

Records Management Oversight Committee Meeting
Library of Virginia, Board Room
October 12, 2017

Members Present: Ginny Dunn, Paige Neal, Chad Owen, , Corey Smith, Glenn Smith, Claire Radcliffe, and Eddie Woodward

Members Absent: Greg Crawford, John Metz, Riley O'Brien, Renee Savits and Sandra Treadway

Resources: Matt Ball

Guests: None

Purpose

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

- 171-192, State Corporation Commission (SCC), Bureau of Insurance, Administrative Tax Unit
- 171-217, State Corporation Commission, Bureau of Insurance, Property and Casualty
- 201-402, Department of Education, Division of Student Assessment & School Improvement; Office of School Improvement
- 413-002, Commission on Virginia Alcohol Safety Action Program, Central Office
- 413-003, Commission on Virginia Alcohol Safety Action Program
- 440-005, Department of Environmental Quality, Division of Water
- 440-006, Department of Environmental Quality, Hazardous Waste Program
- 501-003, Department of Transportation, Materials Division, District
- 501-011, Department of Transportation, Materials Division, Central
- 501-011-A01, Department of Transportation, Materials Division, Central
- GS-30, Virginia Alcohol Safety Action Program, County and Municipal Governments

Introduction of Members and Guests

Glenn Smith called the meeting to order and explained he was chairing the meeting for Sandy Treadway and John Metz since they were away. He acknowledged each member present.

Agenda

Glenn Smith asked if there were any old or new business items to add to the agenda. Committee members did not have any business to add to the agenda. Patrice Morgan informed the committee that a schedule number was incorrectly listed on the agenda. State Corporation Commission, Bureau of Insurance, Administrative Tax Unit schedule 171-194 should be 171-192. Smith called for the motion to approve the agenda. Chad Owen moved; Paige Neal seconded the motion. The agenda was approved.

Minutes of Prior Meeting

Glenn Smith asked if there were any additions or corrections to minutes reflecting the business of the August 10, 2017 meeting. There were no recommendations and Smith called for a motion to approve the minutes. Ginny Dunn so moved, seconded by Chad Owen. The minutes were approved.

Old Business

The committee did not have any old business to discuss.

171-192, State Corporation Commission, Bureau of Insurance, Administrative Tax Unit

Chad Owen presented this schedule. Chad thanked the Pre-ROC committee for reviewing this schedule while he was out. He explained the schedule was revised based on a *Code* change that transferred responsibility of a function from SCC to the Department of Taxation. The SCC would like to reduce the retention period of those records from 25 and 15 years down to 5 years. The reduced retention would allow the agency to destroy the accumulation of those records stored at the State Records Center. The last of the series will be destroyed approximately 2 years from now. The agency will request to defunct the series after that time period and because the function was transferred.

[Motion: Glenn Smith called for a motion to approve the schedule 171-192. Paige Neal so moved, Claire Radcliffe seconded, and the motion was approved.]

171-217, State Corporation Commission, Bureau of Insurance, Property and Casualty

Chad Owen presented this schedule. Owen explained the agency reviewed the schedule for the same reason, a *Code* change. One series is being made defunct because the section of the *Code* that applied to that series was repealed. All the records under the series proposed to become defunct have been destroyed. Additionally, the section of the *Code* that applied to the All Commercial Liability Claims records series was deleted; however, the SCC is still responsible for Medical Liability Claims, so the records series title and description for that series will change from All Liability Claims to Medical Liability Claims to cover that change.

[Motion: Glenn Smith called for a motion to approve schedule 171-217. Ginny Dunn so moved, Paige Neal seconded, and the motion was approved.]

201-402, Department of Education

Chad Owen presented this schedule. He explained the records series title for Test Development – Committee Meeting Daily Operation Checklist (009291) is changing to Test Development: Committee Meeting Materials because the series description was more expansive and the new title better reflects what is listed as included.

[Motion: Glenn Smith called for a motion to approve schedule 201-402. Eddie Woodward so moved, Claire Radcliffe seconded, and the motion was approved.]

