9

10 **POLICY**

11
12 The Commonwealth of Virginia has adopted both statutory law and rules and regulations that
13 govern the security, privacy, and dissemination of adult and juvenile arrest record information.
14 These laws, rules, and regulations also pertain to the physical area where record information is
15 collected, processed, and stored. The York-Poquoson Sheriff's Office will, at all times, comply
16 with these laws, rules and regulations. It is imperative that all personnel, especially those
17 assigned to the records function, understand and comply with this general order.
18

19 **PURPOSE**

20
21 The purpose of this general order is to establish guidelines to insure the security, privacy, and
22 proper dissemination of adult and juvenile arrest record information, by all personnel of the
23 York-Poquoson Sheriff's Office.
24

25 **PROCEDURES**

- 26
27 • Definitions:
- 28 ○ Central Criminal Records Exchange (CCRE)
 - 29 ■ A repository in the Commonwealth, operated by the Virginia Department of State
 - 30 Police, which receives, identifies and maintains individual criminal history
 - 31 records from criminal justice agencies throughout the state.
 - 32
 - 33 ○ Criminal History Records Information (CHRI)
 - 34 ■ Records and data collected by criminal justice agencies on adult individuals
 - 35 consisting of identifiable descriptions and notations of arrests, detention,
 - 36 indictments, information, or other formal charges, and any disposition arising
 - 37 there from. The term shall not include:

- 38 ❖ Juvenile record information on which is controlled by Section, [16.1-299](#) Code
39 of Virginia,
40 ❖ Criminal justice intelligence information,
41 ❖ Criminal justice investigative information, or
42 ❖ Correctional status information.
43
- 44 ○ Conviction Data
 - 45 ■ Information in the custody of any criminal justice agency relating to a judgment
46 of conviction, and the consequences arising therefrom, in any court.
47
 - 48 ○ Dissemination
 - 49 ■ Any transfer of information, whether orally, in writing, or by electronic means.
50 The term does not include:
 - 51 ❖ Access to the information by officers or employees of a criminal justice
52 agency maintaining the information who have both a need and right to the
53 information.
54
 - 55 ○ Expunge
 - 56 ■ Removal of specific criminal history information, as identified by a court order
57 from routine inspection or access.
58
 - 59 ○ Public Service Company
 - 60 ■ In accordance with Section [56-1](#), Code of Virginia, Public Service Corporations
61 include the following companies:
 - 62 ❖ Gas,
63 ❖ Pipeline,
64 ❖ Electric light, heat and power
65 ❖ Water supply,
66 ❖ Sewer,
67 ❖ Telephone, and
68 ❖ All persons authorized to transport passengers or property as a common-
69 carrier.
 - 70 ➤ It excludes all:
 - 71 ✓ Municipal corporations,
72 ✓ Other political subdivisions, or
73 ✓ Public institutions owned or controlled by the Commonwealth.
74
 - 75 ○ Seal
 - 76 ■ Physically secure in order to prevent inspection, except where specified by court
77 order.
78
 - 79 ● Responsibilities
 - 80 ○ Persons authorized to release criminal history information shall be responsible for
81 following all laws and regulations pertaining to the dissemination of said information.
 - 82 ■ The criminal records system shall be compatible with and maintained according
83 to the requirements of the Virginia Central Criminal Records Exchange.

