

Purpose

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

- 191-010, Virginia Workers Compensation Commission/Legacy Claims
- 206-007, MCV (Medical College of Virginia)Hospital/VCU (Virginia Commonwealth University) Health System

Introduction of Members and Guests

Committee members attending the meeting checked into the GoToMeeting platform. Mike Strom called the meeting to order at 9:06 a.m. and conducted a roll call.

Members Present:
Mike Strom,

Old Business

None

191-010, Virginia Workers Compensation Commission, Legacy Claims

Chad Owen presented this schedule by explaining that he and Glenn Smith discerned two issues with the proposed update. The revised language of series 200481 does not synch with the intent of the original version, and it also appears that a similar series is on another existing schedule, 191-020. The schedule will go back to the agency to reconcile the records series and schedule information.

206-007, MCV/VCU Health System

Chad Owen presented this schedule, explaining that it is in a format that predates Infolinx and its predecessor GAIN, so it does not contain the requisite six-digit series numbers. All records series covered on this schedule have been superseded by records series on GS-120 and GS-101. The agency requested that this schedule be made defunct.

[Mike Strom called for a motion to make schedule 206-007 defunct and superseded by GS-120 and GS-101. Renee Savits so moved, Emeline Alexander seconded, and the motion carried.]

New Business

Records Management Staffing Update

Chad Owen welcomed Deloris Bailey, who officially joined the staff yesterday, as the LVA's newest Records Management Analyst. Katie Ray, Alabama State Archives, will join the staff as an analyst before the next committee meeting.

Mike Strom asked Deloris if she would mind to provide some of her work background. She moved back to Richmond two years ago after spending most of her career in Washington, D.C. where she worked as a records management subject matter expert for various Federal agencies in support of the records manager. She created filing plans and provided records management training to agencies. Strom thanked her and welcomed her to the agency.

Adjournment

Mike Strom noted that the next meeting is June 10, 2021 and called for a motion to adjourn the meeting. Glenn Smith so moved, Chad Owen seconded, and the motion carried. The meeting adjourned at 9:17 a.m.