413-002, Commission on Virginia Alcohol Safety Action Program(VASAP), Central Office;
Commission on Virginia Alcohol Safety Action Program; GS-30, Virginia Alcohol Safety Action
Program, County and Municipal Governments and 401-003, Virginia Alcohol Safety Action
Program, Central Office

Glenn Smith presented these schedules. Smith explained GS-30 has been a local schedule, but the offices using them are not offices of localities. The Commission on VASAP is a parent state agency with local offices, so GS-30 will be made defunct. All the series from that schedule will be converted to 413-003 with no changes, a new agency specific schedule for the commission. He explained that schedule 413-002 has one series that covers a database that is an index of a series that is on GS-30, so this schedule will be defunct and superseded by 413-003.

[Motion: Glenn Smith called for a motion to defunct General Schedule 30 and supersede it with a new agency specific schedule. Chad Owen so moved, Corey Smith seconded, and the motion was approved.]

[Motion: Glenn Smith called for a motion to approve a new schedule 413-003 that will supersede General Schedule 30 with no changes to the existing series. Chad Owen so moved, Corey Smith seconded, and the motion was approved.]

[Motion: Glenn Smith called for a motion to defunct schedule 413-002 with the one series on it being superseded by a series on schedule 413-003. Ginny Dunn so moved, Chad Owen seconded, and the motion was approved.]

440-005, Department of Environmental Quality, Division of Water,

Chad Owen presented this schedule. Owen explained that the agency is adding two records series, Virginia Water Protection (VWP) Non-Permitted Sites: Compliance and Virginia Water Protection (VWP) Non Permitted sites – Pre-Application. The agency has a records series for enforcement action but did not have a series for complaints that do not rise to an enforcement matter. The new series were created to cover the gap for applicants that do not follow through with the process.

[Motion: Glenn Smith called for a motion to approve schedule 440-005. Paige Neal so moved, Corey Smith seconded, and the motion was approved.]

440-006, Department of Environmental Quality, Division of Water, Hazardous Waste Program

Chad Owen presented this schedule. Owen explained that the schedule was reviewed in June but the agency did not return a signed schedule cover page. In June the committee discussed why there was a separate series for annual reports when annual reports were included in the description of another records series on the schedule. The agency agreed to supersede the series specific to Annual Reports because the records will reside in the Groundwater record series. Chad explained that all changes approved in June become effective when this schedule is approved.

[Motion: Glenn Smith called for a motion to approve schedule 440-006. Claire Radcliffe so moved, Ginny Dunn seconded, and the motion was approved.]

501-003, Virginia Department of Transportation, Materials Division, District, 501-011 Virginia Department of Transportation, Materials Division Central and 501-011-A01

Corey Smith presented these schedule. The materials division handles all the asphalt, soil and concrete used on road and bridge support. The records series cover activities related to those operations and the producer plants that make the road materials. The district schedule 501-003 will be entirely defunct and the records series will be superseded or defunct not superseded. This schedule, 501-011-A2009-A01 was created in the past to add the series to an existing schedule. The series for Accreditation Materials will be moved to 501-011 and schedule 501-011-A2009-A01 will be defunct. The division will use the central office schedule 501-011.

[Motion: Glenn Smith called for a motion to defunct to schedule 501-011-A2009-A01. Chad Owen so moved, Ginny Dunn seconded, and the motion was approved.]

[Motion: Glenn Smith called for a motion to defunct schedule 501-003. Chad Owen so moved, Paige Neal seconded, and the motion was approved.]

[Motion: Glenn Smith called for a motion to approve amendments to schedule 501-011. Claire Radcliffe so moved, Eddie Woodward seconded, and the motion was approved.]

New Business

The committee did not have any new business to discuss.

Adjournment

Glenn Smith called for a motion to adjourn the meeting. Ginny Dunn so moved, Chad Owen seconded, and that motion ended the meeting. The next meeting will be December 14, 2017 in the Library Board Room, 2M.