

Records Management Oversight Committee Meeting  
Library of Virginia, Board Room  
March 12, 2020

Members Present: Emeline Alexander, Ginny Dunn , Paige Neal, Chad Owen, Claire Radcliffe, Corey Smith, Renee Savits, Glenn Smith, Mike Strom, and Eddie Woodward

Members Absent: Greg Crawford

Resources: None

Resource Absent: Patrice Morgan

Guests: None

### Purpose

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

- 440-015, Virginia Department of Environmental Quality, Division of Air Quality
- 501-002, Virginia Department of Transportation, Residencies
- 840-001, Department of Aviation

### 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: Glenn Smith, Records Management; Ginny Dunn; Corey Smith, Records Management; Chad Owen, Records Management; Claire Radcliffe, State Records; Emeline Alexander, Records Management; Paige Neal, State Records; Renee Savits, State Records; Eddie Woodward, Local Government Records.

### Agenda

Mike Strom presented the agenda, and asked if there were any additions. There were none, the agenda was approved.

### Minutes of Prior Meeting

Mike Strom asked for a motion to approve the minutes of the December 12, 2019 meeting. Glenn Smith so moved, Emeline Alexander seconded, and the motion carried.

### Old Business

None.

440-015, Virginia Department of Environmental Quality, Division of Air Quality

Emeline Alexander presented this schedule by providing the following update: this is a new series for the Department of Environmental Quality—National Air Toxics Trends Stations and Urban Air Monitoring Program Records. The records need to be kept for six years after last action per EPA quality assurance program requirements, because the record documents the quality assurance processes used to monitor the program and stations.

**[Motion:** Mike Strom called for a motion to approve schedule 440-015. Corey Smith so moved, Claire Radcliffe seconded, and the motion carried.]

501-002, Virginia Department of Transportation, Residencies

Corey Smith presented this schedule. Thirty-two of the thirty-nine series currently on the schedule will be declared defunct. Some series will be superseded by series on other schedules; others will not be superseded. Many series on the schedule were copies of records; another division maintains the original, or the business process no longer exists for some records. The seven remaining series were updated to be Infolinx compliant with minor changes to description language.

**[Motion:** Mike Strom called for a motion to approve schedule 501-002. Ginny Dunn so moved, Paige Neal seconded, and the motion carried.]

841-001, Department of Aviation

Corey Smith presented this schedule by explaining the agency will be using a grant series on either general schedule 101 or 102 to supersede the Aviation Grant Programs series, 010213. There were no other changes on the schedule.

**[Motion:** Mike Strom called for a motion to approve schedule 841-001. Emeline Alexander so moved, Renee Savits seconded, and the motion carried.]

New Business

None.

Adjournment

Mike Strom called for a motion to adjourn the meeting. Glenn Smith so moved, Corey Smith seconded, and the motion carried. The next meeting will be June 11, 2020.