

Records Management Oversight Committee Meeting
Library of Virginia, Board Room
December 14, 2017

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

Members Absent: Ginny Dunn

Resources:

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
- 154-156, Department of Motor Vehicles
- GS-102, All State Agencies, Fiscal Records
- GS-113, All State Agencies, Information Technology

Introduction of Members and Guests

John Metz called the meeting to order. Member introductions were not needed since there were no guests present; Metz moved forward with the business to be discussed.

Agenda

John Metz asked if there were any old or new business items to add to the agenda. Glenn Smith added one new business item for discussion, a proposal to change the ROC schedule in 2018 to four instead of six meetings. Metz called for the motion to approve the addition to the agenda. Greg Crawford so moved, Claire Radcliffe seconded, and the motion carried. Metz called for a motion to approve the full agenda. Sandy Treadway so moved, Paige Neal seconded, and the agenda was approved.

Minutes of Prior Meeting

John Metz asked if there were any additions or corrections to the minutes reflecting the business of the October 12, 2017 meeting. There were none and Metz called for a motion to approve the minutes. Chad Owen so moved, seconded by Corey Smith. The minutes were approved.

Old Business

The committee did not have any old business to discuss.

154-156, Department of Motor Vehicles

Corey Smith presented this schedule. He explained the agency is adding one new series for the Legal Affairs Division. This record series covers the Commissioner's final decision on mediation hearings involving disputes between manufacturers and dealers.

[Motion: John Metz called for a motion to approve the schedule 154-156. Glenn Smith so moved, Chad Owen seconded, and the motion was approved.]

702-001, Department of the Blind and Vision Impaired

Corey Smith presented this schedule. Smith explained the schedule was updated to be Infolinx compliant and to create a new series. The agency has a set of client records that deals with vocational rehabilitation. Agencies are allowed to be reimbursed by the Social Security Administration for some client vocational services. The agency realized that all client records do not fall under that category. A new series was created for client files that fall under Social Security reimbursement so the records can be retained longer for reimbursement purposes.

[Motion: John Metz called for a motion to approve schedule 702-001. Chad Owen so moved, Riley O'Brien seconded, and the motion was approved.]

GS-102, All State Agencies, Fiscal Records

Chad Owen presented this schedule. He explained that University of Virginia staff suggested adding a series for Bond records on the state fiscal general schedule. One exists on the local fiscal general schedule. The series will be retained 5 years after last action to cover however long the bond activity is and then any necessary audits.

[Motion: John Metz called for a motion to approve schedule 201-402. Sandy Treadway so moved, Claire Radcliffe seconded, and the motion was approved.]

GS-113, All State Agencies, Information Technology

Chad Owen presented this schedule. Owen explained that University of Virginia staff members also recommended amending this schedule. A suggestion to amend the Security Logs series was put on hold until additional information is obtained. Other series on this schedule were made Infolinx Compliant. The Web Pages and Related Scripts: Duplicate Records, 000156, series is being removed because it is a non-record. John Metz asked if the schedule will come up for vote again, and if the schedule should be held to vote on all changes together. Chad Owen explained it will come up for vote again and recommended going ahead to approve the Infolinx compliance changes. Additionally, Riley O'Brien explained that based on what information is received back the revision could be pushed back further and require a total

revamp of GS-113 with an IT focus group. The committee decided to move forward with the Infolinx changes and removal of 00156.

[Motion: John Metz called for a motion to approve the update to General Schedule 113. Renee Savits so moved, Corey Smith seconded, and the motion was approved.]

New Business

Glenn Smith presented a proposal from the analysts and agreed to by the Pre-ROC to have four ROC meetings annually instead of six because of the crunch time involved within each submission cycle. The review time between peers, focus groups, agencies and back through this cycle before the full ROC meeting is a push. Committee members agreed with having four meetings. Glenn will review the pertinent calendars for next year and work out the best schedule. The revised meeting schedule should work out to having one meeting per quarter. John Metz asked if there were any questions regarding the change? There were no questions.

Chad Owen reminded the committee there will be a special called meeting next month. Glenn Smith acknowledged it will be at end of the first week or beginning of the second week in January for the purpose of overhauling the Secretariat schedules and updating the Governor's; Smith will review Outlook calendars to determine a date. He asked everyone to update their calendars.

[Motion: John Metz called for a motion to approve the meeting schedule change. Greg Crawford so moved, Paige Neal seconded, and the motion was approved.]

Adjournment

John Metz called for a motion to adjourn the meeting. Sandy Treadway so moved, Chad Owen seconded, and that motion carried. The meeting schedule for 2018 will be announced.