

Records Management Oversight Committee Meeting  
Library of Virginia, Board Room  
June 21, 2018

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

Members Absent: Ginny Dunn, Renee Savits

Resources:

Guests: Lawrence Davis and Steve Effinger, 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:

- 171-040, State Corporation Commission, Bureau of Insurance
- 207-020, University of Virginia
- 440-010, Department of Environmental Quality, Water Quality Monitoring and Planning
- 501-003, Department of Transportation, Location and Design Division (District)
- 501-006, Department of Transportation, Location and Design Division
- 501-023, Department of Transportation, Local Assistance

### Introduction of Members and Guests

John Metz called the meeting to order and welcomed Lawrence Davis and Steve Effinger, Virginia Department of Transportation. Staff members Tracy Harter and Claire Radcliffe introduced themselves when Mr. Davis commented that he had not met them before. Metz moved forward with the business to be discussed.

### Agenda

John Metz asked if there were any comments regarding the agenda. Corey Smith added one additional retention schedule to the agenda—501-003, Virginia Department of Transportation, Location and Design (District). This schedule will be discussed before schedule 501-006 also for Location and Design. Metz called for the motion to approve the agenda. Sandy Treadway so moved, Claire Radcliffe seconded, the motion carried, and the agenda was approved, as amended.

### Minutes of Prior Meeting

John Metz asked if there were any additions or corrections to the minutes reflecting the business of the April 19, 2018 meeting. There were none and Metz called for a motion to

approve the minutes. Tracy Harter so moved, seconded by Riley O'Brien. The minutes were approved.

#### Old Business

The committee did not have any old business to discuss.

#### 207-020, University of Virginia (UVA)

Chad Owen presented this schedule. Owen explained UVA had proposed adding a series to the colleges and universities general schedule for records they receive from affiliated foundations; other colleges and universities did not want to apply the proposed series because they are using the series for president's office subject files. UVA felt strongly that they needed that series so they created a specific schedule for Affiliated Foundations: Required Reporting Records. Chad explained affiliated foundations are not governed by the Virginia Public Records Act. This series will be retained for 3 years after the state fiscal year. Additionally Chad explained a section specific to non-permanent records was accidentally left in the draft reviewed by the committee, that section will be removed from the final version because pre-ROC had previously determined the wording was redundant.

[**Motion:** John Metz called for a motion to approve the schedule 207-020. Corey Smith so moved, Glenn Smith seconded, and the motion was approved.]

#### 440-010, Department of Environmental Quality, Water Quality Monitoring and Planning

Chad Owen presented this schedule. Chad explained the series for Watershed Cleanup: Supporting Documentation (200539) will be made defunct because it was a redundant series. The series will be superseded by Watershed Cleanup (200538). The language for series 200538 will be updated to include language for supporting documentation as well as language to distinguish the series from a newly added series Watershed Cleanup: No Discharge Zones (NDZ) and Total Maximum Daily Loads (TMDL) Development. The new series includes the outcomes of actions taken by DEQ for TMZ and TMDL. The other series (Watershed Cleanup?) is essentially the planning and development records will be kept 0 years after superseded. The outcomes will be retained permanently in agency.

[**Motion:** John Metz called for a motion to approve schedule 440-010. Sandy Treadway so moved, Tracy Harter seconded, and the motion was approved.]

#### Department of Transportation

##### 501-003, Location and Design, Districts

##### 501-006, Location and Design

Corey Smith presented these schedules. Corey explained there were two separate schedules for Location and Design, one central office and one district office. The agency is streamlining retention schedules so divisions can refer to one central office schedule.

The records series on District schedule 501-003 will be made defunct and will be superseded with schedule 501-006, the central office's schedule for Location and Design Division. Smith explained schedule 501-006 went through a previous Pre-ROC review cycle and the questions asked were answered outside of the timeframe for the April meeting deadlines; 501-006 will be the standing division schedule.

**[Motion:** John Metz called for a motion to approve schedule 501-006. Chad Owen so moved, Riley O'Brien seconded and the motion was approved.]

**[Motion:** John Metz called for a motion to defunct schedule 501-003. Chad Owen so moved, Claire Radcliffe seconded, and the motion was approved.]

501-023, Department of Transportation, Local Assistance

Corey Smith presented this schedule. Smith explained the schedule was approved last cycle, but the division requested a retention change for Street Maintenance Payment File (004014) from the 6 years previously approved to 0 years after superseded, obsolete or rescinded.

**[Motion:** John Metz called for a motion to approve the Schedule 501-023. Tracy Harter so moved, Paige Neal seconded, and the motion was approved.]

New Business

The committee did not have any new business to discuss.

Adjournment

John Metz called for a motion to adjourn the meeting. Glenn Smith so moved, Chad Owen seconded, and that motion carried. The next meeting is September 12, 2018, 2:00 p.m., Library of Virginia, Board Room, 2M.