Proposed Regulation
Agency Background Document

Agency name	Department (Board) of Juvenile Justice
Virginia Administrative Code (VAC) citation(s)	6 VAC35-160
Regulation title(s)	REGULATIONS GOVERNING JUVENILE RECORD INFORMATION AND THE VIRGINIA JUVENILE JUSTICE INFORMATION SYSTEM
Action title	Revises the process to submit, process, preserve, and disseminate juvenile record information in the Virginia Juvenile Justice Information System in accordance with Title 16.1 (§§ 16.1-222, 16.1-223, 16.1-224, 16.1-225 and 16.1-300) of the *Code of Virginia*
Date this document prepared	June 22, 2016

This information is required for executive branch review and the Virginia Registrar of Regulations, pursuant to the Virginia Administrative Process Act (APA), Executive Orders 17 (2014) and 58 (1999), and the *Virginia Register Form, Style, and Procedure Manual.*

Brief summary

Please provide a brief summary (preferably no more than 2 or 3 paragraphs) of the proposed new regulation, proposed amendments to the existing regulation, or the regulation proposed to be repealed. Alert the reader to all substantive matters or changes. If applicable, generally describe the existing regulation.

The Regulations Governing Juvenile Record Information and the Virginia Juvenile Justice Information System (VJJIS) provide the processes state-operated court service units, department-operated facilities, locally operated court service units, juvenile detention homes, and any other agency or organization eligible to receive juvenile record information under *Code of Virginia* § 16.1-300 must follow when submitting, processing, preserving, disseminating, protecting, and expunging juvenile record information in the VJJIS. The regulations set out the procedures a participating agency must follow when it receives a request for juvenile records, the process for challenging the accuracy of a juvenile record, and the

methods for expunging and disposing of records. Additionally, the regulation authorizes the Department to conduct audits to ensure and verify compliance with the terms of the regulation.

The proposed amendments to the regulation ensure that the processes for submission, preservation, dissemination, and security measures for data in the VJJIS are consistent with the Information Technology Resource Management (ITRM) standards, the technology standards with which all Commonwealth executive agencies must comply. Additionally, the proposed amendments remove antiquated terms and requirements and provide clarifying language for processes that were previously vague.

Acronyms and Definitions

Please define all acronyms used in the Agency Background Document. Also, please define any technical terms that are used in the document that are not also defined in the "Definition" section of the regulations.

Board – State Board of Juvenile Justice
Department or DJJ – Department of Juvenile Justice
ITRM – Information Technology Resource Management
VJJIS - Virginia Juvenile Justice Information System

Legal basis

Please identify the state and/or federal legal authority to promulgate this proposed regulation, including: 1) the most relevant citations to the Code of Virginia or General Assembly chapter number(s), if applicable; and 2) promulgating entity, i.e., agency, board, or person. Your citation should include a specific provision authorizing the promulgating entity to regulate this specific subject or program, as well as a reference to the agency/board/person's overall regulatory authority.

The Board of Juvenile Justice (Board) is entrusted with general authority to promulgate regulations by § 66-10 of the *Code of Virginia*, which provides that the Board may "promulgate such regulations as may be necessary to carry out the provisions of this title and other laws of the Commonwealth."

The following statutes specifically address the establishment of the VJJIS and the Board's related authority to promulgate regulations governing the security and confidentiality of any data submission.

§16.1-222. Established; powers of Director.

A. There is hereby established within the Department of Juvenile Justice the Virginia Juvenile Justice Information System which shall operate separate and apart from the Central Criminal Records Exchange.

B. The Director of the Department of Juvenile Justice is authorized to employ such personnel, establish such offices, acquire such equipment, and use such available equipment as shall be necessary to carry out the purpose of this chapter. He is further authorized to enter into agreements with other state agencies for services to be performed for the Virginia Juvenile Justice Information System by employees of such other agencies.

§16.1-223. Receipt, etc., of data; forms for reports; confidentiality.

A. The Virginia Juvenile Justice Information System shall receive, classify and file data reported to it pursuant to §16.1-224. The Director is authorized to prepare and furnish to all

court service personnel automated data processing equipment, which shall be used for making the data submissions.

B. Data stored in the Virginia Juvenile Justice Information System shall be confidential, and information from such data that may be used to identify a juvenile may be released only in accordance with § 16.1-300.

