Records Management Oversight Committee Meeting
Library of Virginia, Board Room
April 18, 2019

Members Present: Greg Crawford, John Metz, Paige Neal, Riley O'Brien, Chad Owen, Corey Smith, Glenn Smith, Claire Radcliffe, Kevin Shupe, Mike Strom, and Eddie Woodward

Members Absent: Renee Savits

Resources: None

Guests: None

Purpose

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

- 182-056, Virginia Employment Commission, Unemployment Insurance Division
- 501-027, Department of Transportation, Infrastructure Investment Division

Introduction of Members and Guests

Glenn Smith opened the meeting and explained that there was a transfer of committee leadership and an artifact to be presented. Smith introduced Mike Strom, the Commonwealth's new State Archivist. John Metz stepped up to relinquish the role of committee moderator and presented Strom the ceremonial rock.

Mike Strom called the meeting to order and asked staff to introduce themselves. Those introductions were as follows: Mike Strom; Eddie Woodward, Senior Records Archivist; Patrice Morgan, Government Records Services; Greg Crawford, Local Records Program Manager; Paige Neal, State Records; Claire Radcliffe, State Records; Kevin Shupe, Archives Reference; Corey Smith, Records Management; John Metz, Moderator Emeritus; Riley O'Brien, Records Management Analyst; Chad Owen, Records Management Coordinator, and Glenn Smith, Records Management Analyst.

Agenda

Mike Strom asked if there were any additions to the agenda. There were none.

Minutes of Prior Meeting

Mike Strom asked if there were any additions or corrections to the minutes reflecting the business of the December 13, 2018 meeting. There were none and Strom called for a motion to

approve the minutes. Chad Owen so moved, seconded by Claire Radcliffe. The minutes were approved.

Old Business

The committee did not have any old business to discuss.

182-056, Virginia Employment Commission, Unemployment Insurance Division

Corey Smith presented this schedule. He explained the division added two new series to the schedule for Unemployment Insurance Delinquent Tax Accounts and Unemployment Insurance Tax Insurance Records. Corey explained the wrong schedule number (182-158) was presented on the records survey form (RM-19) reviewed by Pre-ROC. The correct schedule number is 182-056. Schedule 182-158 was superseded previously. Additionally in Pre-ROC, Paige Neal recommended a word change to the series description for Delinquent Tax Account Records. The committee discussed the wording change and decided the wording should be "…after all collection efforts have been successful."instead of "…and all collection…"   Corey explained that the basis for the Unemployment Tax Insurance Records' 8-year retention period is because tax rate amendments can be retroactive and overlap occurs between tax year periods.

[**Motion:** Mike Strom called for a motion to approve the schedule 182-056. Chad Owen so moved, Greg Crawford seconded, and the motion carried.]

501-027, Department of Transportation, Infrastructure Investment Division

Corey Smith explained the schedule was updated and overhauled two years ago. The agency made one small change for operational purposes. The word "fall" was removed from the records series description of "Six Year Improvement Program (SYIP) District Work Folder records because transportation hearings occur throughout the year not only in the fall.

[**Motion:** Mike Strom called for a motion to approve schedule 501-027. Glenn Smith so moved, Paige Neal seconded, and the motion carried.]

New Business

Social Media Use When Record Redacted

Chad Owen led this discussion, explaining that he and Glenn Smith have worked with Sonya Coleman on the Library's social media policy and managing records created through the use of those platforms. The suggestion of creating the Library's first Facebook group has been raised. He explained that creating a group would mean creating records, just as is done with previous Facebook usage. However, there is a concern over Facebook changing its privacy policy for groups to counteract data mining issues. Now, when records are exported from a group into programs like ArchiveSocial or similar platforms, the records are de-identified--the poster and commenter identifiers are removed. The Library would be capturing an incomplete correspondence record within ArchiveSocial, its social media records management platform.

The questions raised are should the Library not implement a Facebook group, knowing that generated records would be incomplete, or should the Facebook group be implemented with the acknowledgement that all records generated would be incomplete.

The committee discussed the matter and decided the topic and the associated risk management concerns need to be reviewed by Executive Management. Greg Crawford recommended that a pertinent group develop policy/guidance for Executive Management to review. Metz recommended talking with North Carolina about their Facebook policy. Chad Owen and Mike Strom will meet to discuss the topic further.

Adjournment

Mike Strom called for a motion to adjourn the meeting. Greg Crawford so moved, Chad Owen seconded, and the motion carried. The next meeting is scheduled for Wednesday, June 19, 2019.