**Purpose:** To provide all local community-based probation and pretrial services agencies with a consistent and uniform procedure for requesting the expungement of electronic records in the Pretrial and Community Corrections case management system (PTCC) upon notification from the Virginia State Police (VSP) of a court order of expungement.

This procedure is applicable to all local probation and pretrial agencies that use the the Pretrial and Community Corrections Case Management System (PTCC).

**Authority:** §[9.1-102](http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+9.1-102), and [§19.2-392.2](http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+19.2-392.2) of the *Code of Virginia*; [6VAC20-120-80](http://leg1.state.va.us/cgi-bin/legp504.exe?000+reg+6VAC20-120-80) of the *Virginia Administrative Code*.

**Definitions:** Expungement: the removal of information from normal access and sealing of the record. Access to the record shall be possible only through a name index of expunged records. It is not the same thing as destruction of a record.

**Procedure:** When a local community-based probation or pretrial services agency receives notice of a court order of expungement on a case from the VSP, and after following local procedure and administrative code, the agency must complete the Expungement Request form and email it to the PTCC Help Desk at ptcchelp@dcjs.virginia.gov.

**DO NOT submit names or Social Security Numbers (SSNs) on the form or in the email.**

The agency shall then mail a copy of the order of expungement and a copy of the Expungement Request form to the PTCC Help Desk at:

Department of Criminal Justice Services

ATTN: PTCC Helpdesk, 11th floor

1100 Bank Street

Richmond, VA 23219

**Do not email or fax the order of expungement.**

The PTCC Help Desk will provide an email confirmation with a ticket number once the paper copy of the court order and the Expungement Request form is received. It is the responsibility of the agency director to follow up with the PTCC helpdesk in the event they do not receive a confirmation email from the PTCC Help Desk. After the PTCC record is expunged, the PTCC Help Desk will provide written notification via email for your records. DCJS will follow its required retention rules regarding these paper copy documents.