

Records Management Oversight Committee Meeting
Library of Virginia, Board Room
February 11, 2016

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

Members Absent: Ginny Dunn and Barbara Teague

Resources: Steve White

Guests: Gladys Butler and Steve Effinger with the Virginia Department of Transportation

Purpose

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

- 182-056, Virginia Employment Commission, Unemployment Insurance Division
- 182-163, Virginia Employment Commission, Administrative Law Division
- 440-008, Department of Environmental Enhancement Division
- 501-003, Virginia Department of Transportation, Public Affairs Division - Districts
- 501-021, Virginia Department of Transportation, Public Affairs Division – Central Office
- 834-001, Virginia Freedom of Information (FOIA) Council

Agenda

John Metz called the meeting to order and asked if there were any changes to the agenda and called for a motion to approve the agenda. The committee did not recommend any additions or changes. Glenn Smith made the motion. Sandy Treadway seconded the motion.

Minutes

John Metz asked if there were any additions or corrections to the business reflected in the minutes of December 9, 2015; there were no recommendations. Metz called for a motion to approve the minutes. Corey 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.

182-056, Virginia Employment Commission, Unemployment Insurance Division

Corey Smith presented this schedule. He explained that the agency reviewed their schedules and discovered redundancy in old schedules dating back to the 70s and 80s when each series was a separate schedule. The agency decided to update series and defunct redundant series and schedules. Schedule 182-056 will supersede schedules, 182-44, 182-55, 182-56, 182-57, 182-158, and 182-158R. Additionally the series title and series number under 182-158 will be moved over to 182-056. Records series 015069, Claimant Files from schedule 182-158 was updated and will be moved to schedule 182-056 to supersede "claim files, series 018256."

[Motion: John Metz called for a motion to approve the amendment to schedule 182-056. Renee Savits made the motion; Paige Neal seconded the motion. All voting members present approved.]

182-163, Virginia Employment Commission, Administrative Law

Corey Smith presented this schedule. Smith explained this is a new schedule for the division with Lower Authority and Higher Authority Appeal Cases Files.

[Motion: John Metz called for a motion to approve schedule 182-163. Sandy Treadway made the motion to approve schedule; Glenn Smith seconded the motion. All voting members present approved the schedule.]

440-008, Environmental Enhancement Division

Glenn Smith presented these schedules. Smith explained that the schedule was reviewed at the last meeting to approve two new series. The agency is adding a series for Coastal Zone Management Program Grants Files to be retained for 50 years. The retention period is based on agency reference and research needs for past files.

[Motion: John Metz called for a motion to approve schedule 440-008. Corey Smith made the motion; Renee Savits seconded the motion. All voting members present approved.]

501-003, Virginia Department of Transportation, Public Affairs Districts and 501-021, Virginia Department of Transportation, Public Affairs, Central Office

Corey Smith presented these schedules and explained this is another instance where the agency had series on a district schedule that duplicate series on a central office schedule. The series presented today on these schedules will be superseded by records series on General Schedule 101 and schedules 501-003 and 501-021 will be made defunct.

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

[Motion: John Metz called for a motion to approve schedule 501-021 as defunct. Sandy Treadway made the motion; Glenn Smith seconded the motion. All voting members present approved.]

834-001, Virginia Freedom of Information (FOIA) Council

Glenn Smith presented this new schedule and explained this is a new schedule for Agency Opinions, Formal and Informal and discussed series details and agency reasoning for retaining the formal opinions permanently in agency.

[Motion: John Metz called for a motion to approve schedule 834-001. Renee Savits made the motion; Paige Neal seconded the motion. All voting members present approved.]

New Business

The committee did not have any new business on the agenda. John Metz announced the next meeting is April 14, 2016.

Adjournment

The meeting adjourned with a motion from Sandy Treadway, seconded by Renee Savits. The next meeting will be held in the Library Board Room, 2M.