

Records Management Oversight Committee Meeting  
Library of Virginia, Virtual via GoToMeeting  
June 11, 2020

Members Present: Emeline Alexander, Greg Crawford, Ginny Dunn, Chad Owen, Claire Radcliffe, Corey Smith, Glenn Smith, Mike Strom

Members Absent: Paige Neal, Renee Savits, Tracy Harter

Resources: 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:

- 194-002, Department of General Services
- 202-010, Library of Virginia
- 206-020, Virginia Commonwealth University Health System, Virginia Treatment Centers
- 206-062, Virginia Commonwealth University Health System, Medical College of Virginia
- 222-001, Department of Professional and Occupational Regulation
- GS-120, All State Agencies, Health Records

Introduction of Members and Guests

Committee members attending the meeting checked into the GoToMeeting platform. Mike Strom called the meeting to order at 9:04 a.m. The committee decided to forgo introductions since the meeting software captured those connected to the meeting. Members present noted above. Glenn Smith identified Ginny Dunn as caller number two for the record.

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 March 12, 2020 meeting. Chad Owen so moved, Ginny Dunn seconded, and the motion carried.

## Old Business

None.

### 194-002, Department of General Services, Consolidated Laboratory

Emeline Alexander presented this schedule by providing the following update: The agency proposed two series changes [Laboratory Records Requiring Notification (100907) and Laboratory Records AIHA Reports and Test Files (100909)]; both reflecting changes to business practices. The series titles and series descriptions were revised; both series are retained 10 years after approval; the destruction methods are confidential and non-confidential respectively. The agency will eventually revise the entire schedule.

**[Motion:** Mike Strom called for a motion to approve schedule 194-002. Chad Owen so moved, Glenn Smith seconded, and the motion carried.]

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

Emeline Alexander revised the schedule. Ginny Dunn, Archives and Library Reference Services Manager, explained language was changed to reflect what they do and how records are maintained by calendar/fiscal year. Chad Owen explained cut off events were revised from end of calendar year to end of fiscal year.

**[Motion:** Mike Strom called for a motion to approve schedule 202-010. Ginny Dunn so moved, Corey Smith seconded, and the motion carried.]

### 206-020, Virginia Commonwealth University Health Systems, Virginia Treatment Center

Corey Smith presented this schedule by explaining the one series [Medical Records – Child Psychiatric Records, 005470] on the schedule will be replaced by the GS-120 series that is the same record type: Patient Medical/Dental Records: Minors, 012503. Corey recommended that the vote on this schedule include a motion to make the schedule Defunct, Superseded.

**[Motion:** Mike Strom called for a motion to approve to defunct schedule 206-020 and supersede with the GS-120 series. Emeline Alexander so moved, Chad Owen seconded, and the motion carried.]

### 206-062, Virginia Commonwealth University Health System, Medical College of Virginia

Corey Smith presented this schedule and explained that the same change as presented for schedule 206-020 applies to this schedule. Two series on this schedule, Medical Records Adults, 009529 and Medical Records Minors, 009529, will be made defunct and superseded by the GS-120 series: Patient Medical and Dental Records: Adult, 012504 and Patient Medical/Dental Records: Minors, 012503. Corey recommended that the vote for this schedule should include a motion to make the schedule Defunct, Superseded.

[**Motion:** Mike Strom called for a motion to approve to defunct schedule 206-062 and supersede with the GS-120 series. Glenn Smith so moved, Emeline Alexander seconded, and the motion carried.]

222-001, Department of Professional and Occupational Regulation

Corey Smith presented this schedule by explaining that the Library of Virginia was mentioned in a general assembly subcommittee hearing and the topic required that they contact the agency to find out what had occurred. He discovered that someone had questioned the 3-year retention period for the series Investigation Files (100010). After an agency review of these records, they decided that the series for only one board should be kept for 3 years. Thus, a new series was proposed for *Investigation Files: Real Estate Appraisers*. The proposed retention for the original series (100010) is a reduction to 1 year.

Mike Strom recommended that Corey Smith and Chad Owen communicate with the person contacted during the legislature.

[**Motion:** Mike Strom called for a motion to approve schedule 222-001. Chad Owen so moved, Ginny Dunn seconded, and the motion carried.]

GS-120, All State Agencies, Health Records

Emeline Alexander presented this schedule. She explained that the 2020 General Assembly passed a bill regarding records of services provided to survivors of sexual assault. The two proposed series are: *Sexual Assault Records: Minors* and *Sexual Assault Records: Adults*. The records of minor survivors are to be kept for 20 years after 18<sup>th</sup> birthday. Adult records are to be kept for 20 years after created. The series will become effective at the same time as the legislation, July 1, 2020.

[**Motion:** Mike Strom called for a motion to approve the amendments to General Schedule 120. Corey Smith so moved, Chad Owen seconded, and the motion carried.]

New Business

None.

Adjournment

Mike Strom noted that the next meeting is scheduled for September 10, 2020 and called for a motion to adjourn the meeting. Chad Owen so moved, Ginny Dunn seconded, and the motion carried. The meeting adjourned at 9:21 a.m.