

Records Management Oversight Committee Meeting
Library of Virginia, Board Room
February 9, 2017

Members Present:, Greg Crawford , Ginny Dunn, John Metz, Paige Neal, Chad Owen , Riley O'Brien, Corey Smith, Renee Savits, Glenn Smith, and Sandy Treadway

Members Absent: Claire Radcliffe

Resources: Steve White

Guests: Lawrence Davis, 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:

- 174-001, Virginia529
- 501-080, Virginia Department of Transportation, Innovative Finance and Revenue Operations
- 501-090, Virginia Department of Transportation, Safety Security and Emergency Management
- 841-001, Aviation, Department of
- GS-101, General Schedule, All State Agencies, Administrative Records
- GS-111, General Schedule, All State Agencies, College and University Records

Introduction of Members and Guests

John Metz called the meeting to order and welcomed Lawrence Davis with the Virginia Department of Transportation.

Agenda

John Metz asked if there were any additions to the business reflected in the agenda; the committee did not have any recommendations. Metz called for the motion to approve the agenda. Chad Owen made the motion. Ginny Dunn seconded the motion.

Minutes

John Metz asked if there were any additions or corrections to the business reflected in the minutes of December 8, 2016; there were no recommendations. Metz called for a motion to approve the minutes. Sandy Treadway made the motion; Chad Owen seconded the motion. The committee approved the minutes.

Old Business

The committee did not have any old business to discuss.

174-001, Virginia529

Glenn Smith presented this schedule. Smith explained that this schedule was presented two meetings ago and the committee approved it as presented. However the agency did not return a signed cover page and decided to make some amendments. The work for the ABLEnow Program (200532) is being outsourced, so the agency decided they no longer need the series. Record series 200532 will be made defunct. There were no changes to two series presented last time. The agency added four new series: Investment History, Liability Releases, Promotions and Tax Exemptions. Investments history records will be retained permanently, in agency as a reference for past investment history.

[Motion: John Metz called for a motion to approve schedule 174-001. Chad Owen made the motion; Ginny Dunn seconded the motion. All voting members present approved.]

501-080, Virginia Department of Transportation, Innovative Finance and Revenue Operations

Corey Smith presented this schedule. Smith explained this schedule is for records documenting usage of the Smart Tag and EZ Pass. The record series were made Infolinx compliant. Two series, 000056 and 000057, were made defunct. There is one new series for Smart Tag/EZ Pass Customer Account Toll Transaction Summaries.

[Motion: John Metz called for a motion to approve the schedule 501-080. Glenn Smith made the motion; Chad Owen seconded the motion. All voting members present approved.]

501-090, Virginia Department of Transportation, Safety Security and Emergency Health

Corey Smith presented this schedule. Corey explained the majority of the series on this schedule will be superseded by general schedule series. Three series will remain on the schedule; they were updated to be Infolinx compliant.

[Motion: John Metz called for a motion to approve the schedule 501-090. Riley O'Brien made the motion; Chad Owen seconded the motion. All voting members present approved.]

841-001, Department of Aviation

Corey Smith presented the schedule. Smith explained that this is an overhaul of the entire schedule. Additionally most of the changes were to make series Infolinx compliant and incorporate Pre-Roc changes that the agency approved. Corey explained that pre-ROC had considerable discussion about whether building-related plans were included in records series outlined as plans. Corey explained that plans are not in those records and that there is another series for building plans. Pre-Roc also discussed if the retention for the contest and program related records was long enough. Corey explained when that was communicated to the agency, they decided to combine some scholarship and program type records into one series to be retained permanently, in agency.

[Motion: John Metz called for a motion to approve the schedule 841-001. Glenn Smith made the motion; Chad Owen seconded the motion. All voting members present approved.]

GS-101, General Schedule, All State Agencies, Administrative Records

Chad Owen presented this schedule. Owen explained the University of Virginia recommended that a series for program and event registrations similar to a series on the parks and recreation locality schedule be included on a state agency schedule. He explained most agencies have program and events, but there was not a series on a general schedule. GS-101 is the appropriate schedule to cover that type of record for all agencies. Pre-Roc decided on a retention of 0 years after superseded, obsolete or rescinded to give agencies a flexible option to retain as long as administratively needed.

[Motion: John Metz called for a motion to approve General Schedule 101. Sandy Treadway made the motion; Riley O'Brien seconded the motion. All voting members present approved.]

GS-111, General Schedule, All State Agencies, College and University Records

Chad Owen presented this schedule. The University of Virginia recommended changes to the schedule; the changes were reviewed by CUSIG and other University Records Officers listservs. Separate series were recommended for Applications of Graduate Students and Academic Counsel Files because graduate students reapply periodically and a longer retention was needed for those records. Additionally the university recommended a permanent series for Academic Bodies not established by Code that meet regularly such as Faculty Senate, Staff Senate, Employee Counsel and Honor Committee because the records of those bodies are of extreme historic interest or the bodies influence the direction of the university. They also recommended making this a specific series other than a History File to establish the series must be kept permanently. The committee discussed whether there were any issues with keeping the honor committee records because of privacy and FERPA regulations.

[Motion: John Metz called for a motion to approve General Schedule 111. Ginny Dunn made the motion; Corey Smith seconded the motion. All voting members present approved.]

New Business

The committee did not have any new business to discuss.

Adjournment

John Metz called for a motion to adjourn the meeting. The meeting adjourned with a motion from Greg Crawford, seconded by Renee Savits. The next meeting will be April 13, 2017 in the Library Board Room, 2M.