The data submissions may be made available to the Central Criminal Records Exchange or any other automated data processing system, unless the data is identifiable with a particular juvenile. The State Board of Juvenile Justice shall promulgate regulations governing the security and confidentiality of the data submission.

Purpose

Please explain the need for the new or amended regulation. Describe the rationale or justification of the proposed regulatory action. Describe the specific reasons the regulation is essential to protect the health, safety or welfare of citizens. Discuss the goals of the proposal and the problems the proposal is intended to solve.

The regulation applies to the juvenile record information of all juveniles supervised by or in the care and custody of the Department. The purpose of the proposed amendments is to maintain the confidentiality requirements of § 16.1-300 of the *Code of Virginia* and to ensure that the regulation is consistent with the security requirements for juvenile information set out in the Commonwealth ITRM Standards. The Department is unaware of any potential issues that may need to be addressed as the regulation is developed outside of the proposed changes noted below.

Substance

Please briefly identify and explain the new substantive provisions, the substantive changes to existing sections, or both. A more detailed discussion is provided in the "Detail of changes" section below.

The proposed language removes antiquated terms and requirements and provides clarifying language for processes that were previously vague. Additionally, the proposed amendments ensure that the ITRM technology standards that apply to all state agencies are satisfied.

Issues

Please identify the issues associated with the proposed regulatory action, including: 1) the primary advantages and disadvantages to the public, such as individual private citizens or businesses, of implementing the new or amended provisions; 2) the primary advantages and disadvantages to the agency or the Commonwealth; and 3) other pertinent matters of interest to the regulated community, government officials, and the public. If there are no disadvantages to the public or the Commonwealth, please indicate.

The proposed amendments provide several advantages to the general public. The ITRM standards, after which the proposed amendments to the regulation are modeled, ensure that juvenile record data are collected, disseminated, and processed in a manner that protects the security and confidentiality of the data and thereby protects the general public. The regulation provides a mechanism for individuals or their

representatives to challenge juvenile record information, and the proposed amendments clarify the process.

Additionally, the proposed amendments benefit the Department, state and locally-operated court service units, secure juvenile detention centers, juvenile group homes, and other public and child welfare agencies by providing them with specific, up-to-date guidance regarding the processes for requesting juvenile record information, the manner in which challenges concerning juvenile record information must be handled, and the process by which juvenile record information may be expunged.

Requirements more restrictive than federal

Please identify and describe any requirement of the proposal which is more restrictive than applicable federal requirements. Include a rationale for the need for the more restrictive requirements. If there are no applicable federal requirements or no requirements that exceed applicable federal requirements, include a statement to that effect.

There are no requirements that exceed applicable federal requirements.

Localities particularly affected

Please identify any locality particularly affected by the proposed regulation. Locality particularly affected means any locality which bears any identified disproportionate material impact which would not be experienced by other localities.

No localities will be particularly affected by 6VAC35-160 as proposed to be amended.

Public participation

Please include a statement that in addition to any other comments on the proposal, the agency is seeking comments on the costs and benefits of the proposal and the impacts of the regulated community.

In addition to any other comments, the Board is seeking comments on the costs and benefits of the proposal and the potential impacts of this regulatory proposal. Also, the Board is seeking information on impacts on small businesses as defined in § 2.2-4007.1 of the Code of Virginia. Information may include 1) projected reporting, recordkeeping and other administrative costs, 2) probable effect of the regulation on affected small businesses, and 3) description of less intrusive or costly alternative methods of achieving the purpose of the regulation.

Anyone wishing to submit written comments for the public comment file may do so by mail, email or fax to Kristen Peterson, Regulatory Coordinator; P.O. Box 1110, Richmond, VA 23219; (804) 588-3902 (office); 804-371-6490 (fax); Kristen.Peterson@djj.virginia.gov. Comments may also be submitted through the Public Forum feature of the Virginia Regulatory Town Hall website at: http://www.townhall.virginia.gov. Written comments must include the name and address of the commenter. In order to be considered, comments must be received by 11:59 pm on the last day of the public comment period.

A public hearing will not be held following the publication of this stage of this regulatory action.

Economic impact

Please identify the anticipated economic impact of the proposed new regulations or amendments to the existing regulation. When describing a particular economic impact, please specify which new requirement or change in requirement creates the anticipated economic impact.