- 84
- 85
- 86
- 87
- 88
- 89
- 90
- 91
- 92
- 93
- 94
- 95
- 96
- 97
- 98
- 99
- 100
- 101
- 102
- 103
- 104
- 105
- 106
- 107
- 108
- 109
- 110
- 111
- 112
- 113
- 114
- 115
- 116
- 117
- 118
- 119
- 120
- 121
- 122
- 123
- 124
- 125
- 126
- 127
- 128
- 129
- Twenty-four (24) hours a day accessibility will be maintained for criminal record inquiry through NCIC/VCIN.
 - Supervisors shall insure that security measures are followed to provide maximum security of criminal history record information.
 - Unauthorized persons will not be allowed to enter areas, unescorted, where CCRE or Criminal History information can be observed from computer screens or from printouts.
 - All Sheriff's Office Personnel shall insure that:
 - Criminal History Record Information inquiries are processed in accordance with state laws and rules and regulations.
 - Juvenile Arrest records are collected, disseminated, retained, and disposed of in accordance with state law and schedules.
 - Juvenile records involving violations of the law shall be kept separated-and protected from disclosure to unauthorized persons in accordance with this policy and Section [16.1-301](#), Code of Virginia.
 - ❖ Records of motor vehicle law violations by juveniles are exempted from the requirements of Section [16.0-301](#), Code of Virginia.
 - Security
 - Access to the Sheriff's Office's record cabinets, where criminal history record information is stored shall be limited to those personnel authorized by the Sheriff.
 - Security will be provided to all NCIC/VCIN terminals in accordance with NCIC/VCIN guidelines.
 - Printouts of criminal history information/files shall be kept in secure storage locations and destroyed when no longer needed.
 - Criminal history information maintained in electronic format will be secured according to Sheriff's Office and County computer policies and deleted when no longer needed.
 - Retention of Arrest Information
 - All Sheriff's Office records, including criminal history, and adult and juvenile arrest records shall be maintained using retention and disposition schedules, as approved by the Library of Virginia, Records Management Division.
 - Adult arrest information will be retained for the specified length of time then disposed of as directed in the schedules.
 - Procedures and Criteria for the Release of Adult Criminal Records
 - All Criminal History Record Information shall be disseminated in accordance with the provisions of Section [19.2-389](#), Code of Virginia.
 - The following is, a non all inclusive, list of entities that may request the dissemination of adult criminal history information:
 - Authorized officers or employees of criminal justice agencies, as defined by Section [9.1-101](#), Code of Virginia, for purposes of the administration of criminal justice and the screening of an employment application or review of employment

130 by a criminal justice agency with respect to its own employees or applicants, and
131 dissemination to the Virginia Parole Board, pursuant to this subdivision, of such
132 information on all state-responsible inmates for the purpose of making parole
133 determinations pursuant to subdivisions 1, 2, 3, and 5 of Section [53.1-136](#), Code
134 of Virginia, shall include collective dissemination by electronic means every 30
135 days.

136 ❖ For purposes of this subdivision, criminal history record information includes
137 information sent to the Central Criminal Records Exchange pursuant to
138 Sections [37.2-819](#) and [64.2-2014](#), Code of Virginia, when disseminated to any
139 full-time or part-time employee of the State Police, a police department or
140 sheriff's office that is a part of or administered by the Commonwealth or any
141 political subdivision thereof, and who is responsible for the prevention and
142 detection of crime and the enforcement of the penal, traffic or highway laws
143 of the Commonwealth for the purposes of the administration of criminal
144 justice;

- 145
- 146 ■ Such other individuals and agencies that require criminal history record
147 information to implement a state or federal statute or executive order of the
148 President of the United States or Governor that expressly refers to criminal
149 conduct and contains requirements or exclusions expressly based upon such
150 conduct, except that information concerning the arrest of an individual may not be
151 disseminated to a noncriminal justice agency or individual if an interval of one
152 year has elapsed from the date of the arrest and no disposition of the charge has
153 been recorded and no active prosecution of the charge is pending;
- 154 ■ Agencies of state or federal government that are authorized by state or federal
155 statute or executive order of the President of the United States or Governor to
156 conduct investigations determining employment suitability or eligibility for
157 security clearances allowing access to classified information;
- 158 ■ Individuals and agencies where authorized by court order or court rule;
- 159 ■ Agencies of any political subdivision of the Commonwealth, public transportation
160 companies owned, operated or controlled by any political subdivision, and any
161 public service corporation that operates a public transit system owned by a local
162 government for the conduct of investigations of applicants for employment,
163 permit, or license whenever, in the interest of public welfare or safety, it is
164 necessary to determine under a duly enacted ordinance if the past criminal
165 conduct of a person with a conviction record would be compatible with the nature
166 of the employment, permit, or license under consideration;
- 167 ■ Public or private agencies when authorized or required by federal or state law or
168 interstate compact to investigate (i) applicants for foster or adoptive parenthood or
169 (ii) any individual, and the adult members of that individual's household, with
170 whom the agency is considering placing a child or from whom the agency is
171 considering removing a child due to abuse or neglect, on an emergency,
172 temporary, or permanent basis pursuant to Sections [63.2-901.1](#) and [63.2-1505](#),
173 Code of Virginia, subject to the restriction that the data shall not be further
174 disseminated to any party other than a federal or state authority or court as may be
175 required to comply with an express requirement of law;

