

Records Management Oversight Committee Meeting  
Library of Virginia, 5th Floor Conference Room 5.041  
April 13, 2015

Members Present: Greg Crawford, Paige Neal, John Metz, Renee Savits, Corey Smith, Glenn Smith, and Sandy Treadway

Members Absent: Chris Kolbe

Resources: Steve White, State Records Center; Sue Woo, Imaging Services

### Purpose

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

- 131-001, Department of Veterans Services
- 194-008, Department of General Services
- 226-001, Board of Accountancy
- 301-207, VA Department of Agriculture and Consumer Services, Office of Plant Industry Services
- 301-210, VA Department of Agriculture and Consumer Services, Office of Weights and Measures
- 501-003, Virginia Department of Transportation, Traffic Engineering (District)
- 501-010, Virginia Department of Transportation, Traffic Engineering
- 765-003, Department of Social Services
- GS-21, County and Municipal Governments, Public School Records
- GS-101, All State Agencies, Administrative Records
- GS-129, All State Agencies, Criminal Justice Training Academy

### 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. Paige Neal moved to approve the agenda; Sandy Treadway 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 February 12, 2015; there were no recommendations. Metz called for a motion to approve the minutes. Glenn Smith made the motion; Paige Neal seconded the motion. The committee approved the minutes.

## Old Business

The committee did not have any old business to discuss.

### 131-001, Department of Veterans Services

Glenn Smith presented this schedule. Smith explained the schedule was approved in December 2013 by ROC but not signed by the agency. New agency staff requested one change that the retention of the DD214 series be changed from permanent to non-permanent with a zero retention period because this is not a record of the State. The records will be destroyed after receipt. Smith explained the library and the agency hold thousands of forms that will be destroyed with the approval of this change. Once those forms have been destroyed the agency will revisit the retention for this series and make it a defunct series.

**[Motion:** John Metz called for a motion to approve the schedule 131-001. Renee Savits made the motion to approve schedule; Corey Smith seconded the motion. All voting members present approved the schedule.]

### 194-008, Department of General Services

Glenn Smith presented this schedule. He explained this is an update to an existing schedule. Twenty-five series were revised, sixteen series were updated to be Infolinx compliant, two series were made “defunct, not superseded,” five series were made “defunct, superseded” (three superseded by one new series; two superseded by general schedules series), and two new series were added.

**[Motion:** John Metz called for a motion to approve schedule 194-008. Paige Neal made the motion; Corey Smith seconded the motion. All voting members present approved.]

### 226-001, Board of Accountancy

Corey Smith presented this schedule. Corey explained this schedule was updated. One new series was added for Certified Public Accountant Audit Consent Orders, other series were made Infolinx compliant, language was revised, and two series were made defunct.

**[Motion:** John Metz called for a motion to approve the schedule 226-001. Sandy Treadway made the motion to approve schedule; Glenn Smith seconded the motion. All voting members present approved the schedule. Note: Greg Crawford was not present during this vote.]

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

Corey Smith presented this schedule. The schedule was approved at the last meeting but the agency forwarded RM-19 forms for eight new series. The new series have been added to the previously approved schedule. The new series are Apiary Inspection Records, Dealers in Agriculture Products Program Files, Endangered Species Program Files, Ginseng Records, Gypsy Moth Program Records, Nursery Records, Phytosanitary Certificates, and Plant Pathology Records.

**[Motion:** John Metz called for a motion to approve the schedule 301-207. Paige Neal made the motion to approve schedule; Renee Savits seconded the motion. All voting members present approved the schedule. Note: Greg Crawford was not present during this vote.]

*301-210, Virginia Department of Agriculture and Consumer Services, Office of Weights and Measures*

Corey Smith presented this schedule. This is a new agency schedule that reflects current operations.

**[Motion:** John Metz called for a motion to approve the schedule 301-210. Glenn Smith made the motion to approve schedule; Paige Neal seconded the motion. All voting members present approved the schedule. Note: Greg Crawford was not present during this vote.]

*501-003, Virginia Department of Transportation, Traffic Engineering (District) and 501-010, Virginia Department of Transportation, Traffic Engineering*

Corey Smith presented these schedules. Smith explained 501-010 is the Central Office schedule and 501-003 is the local district schedule that will eventually be made defunct. Many records series from schedule 501-003 are being moved to schedule 501-010. Additionally, other series currently on 501-003 will be moved to other appropriate schedules. The series moving to other schedules will be made pending and unusable within Infolinx until the schedule to where the series are moving is approved by the committee.

**[Motion:** John Metz called for a motion to approve the schedule 501-003. Glenn Smith made the motion to approve the schedule as presented; Renee Savits seconded the motion. All voting members present approved the schedule.]

*501-010, Virginia Department of Transportation, Traffic Engineering*

Corey Smith presented this schedule. As explained above, records series from schedule 501-003 are moving to this schedule. This is to eliminate duplication of series on the District schedule. Paige Neal asked if Steve Effinger could provide a more specific description of the type of records contained in series where he noted supporting documentation. The committee discussed this and Corey will contact the agency. Glenn Smith recommended provisional approval based on the agency providing more specific information. Corey will send the information received from the agency by email to the committee for a vote. The electronic approval will be ratified or rescinded at the next meeting based on information received.

**[Motion:** John Metz called for a motion to provisionally approve schedule 501-010. Glenn Smith made the motion to approve schedule; Greg Crawford seconded the motion. All voting members present approved the schedule.]

*765-003, Department of Social Services*

Corey Smith presented this schedule. He explained the schedule was updated to be Infolinx compliant and one new series was added for "Fraud Investigations: Founded." The series will be retained permanently in agency.

**[Motion:** John Metz called for a motion to approve the schedule 765-003. Sandy Treadway made the motion to approve schedule; Glenn Smith seconded the motion. All voting members present approved the schedule.]

#### GS-21, County and Municipal Governments Public School Records

Corey Smith presented this schedule prepared by Jessie Graham before her departure. Smith explained the Public School focus group proposed to defunct one series, Clinic Records-Non-Treatment Related (008195) and superseded it by two new series, Clinic Records: Sign-In Sheets and Clinic Records: Emergency and Health Information Sheets.

**[Motion:** John Metz called for a motion to approve General Schedule 21. Paige Neal made the motion to approve schedule; Renee Savits seconded the motion. All voting members present approved the schedule.]

#### GS-101, State Agencies, Administrative Records

Glenn Smith presented this schedule by explaining that Roger Christman requested that a new series be created for History Files: Archival. The series was created to capture and elevate records series that document significant events that would be lost because they are documented/contained in a records series that is scheduled as a non-permanent record.

**[Motion:** John Metz called for a motion to approve the General Schedule 101. Paige Neal made the motion to approve schedule; Renee Savits seconded the motion. All voting members present approved the schedule.]

#### GS-129, All State Agencies, Criminal Justice Training Academy Records

Glenn Smith presented this schedule prepared by Jessie Graham before her departure. Smith explained that this is a state-level schedule that mostly mirrors the local-level schedule which is not available to state academies. In lieu of the disposition not indicated on the draft spreadsheet, he explained that most series are scheduled for confidential destruction.

**[Motion:** John Metz called for a motion to approve General Schedule 129. Sandy Treadway 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 Glenn Smith, seconded by Greg Crawford. The next meeting will be June 18, 2015 at 9:00 a.m. in the Library Board Room, 2M.