

Records Management Oversight Committee Meeting
Library of Virginia, Board Room
September 12, 2019

Members Present: Emeline Alexander, Greg Crawford, Paige Neal, Chad Owen, Claire Radcliffe, Corey Smith, Renee Savits, Glenn Smith, Mike Strom, Kevin Shupe, and Tracy Harter (for Eddie Woodward)

Members Absent:

Resources: None

Guests: LaShell Ward and 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:

- 202-010, Library of Virginia, Public Services and Outreach, Archives and Library Reference Services
- 501-010, Virginia Department of Transportation, Traffic Engineering
- 900-003, Virginia Housing Development Authority, Development Division
- 900-009, Virginia Housing Development Authority, Outreach Division
- 900-012, Virginia Housing Development Authority, Program Compliance

Introduction of Members and Guests

Mike Strom called the meeting to order, asking meeting attendees to introduce themselves. Each person stated their name as follows: Keven Shupe, Archives Reference; Paige Neal, State Government Records; Renee Savits, State Government Records; Mike Strom, State Archivist; Patrice Morgan, Government Records Services; Chad Owen, Records Management; Glenn Smith, Records Management; Corey Smith, Records Management; Emeline Alexander, Records Management; Lawrence Davis, Virginia Department of Transportation Records Manager; LaShell Ward, Virginia Department of Transportation Records Management; Claire Radcliffe, State Records; Tracy Harter, Local Records.

Agenda

Strom presented the agenda and asked if there were any additions. There being none, Chad Owen moved that the agenda be accepted. The motion was seconded by Claire Radcliffe and carried.

Minutes of Prior Meeting

Mike Strom asked for a motion to approve the minutes of the June 19, 2019 meeting. Glenn Smith so moved. The motion was seconded by Chad Owen and carried.

Old Business

Glenn Smith led this discussion. The eRM-3 project has moved back to development due to staff departure. The next development phase will include a discussion with Infolinx to see if they can develop the application.

202-010, Library of Virginia, Public Services and Outreach, Archives and Library Reference Services

Emeline Alexander presented this schedule by giving a brief update and explaining that the changes were updates to general language, some series were superseded, two retention periods were shortened to 15 years from 25 years, including the Patron Register. She explained there were concerns about the language for Patron Registers, but Ginny Dunn explained the registers document patrons. There were also changes to Photoduplication orders, Stack Service Slips, and Map Requests.

[Motion: Mike Strom called for a motion to approve schedule 202-010. Renee Savits so moved, Kevin Shupe seconded, and the motion carried.]

501-010, Virginia Department of Transportation, Traffic Engineering

Corey Smith explained that the agency reviews their schedules periodically. The agency decided that Highway Rail Safety Improvement Program – Projects (002041) is no longer a permanent series and is changing the retention to 10 years.

[Motion: Mike Strom called for a motion to approve schedule 501-010. Emeline Alexander so moved, Chad Owen seconded, and the motion carried.]

900-003, Virginia Housing Development Authority, Development Division

Corey Smith explained that the agency is adding three new series, moving some series to other schedules, changing language, updating cut-off events, and superseding one series by a series moving to another schedule.

[Motion: Mike Strom called for a motion to approve schedule 900-003. Chad Owen so moved, Renee Savits seconded, and the motion carried.]

900-009, Virginia Housing Development Authority, Outreach Division

Corey Smith explained that one new series is being added for Predevelopment Loans.

[Motion: Mike Strom called for a motion to approve schedule 900-009. Glenn Smith so moved, Paige Neal seconded, and the motion carried.]

900-012, Virginia Housing Development Authority, Program Compliance

Corey Smith explained that series from schedule 900-003 (Development Division) are being moved to this schedule. Other changes include updating language, descriptions, retention, and cut-off events. Additionally, a few series were made defunct because they are no longer created or used.

[**Motion:** Mike Strom called for a motion to approve schedule 900-012. Chad Owen so moved, Renee Savits seconded, and the motion carried.]

New Business

Lawrence Davis asked the committee to help with acceptance of digital signatures on the certificate of records destruction and provided examples of digitally signed documents. The committee discussed destruction documentation and digital signatures, and encouraged Mr. Davis to bring the answer to the question of how VDOT will be able to defend the authority of a textual representation of a digital signature on paper after the system that created the signature would no longer exist.

Adjournment

Mike Strom called for a motion to adjourn the meeting. Greg Crawford so moved, Glenn Smith seconded, and the motion carried. The next meeting is scheduled for December 12, 2019.