- 176
- 177
- 178
- 179
- 180
- 181
- 182
- 183
- 184
- 185
- 186
- 187
- 188
- 189
- 190
- 191
- 192
- 193
- 194
- 195
- 196
- 197
- 198
- 199
- 200
- 201
- 202
- 203
- 204
- 205
- 206
- 207
- 208
- 209
- 210
- 211
- 212
- 213
- 214
- 215
- 216
- 217
- 218
- 219
- 220
- To the extent permitted by federal law or regulation, public service companies as defined in Section [56-1](#), Code of Virginia, for the conduct of investigations of applicants for employment when such employment involves personal contact with the public or when past criminal conduct of an applicant would be incompatible with the nature of the employment under consideration;
 - A person requesting a copy of his own criminal history record information as defined in Section [9.1-101](#), Code of Virginia at his cost, except that criminal history record information shall be supplied at no charge to a person who has applied to be a volunteer with:
 - ❖ A Virginia affiliate of Big Brothers/Big Sisters of America;
 - ❖ A volunteer fire company;
 - ❖ The Volunteer Emergency Families for Children;
 - ❖ Any affiliate of Prevent Child Abuse, Virginia;
 - ❖ Any Virginia affiliate of Compeer; or
 - ❖ Any board member or any individual who has been offered membership on the board of a Crime Stoppers, Crime Solvers or Crime Line program as defined in Section [15.2-1713.1](#), Code of Virginia.
 - Administrators and board presidents of and applicants for licensure or registration as a child welfare agency as defined in Section [63.2-100](#), Code of Virginia, for dissemination to the Commissioner of Social Services' representative pursuant to Section [63.2-1702](#), Code of Virginia, for the conduct of investigations with respect to employees of and volunteers at such facilities, caretakers, and other adults living in family day homes or homes approved by family day systems, and foster and adoptive parent applicants of private child-placing agencies, pursuant to Sections [63.2-1719](#), [63.2-1720](#), [63.2-1720.1](#), [63.2-1721](#), and [63.2-1721.1](#), Code of Virginia, subject to the restriction that the data shall not be further disseminated by the facility or agency to any party other than the data subject, the Commissioner of Social Services' representative or a federal or state authority or court as may be required to comply with an express requirement of law for such further dissemination;
 - The school boards of the Commonwealth for the purpose of screening individuals who are offered or who accept public school employment and those current school board employees for whom a report of arrest has been made pursuant to Section [19.2-83.1](#), Code of Virginia.
 - The Virginia Lottery for the conduct of investigations as set forth in the Virginia Lottery Law, and the Department of Agriculture and Consumer Services for the conduct of investigations as set forth in Article 1.1:1 Section [18.2-340.15](#), Code of Virginia, Chapter 8 of Title 18.2;
 - Licensed nursing homes, hospitals and home care organizations for the conduct of investigations of applicants for compensated employment in licensed nursing homes pursuant to Section [32.1-126.01](#), Code of Virginia, hospital pharmacies pursuant to Section [32.1-126.02](#), Code of Virginia, and home care organizations pursuant to Section [32.1-162.9:1](#), Code of Virginia subject to the limitations set out in subsection E;

