

March, 2014

Volume 5, Issue 3

# The LIDS Gazette



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## RECORDS RETENTION

Over the past couple of years a number of jail personnel and LIDS Advisory Committee members have expressed concern with the Library of Virginia jail record retention schedules. After consultation with jail and Compensation Board staff, the Library of Virginia has updated its record retention schedule for Local and Regional Jails. The most significant change was to series 100651-Cumulative Booking and Release Records. The retention period for inmate confinement records is now twenty years from the inmate's date of release. This refers only to commit/release information. The format in which these records are stored (ie: paper, jail management system, microfiche) is at the discretion of the jail.

The primary reason for extending the retention of this series to twenty years is to allow jails to be able to confirm jail credit on older cases. Under the previous retention schedule for 100651, under some circumstances jails were required to depend on LIDS to provide jail credit information, as the jail records had already been purged per the requirements of the Lib of VA.

The schedule referring to information beyond commit/release data contained in the inmate's file has a three year retention and is covered in series 100645.-Inmate Incarceration Records.

The updated schedule came into effect December 12, 2013 and may be viewed at [http://www.lva.virginia.gov/agencies/records/sched\\_local/GS-08.pdf](http://www.lva.virginia.gov/agencies/records/sched_local/GS-08.pdf). Please take note that the schedule GS-08 applies only to jail records, the schedule for sheriff's offices and police departments is included in GS-17. If you have any questions about the specifics of records retention related to local and regional jails please contact Jessie Graham, Records Analyst with the Library of Virginia, at [Jessie.graham@lva.virginia.gov](mailto:Jessie.graham@lva.virginia.gov).

Please note that the updated GS-08 schedule does not pertain to per diem payments or any other data stored in LIDS, the Compensation Board is responsible for maintaining this data.



## AUDITOR'S

### CORNER

The Compensation Board Audit Staff presents the LIDS Audit results of the second half of FY13 January-June, 2013.

- ◆ 6 blank offices received an Exceptional Audit Rating.

We wish to congratulate the following jails on receiving an *Exceptional* audit rating.

- ◆ Accomack County Jail
- ◆ Albemarle-Charlottesville Regional Jail
- ◆ Alexandria City Jail
- ◆ Central Virginia Regional Jail
- ◆ Fairfax County Jail
- ◆ Northwestern Regional Jail

## BATCH UPLOAD FILENAME

The filename of uploads submitted by batch jails should always be: **JXXXyyyymmddhhmm.txt**. 'XXX' should be the jail number and 'yyyymmddhhmm' is a time-stamp. If the complete filename is not used a copy of the upload will not be retained on the server, even if it is successfully uploaded to LIDS. That makes it more difficult to diagnose any file format errors that may occur. As long as the correct file format name is used, Compensation Board staff will be able to pull your raw data from the ftp for review. Please be sure that your jail IT staff or jail management vendor knows that this is the format that should be used.

## WINSCP REFRESH

When a batch upload is sent to LIDS-CORIS using WinSCP, a refresh or disconnect/reconnect may be necessary before match, error and summary reports are accessible for download. The recommended procedure is to disconnect your WinSCP (or other SFTP client) as soon as the file is sent, then reconnect later. If you choose to remain connected to WinSCP and do not receive your batch output reports after having sent up your data, be sure to manually refresh the WinSCP (Ctrl+R). Before contacting Compensation Board staff with batch reports issues please make sure you have either refreshed or disconnected/reconnected your

## LIDS ADVISORY COMMITTEE-NEW MEMBERS

The Compensation Board would like to welcome two new members to the LIDS Advisory Committee: Ms. Eva Brown of Rappahannock Regional Jail, and Ms. Jessica Lucy of Meherrin River Regional Jail.

Eva Brown began her employment with Rappahannock Regional Jail in 2002 as a Records Clerk. Eva continued in the Records department until becoming the LIDS Manager in 2011. Prior to her employment with Rappahannock Regional Jail Eva worked in the records department at Northern Neck Regional Jail. Eva also served for 8 years in the Army Reserves.

Jessica Lucy began her employment with Meherrin River Regional Jail as the LIDS Technician in November, 2012. Before coming to the jail she worked for seven years as a 911 Communications Officer with the Brunswick County Sheriff's Office.