

Records Management Oversight Committee Meeting
Library of Virginia, Board Room
June 9, 2016

Members Present: Ginny Dunn, John Metz, Paige Neal, Chad Owen, Corey Smith, Glenn Smith, Renee Savits, and Sandy Treadway

Members Absent: Greg Crawford and Barbara Teague

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:

- 141-048, Office of the Attorney General (agency-wide schedule)
- 182-060, Virginia Employment Commission, Finance
- 182-161, Virginia Employment Commission, Field Operations
- 182-162, Virginia Employment Commission, Workforce Services
- 223-001, Department of Health Professions, All Boards
- 501-019, Virginia Department of Transportation, Human Resources (Central)
- 501-003, Virginia Department of Transportation, Human Resources (District)
- 602-012, Department of Medical Assistance Services, Division of Managed Care
- 602-014, Department of Medical Assistance Services, Maternal and Child Health
- 602-019, Department of Medical Assistance Services, Marketing and Enrollment Services Division

Introduction of Members and Guests

John Metz introduced Chad Owens as a new committee member and as the new Records Management Coordinator.

Agenda

John Metz 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. Chad Owen 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 April 14, 2016; there were no recommendations. Metz called for a motion to approve the minutes. Glenn Smith made the motion; Ginny Dunn seconded the motion. The committee approved the minutes.

Old Business

The committee did not have any old business to discuss.

141-048, Office of the Attorney General, Agency-wide schedule

Glenn Smith presented this schedule. Smith explained there were two changes made to the schedule. The agency added one new series for Tobacco Enforcement. The records document the master settlement agreement enforcement and compliance activities and will be retained 15 years. The Criminal Litigation Case Files had been a permanent series. This revision is proposing that the series become a non-permanent series kept for 75 years due to space limitations of the new offices where the agency has moved. Currently, Infolinx does not allow for the transfer of records to the State Records Center and then to Archives. Infolinx and transfer protocols will be need to be updated in order to accomate a the storage of a permanent record in the SRC before it is transferred to the Archives. John Metz asked for a timeframe on the administrative change. Smith explained this will be worked on in the next few months, first presenting to pre-ROC and ROC with implementation to follow.

[Motion: John Metz called for a motion to approve the schedule 141-048 as amended. Corey Smith made the motion; Chad Owen seconded the motion. All voting members present approved.]

182-060, Virginia Employment Commission, Finance

Corey Smith presented this schedule. He explained this is an existing schedule that was in a format from the 1970s or 1980s that did not have six-digit series numbers. The series descriptions were updated and series numbers were added. Many existing series were superseded by general schedule series and the only remaining series is the Unemployment Insurance Trust Fund Records.

[Motion: John Metz called for a motion to approve schedule 182-060. Ginny Dunn made the motion; Sandy Treadway seconded the motion. All voting members present approved.]

182-161, Virginia Employment Commission, Field Operations and 182-162 Virginia Employment Commission, Workforce

Corey Smith presented these schedules. Smith explained two series approved at the last meeting for Schedule 182-161 should be on schedule 182-162. Schedule 182-161 will be defunct once the two Work Opportunity Tax Credit Certifications: Approved (000560) and Denials (200510) are moved to 181-162. Three new series are being added to schedule 182-162 for Alternative Trade Adjustment Assistance/Reemployment Trade Adjustment Assistance Participant Files, Budget and Position Reports, and Trade Adjustment Assistance Participant Training Files.

[Motion: John Metz called for a motion to approve schedule 182-161 and 182-162 as amended. Chad Owen made the motion to approve schedule; Paige Neal seconded the motion. All voting members present approved the schedule.]

223-001, Department of Health Professions, All Boards

Corey Smith presented this schedule. Smith explained that the Education Program Survey Notes: Board of Nursing (000280) will become a defunct series superseded by Education Program Survey Reports: Board of Nursing (200178). Additionally, the retention period for Practitioner Applicant/Trainee Incomplete and/or Inactive Pending Licensure File: All Board (015068) was changed from 3 years to 1 year after receipt because the agency determined the shorter retention period appropriate.

[Motion: John Metz called for a motion to approve schedule 223-001. Sandy Treadway made the motion; Chad Owen seconded the motion. All voting members present approved.]

501-019 (Central) and 501-003 (District), Virginia Department of Transportation, Human Resources

Corey Smith presented these schedules and explained both schedules are being made defunct because there are equivalent records series on General Schedules.

[Motion: John Metz called for a motion to defunct schedules 501-019 and 501-003. Glenn Smith made the motion; Ginny Dunn seconded the motion. All voting members present approved.]

602-012, Department of Medical Assistance Services, Division of Managed Care
602-014, Department of Medical Assistance Services, Maternal and Child Health
602-019, Department of Medical Assistance Services, Marketing Enrollment Division

Corey Smith presented these schedules. Smith explained that on schedule 602-012 the Managed Care Division name will change to Health Care Services Division. Series information on this schedule was updated to be Infolinx compliant and one new series was added for School Health Services Records.

On schedule 602-014, the Baby Care Records (009321) and Early Period Screening Diagnosis and Treatment (EPSDT) Records (009320) are moving to Schedule 602-012. The Family Access to Medical Insurance Security (FAMIS) (006151), FAMIS Applications (006152) FAMIS Correspondence and Supporting Documentation (006153) are being made defunct and superseded by one series on a new schedule 602-019, Division of Marketing and Enrollment Division. Schedule 602-014 will be defunct when these changes are approved.

[Motion: John Metz called for a motion to approve schedule 602-012 as amended. Glenn Smith made the motion; Chad Owen seconded the motion. All voting members present approved.]

[**Motion:** John Metz called for a motion to approve schedule 602-019. Chad Owen 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 defunct schedule 602-014. Ginny Dunn made the motion to approve schedule; Glenn Smith seconded the motion. All voting members present approved the schedule.]

New Business

The committee did not have any new business to discuss.

Adjournment

The meeting adjourned with a motion from Sandy Treadway, seconded by Renee Savits. The next meeting will be August 18, 2016 in the Library Board Room, 2M.