- 221
- 222
- 223
- 224
- 225
- 226
- 227
- 228
- 229
- 230
- 231
- 232
- 233
- 234
- 235
- 236
- 237
- 238
- 239
- 240
- 241
- 242
- 243
- 244
- 245
- 246
- 247
- 248
- 249
- 250
- 251
- 252
- 253
- 254
- 255
- 256
- 257
- 258
- 259
- 260
- 261
- 262
- 263
- 264
- 265
- Licensed assisted living facilities and licensed adult day care centers for the conduct of investigations of applicants for compensated employment in licensed assisted living facilities and licensed adult day care centers pursuant to Section [63.2-1720](#), Code of Virginia subject to the limitations set out in subsection F;
 - The State Board of Elections and authorized officers and employees thereof and general registrars appointed pursuant to Section [24.2-110](#), Code of Virginia, in the course of conducting necessary investigations with respect to voter registration, limited to any record of felony convictions;
 - The Commissioner of Behavioral Health and Developmental Services for those individuals who are committed to the custody of the Commissioner pursuant to Sections [19.2-169.2](#), [19.2-169.6](#), [19.2-182.2](#), [19.2-182.3](#), [19.2-182.8](#), and [19.2-182.9](#), Code of Virginia, for the purpose of placement, evaluation, and treatment planning;
 - Residential facilities for juveniles regulated or operated by the Department of Social Services, the Department of Education, or the Department of Behavioral Health and Developmental Services for the purpose of determining applicants' fitness for employment or for providing volunteer or contractual services;
 - The Department of Behavioral Health and Developmental Services and facilities operated by the Department for the purpose of determining an individual's fitness for employment pursuant to departmental instructions;
 - Pursuant to Section [22.1-296.3](#), Code of Virginia, the governing boards or administrators of private elementary or secondary schools which are accredited pursuant to Section [22.1-19](#), Code of Virginia, or a private organization coordinating such records information on behalf of such governing boards or administrators pursuant to a written agreement with the Department of State Police;
 - Members of a threat assessment team established by a local school board pursuant to Section [22.1-79.4](#), Code of Virginia, by a public institution of higher education pursuant to Section [23.1-805](#), Code of Virginia, or by a private nonprofit institution of higher education, for the purpose of assessing or intervening with an individual whose behavior may present a threat to safety; however, no member of a threat assessment team shall re-disclose any criminal history record information obtained pursuant to this section or otherwise use any record of an individual beyond the purpose that such disclosure was made to the threat assessment team;
 - Executive directors of community services boards or the personnel director serving the community services board for the purpose of determining an individual's fitness for employment, approval as a sponsored residential service provider, or permission to enter into a shared living arrangement with a person receiving medical assistance services pursuant to a waiver pursuant to Sections [37.2-506](#) and [37.2-607](#), Code of Virginia.
 - Executive directors of behavioral health authorities as defined in Section [37.2-600](#), Code of Virginia, for the purpose of determining an individual's fitness for employment, approval as a sponsored residential service provider, or permission to enter into a shared living arrangement with a person receiving medical

- 266 assistance services pursuant to a waiver pursuant to Sections [37.2-506](#) and [37.2-](#)
267 [607](#), Code of Virginia.
- 268 ■ The Commissioner of Social Services for the purpose of locating persons who
269 owe child support or who are alleged in a pending paternity proceeding to be a
270 putative father, provided that only the name, address, demographics and social
271 security number of the data subject shall be released;
 - 272 ■ Authorized officers or directors of agencies licensed pursuant to Article 2
273 Section [37.2-403](#), Code of Virginia , by the Department of Behavioral Health and
274 Developmental Services for the purpose of determining if any applicant who
275 accepts employment in any direct care position or requests approval as a
276 sponsored residential service provider or permission to enter into a shared living
277 arrangement with a person receiving medical assistance services pursuant to a
278 waiver has been convicted of a crime that affects his fitness to have responsibility
279 for the safety and well-being of individuals with mental illness, intellectual
280 disability, or substance abuse pursuant to Sections [37.2-416](#), [37.2-506](#), and [37.2-](#)
281 [607](#), Code of Virginia;
 - 282 ■ Any employer of individuals whose employment requires that they enter the
283 homes of others, for the purpose of screening individuals who apply for, are
284 offered, or have accepted such employment;
 - 285 ■ Public agencies when and as required by federal or state law to investigate
286 applicants as providers of adult foster care and home-based services or any
287 individual with whom the agency is considering placing an adult on an
288 emergency, temporary, or permanent basis pursuant to Section [63.2-1601.1](#), Code
289 of Virginia, subject to the restriction that the data shall not be further disseminated
290 by the agency to any party other than a federal or state authority or court as may
291 be required to comply with an express requirement of law for such further
292 dissemination, subject to limitations set out in subsection G;
 - 293 ■ Bail bondsmen, in accordance with the provisions of Section [19.2-120](#), Code of
294 Virginia;
 - 295 ■ The Department of Social Services and directors of local departments of social
296 services for the purpose of screening individuals seeking to enter into a contract
297 with the Department of Social Services or a local department of social services for
298 the provision of child care services for which child care subsidy payments may be
299 provided;
 - 300 ■ The Department of Juvenile Justice to investigate any parent, guardian, or other
301 adult members of a juvenile's household when completing a pre-dispositional or
302 post-dispositional report required by Section [16.1-273](#), Code of Virginia, or a
303 Board of Juvenile Justice regulation promulgated pursuant to Section [16.1-233](#)
304 Code of Virginia; and
- 305
 - 306 ○ Persons requesting the dissemination of Criminal History Record Information, which
307 is reported to the Central Criminal Record Exchange such as class I, II misdemeanor,
308 felonies shall be provided a Criminal History Record Request form and instructed to
309 make a direct inquiry.
 - 310 ○ If there are any questions regarding to whom information can be released, one of the
311 following avenues should be taken:

