

Records Management Oversight Committee Meeting  
Library of Virginia, Library Board Room  
February 12, 2015

Members Present: Greg Crawford, Jessie Graham, Chris Kolbe, Paige Neal, John Metz, Renee Savits, Corey Smith, and Glenn Smith

Members Absent: Sandy Treadway

Resources: Steve White and Matt Ball, State Records Center;  
Guests:

### Purpose

The committee met to discuss and review the following records retention schedules, as submitted by the pre-Records Oversight Committee.

- 181-001, Department of Labor and Industry
- 209-001, University of Virginia, Hospital Division, Sleep Laboratory
- 209-002, University of Virginia, Children's Medical (CMC), Charlottesville Hospital Education Program (HEP)
- 262-002, Department of Aging and Rehabilitative Services
- 301-207, Department of Agriculture and Consumer Services
- 440-019, Department of Environmental Quality
- 501-027, Virginia Department of Transportation
- GS-02, County and Municipal Governments, Localities, General Schedule, Fiscal Records
- GS-03, County and Municipal Governments, Localities, General Schedule, Personnel Records
- GS-103, All State Agencies, General Schedule, Personnel Records
- GS-29, Criminal Justice Training Academy Records General Schedule
- GS-17, County and Municipal Governments, Localities, General Schedule, Law Enforcement, Fire and Emergency Services Records

### Agenda

John Metz called the meeting to order. He asked if there were any questions, comments, or additions to the agenda; there were no changes recommended. John Metz called for a motion to approve the agenda. Greg Crawford moved to approve the agenda; Paige Neal seconded the motion. The agenda was approved as submitted.

### Minutes

John Metz asked if there were any additions or corrections to the business reflected in the minutes of December 11, 2014; there were no recommendations. Metz called for a motion to approve the minutes. Greg Crawford made the motion; Corey Smith seconded the motion. The committee approved the minutes.

## Old Business

The committee did not have any old business to discuss.

### 181-001, Department of Labor and Industry

Corey Smith presented this schedule. He explained that the full schedule was revised. Smith explained that series were combined to streamline the schedule, series descriptions were updated, some series titles were changed, and a new series was added. There were no dramatic changes made to retention statements.

**[Motion:** John Metz called for a motion to approve the schedule 181-001. Glenn Smith made the motion to approve schedule; Jessie Graham seconded the motion. All voting members present approved the schedule.]

### 209-001 University of Virginia Hospital Division, Sleep Laboratory and 209-002, University of Virginia, Children's Medical (CMC), Charlottesville Hospital Education Program (HEP)

Jessie Graham presented these schedules. Jessie explained that the agency reviewed these old schedules that were put online as part of the specific-schedule update project. The agency determined they no longer need either schedule and requested that they be canceled and made defunct. Jessie explained the series that were on these schedules are covered by GS-120 and GS-21.

**[Motion:** John Metz called for a motion to declare schedule 209-001 defunct. Corey Smith made the motion; Paige Neal seconded the motion. All voting members present approved.]

**[Motion:** John Metz called for a motion to declare schedule 209-002 defunct. Glenn Smith made the motion; Renee Savits seconded the motion. All voting members present approved.]

### 262-002, Department of Aging and Rehabilitative Services

Corey Smith presented this schedule. He explained one new series was added to the schedule for Long-Term Care Ombudsman Program (LTCOP) Activities and Case Records. The committee did not have any questions about the series.

**[Motion:** John Metz called for a motion to approve the schedule 262-002. Paige Neal made the motion to approve schedule; Renee Savits seconded the motion. All voting members present approved the schedule.]

### 301-207, Department of Agriculture and Consumer Services

Corey Smith presented this schedule. He explained the schedule is for the Office of Planned Industry Services and was last reviewed in November. The agency decided to add language to the description of Seed Program Files, 200310. Smith explained there are more series on the

schedule that did not require changes and this one series will be included with the other series once approved.

**[Motion:** John Metz called for a motion to approve the schedule 301-207. Glenn Smith made the motion to approve schedule; Jessie Graham seconded the motion. All voting members present approved the schedule.]

#### 440-019, Department of Environmental Quality

Glenn Smith presented this schedule. Smith explained this is a new schedule for the agency's Division of Financial Responsibility. Smith explained that there are Code regulations that require documenting the financial resources of people or entities who own a waste facility to show that financial resources are available to clean up a facility or spill, if necessary. The title of the series are: Financial Responsibility: Hazardous Waste Facilities, Financial Responsibility: Solid Waste Facilities and Financial Responsibility: Underground Petroleum Tanks Aboveground Storage Tanks and Pipelines.