Projected cost to the state to implement and enforce the proposed regulation, including: **a) fund source / fund detail; and** **b) a delineation of one-time versus on-going expenditures**	The proposed language provides additional guidance and clarity for participating agencies regarding the procedure for processing, disseminating, preserving, and expunging juvenile record information. While the proposed language imposes additional requirements on the Department, the requirements would not result in any additional expenditures; therefore, the Commonwealth will not incur additional costs to implement the proposed amendments to the regulation.
Projected cost of the new regulations or changes to existing regulations on localities.	$0
Description of the individuals, businesses, or other entities likely to be affected by the new regulations or changes to existing regulations.	DJJ-operated court service units, DJJ-operated facilities, locally operated court service units, secure juvenile detention centers, and any other agency or organization eligible to receive juvenile record information under *Code of Virginia* § 16.1-300.
Agency's best estimate of the number of such entities that will be affected. Please include an estimate of the number of small businesses affected. Small business means a business entity, including its affiliates, that: a) is independently owned and operated and; b) employs fewer than 500 full-time employees or has gross annual sales of less than $6 million.	The regulation addresses participating agencies, which include 34 state- and locally-operated court service units, 2 DJJ-operated juvenile correctional centers, 24 locally-operated secure juvenile detention centers, juvenile group homes (funded in whole or in-part by the Virginia Community Crime Control Act), and "any public agency, child welfare agency, private organization, facility or person treating or providing services to a child pursuant to a contract with the department or pursuant to the Virginia Juvenile Community Crime Control Act." No small businesses will be affected by the proposed amendments.
All projected costs of the new regulations or changes to existing regulations for affected individuals, businesses, or other entities. Please be specific and include all costs including: **a) the projected reporting, recordkeeping, and other administrative costs required for compliance by small businesses; and** **b) specify any costs related to the development of real estate for commercial or residential purposes that are a consequence of the proposed regulatory changes or new regulations.**	The current regulation gives the Department the discretion to determine whether a background check is necessary for individuals who have access to the VJJIS system through a participating agency. The proposed language will remove this discretion and mandate that the Department require background checks for these individuals. While the projected costs that would result from this proposed change cannot be ascertained, the Department anticipates that the costs would be de minimis.
Beneficial impact the regulation is designed to produce.	The regulation is designed to provide participating agencies with the process for securely

	processing, preserving, disseminating, and protecting juvenile record information in order to ensure that only those parties with appropriate authority have access to juvenile record information, in accordance with the ITRM standards.

Alternatives

Please describe any viable alternatives to the proposal considered and the rationale used by the agency to select the least burdensome or intrusive alternative that meets the essential purpose of the action. Also, include discussion of less intrusive or less costly alternatives for small businesses, as defined in § 2.2-4007.1 of the Code of Virginia, of achieving the purpose of the regulation.

As part of the decision to submit a NOIRA, the Department assessed whether any of the needed changes, clarifications, or updates can be accomplished through additional guidance documents or training, rather than revising the regulatory provisions. It was concluded that amending the current regulation is the only practicable alternative because the regulation applies not only to the Department, but also to entities contracted to provide services to juveniles who are approved to have access to juvenile record information through the VJJIS. The Department was unable to identify less intrusive or costly alternatives.

Regulatory flexibility analysis

Pursuant to § 2.2-4007.1B of the Code of Virginia, please describe the agency's analysis of alternative regulatory methods, consistent with health, safety, environmental, and economic welfare, that will accomplish the objectives of applicable law while minimizing the adverse impact on small business. Alternative regulatory methods include, at a minimum: 1) the establishment of less stringent compliance or reporting requirements; 2) the establishment of less stringent schedules or deadlines for compliance or reporting requirements; 3) the consolidation or simplification of compliance or reporting requirements; 4) the establishment of performance standards for small businesses to replace design or operational standards required in the proposed regulation; and 5) the exemption of small businesses from all or any part of the requirements contained in the proposed regulation.

The proposed regulation does not have an impact on small businesses.

Periodic review and small business impact review report of findings

If you are using this form to report the result of a periodic review/small business impact review that was announced during the NOIRA stage, please indicate whether the regulation meets the criteria set out in Executive Order 17 (2014), e.g., is necessary for the protection of public health, safety, and welfare, and is clearly written and easily understandable. In addition, as required by 2.2-4007.1 E and F, please include a discussion of the agency's consideration of: (1) the continued need for the regulation; (2) the nature of complaints or comments received concerning the regulation from the public; (3) the complexity of the regulation; (4) the extent to the which the regulation overlaps, duplicates, or conflicts with federal or state law or regulation; and (5) the length of time since the regulation has been evaluated or the degree to which technology, economic conditions, or other factors have changed in the area affected by the regulation.