- 312 ▪ Check with the Sheriff or his designee.
- 313 ▪ Ask the requesting company or persons to submit a copy of the federal/state
- 314 statute or court order permitting them access to the information.
- 315
- 316 • Dissemination for Employment
- 317 ○ Requests for criminal history record information by prospective employers, except
- 318 those specifically authorized by law, may be honored by the Records Section subject
- 319 to the following conditions:
- 320 ▪ The offenses concerned are not required to be reported to CCRE.
- 321 ▪ The prospective employer must furnish the records clerk with a signed, notarized
- 322 statement from the individual concerned, requesting the release of information.
- 323 ❖ Requests for offenses reportable to CCRE will be referred to CCRE, without
- 324 confirming or denying the existence of a record.
- 325
- 326 • Challenge to Criminal History Records Information
- 327 ○ In Accordance with Section [9.1-132](#), Code of Virginia, any individual, or attorney-at-
- 328 law acting for the individual, who believes the criminal history information being
- 329 maintained about him by the arresting law enforcement agency, in the case of
- 330 offenses not required to be reported to the CCRE, shall have the right to inspect the
- 331 criminal history information at the arresting law enforcement agency.
- 332 ▪ The individual may request one of the following:
- 333 ❖ The incorrect record be purged,
- 334 ❖ The incorrect record be modified, or
- 335 ❖ The incorrect record be supplemented.
- 336
- 337 ○ All requests to challenge a criminal history record, maintained by the York-Poquoson
- 338 Sheriff's Office shall be referred to the Administrative Division Commander who
- 339 shall proceed as specified in Section [9.1-132](#), Code of Virginia.
- 340 ▪ The Administrative Division Commander shall investigate the Criminal History
- 341 record and do one of the following:
- 342 ❖ Decline to act due to the record being correct,
- 343 ❖ Purge the record if determined to be entered for the wrong person,
- 344 ❖ Modify the record with the correct information,
- 345 ❖ Supplement the record with additional information if found to be incomplete.
- 346
- 347 ○ If after action by the Administrative Division Commander is completed and the
- 348 individual still feels the record is still inaccurate or incomplete, the individual may
- 349 make a written request to the Criminal Justice Services Board for review.
- 350 ▪ Following the review by the Criminal Justice Services Board the Administrative
- 351 Division Commander shall take such action as determined by the Board.
- 352
- 353 ○ In the event an error in criminal history records maintained is detected, all known
- 354 copies of the record shall be corrected.
- 355 ○ The Administrative services Division Commander shall, in addition to the individual
- 356 challenging the criminal history record, notify all agencies and individuals who have
- 357 received the inaccurate criminal history record of the correction.

- 358
- 359
- 360
- 361
- 362
- 363
- 364
- 365
- 366
- 367
- 368
- 369
- 370
- 371
- 372
- 373
- 374
- 375
- 376
- 377
- 378
- 379
- 380
- 381
- 382
- 383
- 384
- 385
- 386
- 387
- 388
- 389
- 390
- 391
- 392
- 393
- 394
- 395
- 396
- 397
- 398
- 399
- 400
- 401
- 402
- 403
- Expungement
 - Records may be expunged by court order.
 - The Administrative Services Division Commander or his designee shall be responsible for carry out the order of expungement.
 - In the event an order of expungement is received, all records of the arrest will be placed in an envelope and sealed.
 - These records include, if applicable:
 - The CCRE form,
 - Fingerprint cards from the expunged charge,
 - Photos from the expunged charge,
 - The arrest report from the expunged charge,
 - The offense report related to the expunged charge,
 - ❖ Offense reports for expunged charges shall be handled as follows:
 - A copy of the report shall be printed and included in the expungement file.
 - If the arrestee is the only listed suspect, offender or arrestee for the expunged charge, the offense report shall be deleted.
 - If there are other suspects, offender or arrestees listed in the offense report for the expunged charge, all references to the name of person the expungement is order for shall be redacted and replaced with “Expunged”
 - The court order, and
 - All other documents, which pertain to the charge or arrest. 2.
 - This envelope shall be placed in a locked container under the control of the Administrative Services Division.
 - Access to the keys to the locked container shall be limited to:
 - The Sheriff,
 - The Chief Deputy,
 - The Administrative Services Division Commander, and
 - The Administrative Assistant or Sheriff’s Office employee responsible for the security of personnel records.
 - The Administrative Services Division Commander or his designee is responsible for maintaining a corresponding numerical and name index to identify these sealed documents.
 - Section [19.2-392.3](#), Code of Virginia makes it a Class 1 misdemeanor for anyone, who has access to an expunged law enforcement or court record, to open, review or disclose to another person any information from it without a court order from the court which ordered the record expunged.
 - The Commonwealth Attorney may request the court to unseal an expunged record, via an ex parte order, for review only under the following conditions:
 - ❖ The record is needed by a law enforcement agency for the purposes of employment application,
 - ❖ Immediate access to the record is needed for a pending criminal investigation and that if not accessed:

