

Records Management Oversight Committee Meeting
Library of Virginia, Board Room
April 14, 2016

Members Present: Greg Crawford, Ginny Dunn, Paige Neal, Corey Smith, Glenn Smith, Renee Savits, Barbara Teague and Sandy Treadway

Members Absent: John Metz

Resources: Matt Ball

Guests: Claire Radcliffe, Tracy Harter and Eddie Woodward, Library of Virginia

Purpose

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

- 171-002 and 211, State Corporation Commission
- 182-056, Virginia Employment Commission, Unemployment Insurance
- 182-161, Virginia Employment Commission, Field Operations
- 182-162, Virginia Employment Commission, Workforce Services
- 440-015, Department of Environmental Quality, Air Quality Division
- 501-020 and 501-003 (District), Virginia Department of Transportation, Information Technology (Central Office) and Virginia Department of Transportation (Districts)
- 601-190, Virginia Department of Health, Office of Drinking Water
- GS-21, County and Municipal Governments, Public Schools

Introduction of Members and Guests

Barbara Teague asked members and guests to introduce themselves. The following self-introductions were made: Ginny Dunn, Archives and Library Reference Services, Sandy Treadway, Corey Smith, Records Analyst, Glenn Smith, Records Management Analyst, Greg Crawford, Local Records Archivist, Eddie Woodward, Local Records, Tracy Harter, Local Records, Patrice Morgan, Records Management Section, Claire Radcliffe, State Records, Paige Neal, State Records, Renee Savits, State Records, Matt Ball, State Records Center and Barbara Teague, Chair of the Committee.

Agenda

Barbara Teague called the meeting to order, 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. Ginny Dunn made the motion. Glenn Smith seconded the motion.

Minutes

Barbara Teague asked if there were any additions or corrections to the business reflected in the minutes of February 11, 2016; there were no recommendations. Teague called for a motion to approve the minutes. Sandy Treadway 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.

171-002 and 171-211, State Corporation Commission

Glenn Smith presented these schedules. Smith explained the schedules were presented to defunct three series that are covered by the two schedules. He explained the series had been previously presented to the committee and were consolidated onto schedule 171- 015 for the Clerk's Office. It was an oversight that the Limited Liability Company Registrations (005301), Limited Partnership Company Registrations (005302) and Federal Tax Liens (009251) were not made defunct when the series were consolidated into 171-015.

[Motion: Barbara Teague called for a motion to approve the amendment to schedule 171-002 and 171-211. Renee Savits made the motion; Ginny Dunn seconded the motion. All voting members present approved.]

182-056, Virginia Employment Commission, Unemployment Insurance Division

Corey Smith presented this schedule. He explained the schedule was reviewed at the February meeting after that the agency discovered an additional series to be added for Unemployment Insurance Overpayment Records. Since the agency is discovering additional records, Corey will request that the agency survey their records and create RM-19s instead of adding records series when they are discovered.

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

182-161, Virginia Employment Commission, Field Operations

Corey Smith presented this schedule. Smith explained the agency had created one series for Work Opportunity Tax Credit (WOTC) Applications: Forms IRS 8850 and ETA 9061 (000560) to be retained four years. The agency revisited the retention period and determined that the denied applications did not need to be kept for four years. The agency split the series into approved and denied tax credit applications. The approved applications will be retained four years and the denied applications will be retained for one year. Barbara Teague asked if any records for this series are store at the State Records Center. Matt Ball will check to see if any are in storage; Matt explained the agency will have to determine if the approved and denied records are stored together and the longer retention would be used if stored together.

[Motion: Barbara Teague called for a motion to approve schedule 182-161. Sandy Treadway made the motion to approve schedule; Paige Neal seconded the motion. All voting members present approved the schedule.]

182-162, Virginia Employment Commission, Workforce Services

Corey Smith presented this schedule. Smith explained that new series are being added to the schedule and that old series without six digit numbers are being updated.

[Motion: Barbara Teague called for a motion to approve the amendment to schedule 182-162. Renee Savits made the motion; Ginny Dunn seconded the motion. All voting members present approved.]

440-015 Department of Environmental Quality, Environmental Enhancement Division

Glenn Smith presented this schedule. Smith explained the agency is adding one series for Tanker Tightness Testing Records.

[Motion: Barbara Teague called for a motion to approve schedule 440-015. Corey Smith made the motion; Renee Savits seconded the motion. All voting members present approved.]

501-020 and 501-003 (District), Virginia Department of Transportation, Information Technology

Corey Smith presented these schedules and explained this is another instance where the central office and district office schedules have duplicate records series. Schedules 003 and 020 are for Information Technology at the central and district office level; the records series on both schedules will be made defunct because the agency found applicable series on LVA general schedules.

[Motion: Barbara Teague called for a motion to defunct schedules 501-020 and 501-003. Sandy Treadway made the motion; Glenn Smith seconded the motion. All voting members present approved.]

601-190, Virginia Department of Health, Office of Drinking Water

Corey Smith presented this schedule. The agency updated the schedule to make cosmetic changes. The schedule was in the old three column format; the agency sent RM-19s to support the changes requested. Pre-ROC discussed that the description language on series 000461, Waterworks Reports: Chemical Sampling Result made it difficult to determine if the agency was keeping the report or the sample. Corey checked with the agency and they are keeping the report so the description language was revised accordingly.

[Motion: Barbara Teague called for a motion to approve schedule 601-190. Ginny Dunn made the motion; Paige Neal seconded the motion. All voting members present approved.]

GS-21, County and Municipal Governments, Public Schools

Corey Smith presented this schedule. Corey explained the Public Schools Records Consortium Group discussed two records series, Examination Records: Non-Standardized-Final Exams (008179) and Examination Records: Non Standardized – Other Exams (008180); the records are for exams teachers give throughout the year and at the end of the year. Both series had the same retention language and retention, so the committee requested that the series be combined. A new series was created, Examination Records: Non-Standardized-Routine and Final Exams.

[Motion: Barbara Teague called for a motion to approve General Schedule 21. Glenn Smith made the motion; Sandy Treadway seconded the motion. All voting members present approved.]

New Business

Greg Crawford introduced the new Local Records consulting archivists, Eddie Woodward and Tracy Harter. He explained they formerly worked at the library; they have been a great help with the Grant Program in the short timeframe they have been here; he is looking forward to what they have to offer in the future and that they will be sitting on the pre-ROC and ROC committees. Barbara Teague welcomed Eddie and Tracy; she explained the new Records Management Coordinator will be starting May 10 and serving on the committee. Barbara Teague announced the next meeting is June 9, 2016.

Adjournment

The meeting was adjourned by Barbara Teague. The next meeting will be held in the Library Board Room, 2M.