

Records Management Oversight Committee Meeting
Library of Virginia, Board Room
April 13, 2017

Members Present: Sandra Treadway, John Metz, Ginny Dunn, Chad Owen, Claire Radcliffe, Renee Savits, Corey Smith, Glenn Smith, Riley O'Brien, and Eddie Woodward

Members Absent: Greg Crawford, Paige Neal, and Patrice Morgan

Resources: None

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:

- 147-001 Office of the State Inspector General
- 171-116 State Corporation Commission, Bureau of Insurance
- 174-001 Virginia529
- 223-001 Department of Health Professions, All Boards
- 409-008 Department of Mines, Minerals and Energy, Division of Mines
- 440-019 Department of Environmental Quality, Office of Financial Responsibility and Data Management
- 501-003 Virginia Department of Transportation, Construction Division (District)
- 501-008 Virginia Department of Transportation, Construction Division
- 501-036 Virginia Department of Transportation, Management Services
- GS-11 County and Municipal Governments, Parks and Recreation
- GS-19 County and Municipal Governments, Administrative 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 so moved, Ginny Dunn seconded, and the motion was approved.

Minutes of Prior Meeting

John Metz asked if there were any additions or corrections to minutes reflecting the business of the February 9, 2017 meeting. There were none. Metz called for a motion to approve the minutes. The motion was made, seconded, and approved.

Old Business

The committee did not have any old business to discuss.

147-001, Office of the State Inspector General

Glenn Smith presented this schedule. Two new series for the Behavioral Health section will be added: *Reports and Managerial Letters* and *Working Papers*.

[Motion: John Metz called for a motion to approve the schedule 147-001. Claire Radcliffe so moved, Chad Owen seconded, and the motion was approved.]

171-116, State Corporation Commission, Bureau of Insurance

Glenn Smith explained that the one series on this schedule is being updated to reflect an accurate title, description, retention, and cutoff event. The sub-department "External Review" will be added to the schedule.

[Motion: John Metz called for a motion to approve the schedule 501-080. Chad Owen so moved, Riley O'Brien seconded, and the motion was approved.]

174-001, Virginia529

Glenn Smith explained that this new schedule was being presented for the third time to clarify that the Tax Exemption series really doesn't pertain to tax exemptions, but rather with the tax reporting on the agency's annual fund distributions. The agency has still not approved the schedule, so nothing has been in effect for the agency to this point.

[Motion: John Metz called for a motion to approve schedule 174-001. Sandra Treadway so moved, Chad Owen seconded, and the motion was approved.]

223-001, Department of Health Professions, All Boards

Corey Smith presented this schedule. There is one new series being added for *Closed Education Program Records: Nursing, Nurse Aide, and Medication Aide*.

[Motion: John Metz called for a motion to approve schedule 223-001. Ginny Dunn so moved, Chad Owen seconded, and the motion was approved.]

409-008, Department of Mines, Minerals and Energy, Division of Mines

Corey Smith presented this schedule. This is a complete schedule update with one new series being added for Mining Requests.

[Motion: John Metz called for a motion to approve schedule 409-008. Ginny Dunn so moved, Chad Owen seconded, and the motion was approved.]

440-019, Department of Environmental Quality, Office of Financial Responsibility and Data Management

Chad Owen presented this schedule. The Department would like to reduce the retention period of series 200385. The records for *Financial Responsibility: Underground Petroleum Tanks, Aboveground Storage Tanks, and Pipelines* are essentially superseded annually and staff members have determined that they refer only to the active records.

[Motion: John Metz called for a motion to approve schedule 440-019. Glenn Smith so moved, Corey Smith seconded, and the motion was approved.]

501-003, Virginia Department of Transportation, Construction Division (District)
501-008, Virginia Department of Transportation, Construction Division

Corey Smith presented these schedules. The district schedule (501-003) will be made defunct, with series not being superseded and others being superseded by general schedule or other specific schedule series. 501-008 is being updated to be infolinx compliant and will remain as the schedule for the division.

[Motions: John Metz called for a motion to approve schedule 501-003 as defunct. Chad Owen so moved, Renee Savits seconded, and the motion was approved. John Metz called for a motion to approve schedule 501-008. Chad Owen so moved, Glenn Smith seconded, and the motion was approved]

501-036, Virginia Department of Transportation, Management Services

Corey Smith presented this schedule. The entire schedule will be defunct as the division no longer exists. Retention series are being superseded by General Schedule series and other VDOT schedule series.

[Motion: John Metz called for a motion to approve schedule 501-036 as defunct. Ginny Dunn so moved, Riley O'Brien seconded, and the motion was approved.]

GS-11, County and Municipal Governments, Parks and Recreation

Chad Owen presented this schedule. He explained that the Program Registration series (008090) will be defunct and superseded with a proposed GS-19 equivalent of the GS-101 series, Program and Event Registration, adopted this past February.

[Motion: John Metz called for a motion to approve General Schedule 11. Sandra Treadway so moved, Glenn Smith seconded, and the motion was approved.]

GS-19, County and Municipal Governments, Administrative Records

Chad Owen presented this schedule. This is creating the “Program and Event Registration” series, which will be the local-level equivalent of the state general series GS-101; 200550 that ROC adopted in February. This will both clarify and broaden the purpose of the series and make it more apparent to all users.

[Motion: John Metz called for a motion to approve General Schedule 19. Corey Smith so moved, Renee Savits seconded, and the motion was approved.]

New Business

Chad mentioned that he received an inquiry from George Mason University about the ROC minutes from the past couple of years missing from the Library’s website. After some discussion, Glenn said that he would take care of updating the site.

Adjournment

John Metz called for a motion to adjourn the meeting. The meeting adjourned at 9:24 with a motion from Chad Owen, seconded by Ginny Dunn. The next meeting will be June 8, 2017 in the Library Board Room, 2M.