- 404 ➤ The investigation will be jeopardized, or
405 ➤ That life and property will be endangered.
406
- 407 ▪ In the event the court issues an ex parte order, without notice to the person, the
408 record may be reviewed but not copied.
409
- 410 • Retention of Juvenile Arrest Information
- 411 ○ Juvenile fingerprint cards, photographs, authorized for retention, shall be separately
412 maintained from adult files in accordance with Section [16.1- 299](#), Code of Virginia.
413 ▪ A copy of all fingerprints and photographs of juveniles arrested for delinquent
414 acts shall be provided to the juvenile court.
415 ▪ Fingerprint cards and photographs may be retained when the court finds that a
416 juvenile of any age is:
- 417 ❖ Convicted of a Felony,
418 ❖ Adjudicated delinquent of an offense that would be a felony if committed by
419 an adult,
420 ❖ Has a case which would be a felony if committed by an adult that is dismissed
421 pursuant to a deferred disposition, or
422 ❖ Is convicted or adjudicated delinquent of any other offense for which a report
423 to the CCRE is required, if the offense were committed by an adult.
424
- 425 ○ All copies of Fingerprint cards and photographs shall be destroyed 60 days after
426 being taken when:
- 427 ▪ No petition is filed against a juvenile whose fingerprints or photographs have
428 been taken in connection with an alleged violation of law.
429 ▪ If a juvenile charged with a delinquent act, other than a felony or ancillary thereto,
430 is found not guilty or in any other case resulting in a disposition for which
431 fingerprints are not required to be forwarded to the CCRE, the court shall order
432 that the fingerprint card, all copies of the fingerprint card and all photographs be
433 destroyed within six (6) months of the date of disposition.
434
- 435 • Other Juvenile Law Enforcement Records
- 436 ○ Section [16.1-301](#), Code of Virginia, require that all law enforcement agencies take
437 special precautions to ensure that law enforcement records concerning a child are
438 protected against disclosure to any unauthorized person and that confidentially of
439 certain juvenile records are maintained.
- 440 ▪ Records involving violations of the law by juveniles shall not be open to public
441 inspection or their contents disclosed to the public.
442 ❖ The only exception to the above is:
- 443 ➤ When a juvenile 14 years of age or older, and
444 ➤ Charged with a violent felony, and
445 ➤ Is being tried as an adult in accordance with Section [16.1-269.1](#), Code of
446 Virginia.
447
- 448 ○ Juvenile arrest information/records may be disseminated to the following
449 individuals/agencies:

- 496
- 497
- 498
- 499
- 500
- 501
- 502
- 503
- 504
- 505
- 506
- 507
- Nothing in these rules and regulations shall be construed as prohibiting the York County Sheriff's Office from disclosing to the public, in accordance with [RR 1-13](#), Media relations, and applicable laws factual information concerning:
 - ❖ Criminal incident data,
 - ❖ Adult arrest information,
 - ❖ Traffic accident/charge information.
 - Retention of Non-Arrest Criminal Justice Information Records
 - Criminal justice information records shall be retained and/or disposed of in accordance with:
 - Applicable laws under the Code of Virginia, or
 - Based on retention schedules established by the Library of Virginia.