The regulation explains the process for processing, preserving, disseminating, and expunging juvenile record information contained in the VJJIS. The regulation remains necessary to protect the rights and confidentiality of juveniles whose records are contained within the VJJIS. Additionally, § 16.1-223 of the *Code of Virginia* directs the Board to promulgate regulations governing the security and confidentiality of any data submitted to the VJJIS. The regulation is mandatory and remains necessary.

No public comments were received regarding this regulatory action.

The regulation is consistent with state law and does not conflict with federal law.

The regulation was last reviewed and updated on August 25, 2004. Since that time, advances in technology have increased access and availability to juvenile record information and necessitated controls and other security measures to inhibit unauthorized access to juvenile record information.

Public comment

Please summarize all comments received during the public comment period following the publication of the NOIRA, and provide the agency response.

No public comments were submitted.

Family impact

Please assess the impact of this regulatory action on the institution of the family and family stability including to what extent the regulatory action will: 1) strengthen or erode the authority and rights of parents in the education, nurturing, and supervision of their children; 2) encourage or discourage economic self-sufficiency, self-pride, and the assumption of responsibility for oneself, one's spouse, and one's children and/or elderly parents; 3) strengthen or erode the marital commitment; and 4) increase or decrease disposable family income.

The regulation is not anticipated to have a direct impact, either positively or negatively, on the institution of the family and family stability. The regulation neither encourages nor discourages economic self-sufficiency, self-pride, or the assumption of responsibility. The regulation neither strengthens nor erodes marital commitment or increases or decreases disposable family income.

Detail of changes

Please list all changes that are being proposed and the consequences of the proposed changes; explain the new requirements and what they mean rather than merely quoting the proposed text of the regulation. If the proposed regulation is a new chapter, describe the intent of the language and the expected impact. Please describe the difference between existing regulation(s) and/or agency practice(s) and what is being proposed in this regulatory action. If the proposed regulation is intended to replace an emergency regulation, please follow the instructions in the text following the three chart templates below.

Current section number	Proposed new section number, if applicable	Current requirement	Proposed change, intent, rationale, and likely impact of proposed requirements
6VAC35-160-10	N/A	Defines terms used within the regulation.	Adds the following terms and definitions to ensure the public understands the meaning of terms used throughout the regulation and to reflect terminology used in the COV ITRM Standards: • "Commonwealth of Virginia Information Technology Resource Management Standards" or "COV ITRM Standards" means the information technology standards applicable to all Commonwealth Executive Branch agencies that manage, develop, purchase, and use information technology resources in the Commonwealth of Virginia. • "Commonwealth of Virginia Network" or "COV Network" means the Virginia Juvenile Justice Information System (VJJIS) infrastructure that provides the connectivity between participating agencies and the applications. • "Data owner" means a Department of Juvenile Justice, or department, employee who is responsible for the policy and practice decisions regarding data as identified by COV ITRM Standard Security (SEC) 501-.08. • "Remote access" means a connection to the department's systems from a remote location other than a department facility. • "Telecommunication connection" means the infrastructure used to establish a remote access to department information technology systems. Replaces the term and definition "VJJIS functional administrator" with the term and definition for "data owner" in order to conform to terms used in the ITRM Standards. Amends definitions of "expunge" and ""juvenile record information" to clarify that