**[Motion:** John Metz called for a motion to approve the schedule 440-019. Corey Smith made the motion to approve schedule; Greg Crawford seconded the motion. All voting members present approved the schedule.]

#### 501-027, Virginia Department of Transportation

Corey Smith presented this schedule. Corey explained the division name changed from Program Management to Infrastructure Investment Division. The retention of the agency Six-Year Plan series changed from permanent to 6 years based on the event that a plan is renewed every 5 years.

**[Motion:** John Metz called for a motion to approve the schedule 501-027. Chris Kolbe made the motion to approve schedule; Renee Savits seconded the motion. All voting members present approved the schedule.]

#### GS-02, County and Municipal Governments, Fiscal Records

Glenn Smith presented this schedule. Smith explained that a locality contacted him to discuss a records series they maintained on vendor data and he determined there was a not an appropriate series for that record on GS-02. A new series, Vendor/Supplier Records has been added.

**[Motion:** John Metz called for a motion to approve General Schedule 02. Greg Crawford made the motion to approve schedule; Renee Savits seconded the motion. All voting members present approved the schedule.]

GS-03, County and Municipal Governments, Personnel Records and GS-103, All State Agencies, Personnel Records

Glenn Smith presented these schedules. Smith explained the focus group worked on the state and local schedules for over a year (the focus group membership is listed below). The group decided to mirror the series on both schedules where possible. The biggest change was made on the state schedule to the Employee Personnel Records series 100485 and 012172 because they were format specific to records in or not in the state's Personnel Management Information System (PMIS); 100485 retained 50 years and 012172 retained 5 years. They were reworked to cover short-term and long-term records. Series 100486, Employee Personnel Records – Wage Employees, was made defunct and superseded by the new short and long-term series. One series was added to GS-03 to cover short-term personnel files. A few other series were made defunct and superseded, wording was updated to be Infolinx compliant, and there were a few minor retention changes.

Glenn explained he has been working with Matt Ball on the change to series 100486 because there are a few boxes in the State Records Center that are tied to that series number. Matt will move those boxes under the short-term series. Glenn will notify the state agency records officers about the retention change and maintaining the short-term and long-term records contained in those boxes.

**Focus Group:** Andrew Majcher, Fairfax County; Anne Waring, DHRM; Ben Smith, UVA Medical Center; Bruce White, ODU; Caroline Walters, UVA; Derek Mountford, DHRM; Jennifer Rydholm, Frederick County Public Schools; Kim Salyers, Frederick County Public Schools; Susan Adams, VHDA

[**Motion:** John Metz called for a motion to approve the General Schedule 03. Corey Smith made the motion to approve schedule; Paige Neal seconded the motion. All voting members present approved the schedule.]

[**Motion:** John Metz called for a motion to approve the General Schedule 103. Greg Crawford made the motion to approve schedule; Paige Neal seconded the motion. All voting members present approved the schedule.]

GS-29, Criminal Justice Training Academy Records

Jessie Graham presented this schedule. She explained the schedule is for criminal justice training academies at the local level. Academies are either local (serving a locality) or regional (serving a region of law enforcement departments) This is an update to a schedule that was 7 years or older. Jessie explained the retention for Instructor's Personnel Records was changed from 5 to 25 years to be able to document and reference officer training history in cases of litigation or when an officer's training is questioned. Jessie discussed series that were combined, wording changes, and referred to series with retention statement changes.

[**Motion:** John Metz called for a motion to approve General Schedule 29. Glenn Smith made the motion to approve schedule; Renee Savits seconded the motion. All voting members present approved the schedule.]

*GS-17, County and Municipal Governments, Law Enforcement, Fire and Emergency Services Records*

Jessie Graham presented this schedule. Graham explained that during the review of GS-29 efforts were made to create a state schedule for training academies, and that fire personnel explained there was not a schedule for fire training records. Fire department do not have academies; therefore a records series, "Fire Training: Class Records," was created and added to the GS-17. The records will be kept for 5 years and the retention is based on a national best-practice standard.

[**Motion:** John Metz called for a motion to approve General Schedule 17. Glenn Smith made the motion to approve schedule; Paige Neal seconded the motion. All voting members present approved the schedule.]

*New Business*

The committee did not have any business to discuss.

*Adjournment*

The meeting adjourned with a motion from Greg Crawford, seconded by Glenn Smith. The next meeting will be April 9, 2015 at 9:00 a.m. in the Library Board Room, 2M.