			the references to identifying information are to "personal" identifying information.
6VAC35-160-30		Designates locally operated court service units, juvenile secure detention centers, and boot camps among the local participating agencies in the VJJIS.	Removes "boot camps" from the designation as a participating agency in the VJJIS.
6VAC35-40		Requires the Department to develop a written agreement with other participating agencies delineating the participating agency's access to and responsibility for information contained in the VJJIS.	Amends the language to require the Department to develop a memorandum of agreement and a nondisclosure agreement to ensure protection of confidential juvenile information.
6VAC35-160-50		Requires participating agencies to submit data and other information, as required by department policy.	Amends the language to replace "policy" with "procedures" as the Department issues procedures and the Board issues policies.
6VAC35-160-60		Allows the Department to limit or expand the scope of access granted to participating agencies in accordance with policies governing confidentiality of information and system security.	Expands the authorities to include statutes, regulations, and procedures governing confidentiality of information and system security.
6VAC35-160-70		Authorizes the Department to require a background check of any individual given access to the VJJIS system through a participating agency. Restricts direct access to authorized employees.	Replaces "may" with "shall" to mandate that the Department require background checks of individuals who will have access to the VJJIS system. Replaces the category of persons who have direct access to juvenile record information to include authorized "individuals" rather than authorized employees. This amendment acknowledges that persons with access to the VJJIS may not be employees of a participating agency.
6VAC35-160-90		Restricts access to areas where juvenile record information is collected, stored, processed, or disseminated to include only those authorized persons who are clearly identified.	Removes the requirement that the authorized persons be clearly identified.
6VAC35-160-100		Requires participating agencies with automated juvenile record information files to: 1) designate a system administrator to maintain and control user accounts, system management, and security	Removes the requirements that participating agencies with automated juvenile record information files: 1) maintain backup copies of juvenile record information; and control system specifications and documentation to prevent unauthorized access and

		measures; 2) maintain backup copies of juvenile record information; 3) develop a disaster recovery plan available for the department's inspection and review; 4) control system specifications and documentation to prevent unauthorized access and dissemination; and 5) develop procedures for discarding old computers to avoid unauthorized access.	dissemination. Replaces these directives with a requirement to develop and implement a logical access procedure to prevent unauthorized access and dissemination. Also adds a new requirement that all data be completely erased or otherwise made unreadable in accordance with COV ITRM Standard SEC 514-04 or successor standards that address this issue.
6VAC35-160-130		Provides that dedicated telecommunication lines are required for direct or remote access to computer systems containing juvenile record information; however, the Department may permit the use of a nondedicated means of data transmission to access juvenile record information when there are adequate and verifiable safeguards in place to restrict access to authorized persons. Also, permits remote access of juvenile record information and requires any unattended remote access device be made inoperable for purposes of accessing juvenile record information.	Removes extraneous language referencing the Department's general requirement of telecommunication lines for direct or remote access to computer systems with juvenile record information. Clarifies that an unattended remote access device must be made inoperable for purposes of accessing juvenile record information by implementing a screen saver lockout period after a maximum of 15 minutes of inactivity. This language is necessary to conform to the requirements in the COV ITRM Standards SEC 501-09.
6VAC35-160-150		Requires participating agencies to immediately notify the VJJIS functional administrator when it is discovered that incorrect information has been entered into the VJJIS and requires the functional administrator to timely take steps to correct the information.	Replaces "VJJIS functional administrator" with "data owner" consistent with the change made in the definitions section.
6VAC35-160-170		Identifies, as the title to this section of the regulation, "Information to be disseminated only in accordance with law and regulation."	Makes a technical amendment to the title to read: "Information to be disseminated only in accordance with applicable statutes and regulations."
6VAC35-160-170(C)		References the Health Insurance Portability and Accountability Act (HIPAA) and the federal substance abuse law as additional areas	Removes the reference to HIPAA. The Office of the Attorney General has previously opined that the Department is not a HIPAA-covered entity.

		of the law where disclosure limitations are identified.	
6VAC35-160-180		Allows participating agencies to be compensated for search and copying time when a nonparticipating agency requests juvenile record information and requires the two parties to enter into an agreement where the requester agrees to pay the fees prior to initiating the search for requested information.	Amends the language to clarify that the agreement to pay the fees must be written.
6VAC35-160-210		Requires the person responding to a request to disseminate health or substance abuse treatment records to determine whether the requested information is protected by HIPAA or by the federal law on substance abuse treatment records.	Removes the requirement that the person responding to the request must determine whether the requested information is protected by HIPAA. The Office of the Attorney General has previously opined that the Department is not a HIPAA-covered entity. Amends language to clarify that health and substance abuse treatment records must be disseminated in strict compliance with the *Code of Virginia* and this regulation.
6VAC35-160-220		Once it is determined that a requester is entitled to juvenile record information, a designated individual must inform the requester of the fees associated with searching for and copying the records and must obtain the requester's consent to pay these fees. Generally requires requested records to be provided within seven days, unless a longer response time is required. Requires the participating agency to explain to the requester how to request the information from the appropriate source in the event that the participating agency does not have access to the information requested.	Removes the requirement that a designated individual from a participating agency inform the requester of any fees associated with searching for and copying juvenile record information and obtain the requester's consent to pay the fees associated with this request. This requirement is set out in the amended 6VAC35-160-180 and does not need to be repeated here. Amends the language to add a requirement that records containing sensitive information, such as names, dates of birth, social security numbers, and addresses be encrypted prior to electronic dissemination. This amendment is necessary to comply with the requirements in the ITRM Standards. Adds language to clarify that a participating agency without access to the information requested need only tell the requester how to request the information from the appropriate source if that information is known to the participating agency.
6VAC35-160-280		Provides a mechanism for individuals or their representatives to challenge juvenile record information by	Replaces functional proponent and VJJIS functional administrator with data owner as the person to whom documentation must be submitted when challenging

		submitting documentation to the functional proponent (i.e., VJJIS functional administrator). The challenger may briefly state how the information is alleged inaccurate. The VJJIS functional administrator must examine the record to determine whether a data entry error was made and must send a copy of the challenge form and other information to all agencies that could have originated the information under challenge if the source of the error cannot be determined.	juvenile record information, the person who examines the individual's records to determine the source of the error, and the person who must ensure that the required change is made if any modification is required. This change is consistent with the change made in the Definitions section. Amends language to require that the statement an individual is permitted to make describing how the record is alleged inaccurate must be written.
6VAC35-160-290		Provides an administrative review procedure that allows individuals or their representatives who are dissatisfied with the results of a challenge to request in writing within 30 days an administrative review by the Director of DJJ.	Amends the language to clarify that the 30-day requirement denotes 30 calendar days.
6VAC35-160-300		Requires the VJJIS functional administrator to notify the affected participating agencies to remove the required challenge designation from their files when juvenile record information that has been subject to a challenge is determined correct, as a result of the challenge or an administrative review.	Makes a technical amendment to the language by replacing "is determined to be correct" with "when the challenge has been resolved".
6VAC35-160-310		Requires that all records and identifying information associated with an expungement be destroyed in instances in which a court orders the expungement of an individual's juvenile records.	Expands the language to include instances in which the law requires the expungement of an individual's juvenile records. Current law sets out a procedure for the expungement of juvenile delinquency records once a juvenile has attained a certain age without acquiring additional charges, if the charges were dismissed or the juvenile was adjudicated innocent and files a motion requesting the records be destroyed, or in certain other instances.
6VAC35-160-320		Directs the VJJIS functional administrator to notify all participating agencies to purge their records of references to persons whose	Replaces VJJIS functional administrator with data owner, consistent with the change made in the Definitions section.

		records have been ordered expunged.	
6VAC35-160-330		Requires computerized versions of records ordered expunged to be deleted from all databases and electronic files such that the records cannot be accessed or recreated through ordinary use of VJJIS equipment or software.	Adds language to clarify that the required deletions are in accordance with the COV ITRM SEC 514-04.
6VAC35-160-340		Requires that the participating agency expunge juvenile record information within 30 days of receiving expungement instructions from the VJJIS functional administrator and notify the administrator once the records have been expunged.	Replaces the VJJIS functional administrator with the data owner as the person that gives expungement instructions to the participating agency and as the person the participating agency must inform after the records have been expunged. Amends the language to clarify that the 30-day requirement denotes 30 calendar days.
6VAC35-160-350		Requires a participating agency to comply with an expungement order it receives directly from a court and to notify the VJJIS functional administrator, who must contact the appropriate court, determine the validity of the notification, and obtain a copy of the court order.	Replaces the VJJIS functional administrator with the data owner, as the person who must be notified of a court-ordered expungement. Removes the requirement that a copy of the court order be obtained by the VJJIS, and instead requires the data owner to contact the appropriate court and determine the validity of the notification.
6VAC35-160-355		Requires a participating agency to notify the VJJIS functional administrator when the agency disposes of records in that agency's physical possession, which enables the VJJIS to remove the information from VJJIS.	Replaces the VJJIS functional administrator with the data owner as the person who must be notified when a participating agency disposes of records in the physical possession of the agency.
6VAC35-160-390		Requires the Department to annually report to the Board on the status of the VJJIS.	Repeals this entire section.