

Purpose

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

- 129-042, Human Resources Management, Department of
- GS-16, County and Municipal Governments / General Services
- GS-106, All State Agencies / General Services
- GS-120, All State Agencies / Health Records

Introduction of Members and Guests

Committee members met at the Library of Virginia, Board Room. Kathy Jordan called the meeting to order at 9:10 a.m. and each member introduced themselves.

Members Present:

Alan Arellano, State Records Archivist

Kathy Jordan, Director of Digital Initiatives and Web Presence, Interim Director of Government Records Services, and Interim State Archivist

Chad Owen, Records Management Coordinator

Katie Ray, Records Management Analyst

Glenn Smith, Records Management Analyst

Keven Shupe, Senior Reference Archivist

Eddie Woodward, Senior Local Records Archivist

Members Absent: Greg Crawford, Local Records Manager; Deloris Bailey, Records Management Analyst

Resources: Patrice Morgan, Government Records Administrative Assistant

Guests: None

Agenda

Kathy Jordan asked if there were any changes or amendments to the draft agenda. There being none, Glenn Smith moved to approve the agenda, seconded by Kevin Shupe, and the motion carried by common consent.

Minutes of Prior Meeting

Kathy Jordan asked for a motion to approve the minutes of the December 9, 2021 meeting. Chad Owen so moved and Alan Arellano seconded. There was no discussion and the motion carried.

Old Business

None

129-042, Human Resources Management, Department of, Office of Dispute Resolution

Katie Ray presented this schedule. The schedule was revised to update two series. Katie explained the agency has an existing series for Mediation Case File – Mediated (015143). The agency requested adding two new series for coaching and consultation. Katie recommended to the agency that the information for the new series requested be merged into one re-titled series called Mediation, Coaching, and Consultation since the file information is closely related and the same office handles the records. Series information was revised to reflect the change Katie recommended. One series, Mediation Case Files-No Mediation (015144) was made Defunct, Not Superseded because the agency no longer creates these records.

[Motion: Kathy Jordan called for a motion to approve schedule 129-042. Chad Owen so moved, Kathy Jordan seconded, and the motion carried.]

GS-16 and GS-106, County and Municipal Governments, General Services / All State Agencies, General Services

Katie Ray presented the schedules. The series for Security: Access and Control Records (005242) was presented in December to cover COVID screenings for visitors. There were concerns raised from the University of Virginia Medical Center at that time on whether the series was valid for COVID record compliance and whether the retention length was too short. There was additional discussion and UVA agreed the series covered the screenings, but still recommended a one-year retention period. The retention was lengthened to one year and the series description was revised to cover screenings. This series will be a new series on GS-106 and an updated series on GS-16.

[Motion: Kathy Jordan called for a motion to approve schedules GS-16 and GS-106. Chad Owen so moved, Kevin Shupe seconded, and the motion carried.]

GS-120, All State Agencies, Health Records

Katie Ray presented this schedule and explained that Nursing Home Pre-Admission Screening Reports: Minors was added in December. When that change was announced, UVA advised that the adult series should be retained for 10 years because a regulatory change had been made. The retention for Nursing Home Pre-Admission Screening Reports: Adults was updated to 10 years to comply with the regulation.

[**Motion:** Kathy Jordan called for a motion to approve General Schedule 120. Chad Owen so moved, Glenn Smith seconded, and the motion carried.]

New Business

Agency Not Classifying All Records By a Retention Series

The committee received an email on March 7, 2022 from Glenn Smith detailing a records management-related contact from a citizen. The citizen raised a concern about a local agency not assigning a specific set of records to a retention series in order to retain indefinitely what would otherwise be a non-permanent record. Glenn made a motion for the committee to move into executive session, per § 2.2-3711.A.4, to explain the citizen's situation and protect the privacy of the citizen in a personal matter not related to public business. Kathy Jordan seconded and the motion carried. Following a five-minute explanation, Glenn moved to return the committee to the regular meeting with the agreement that the committee discussed only the sensitive information, Chad Owen seconded, and the motion carried.

Glenn explained there is likely no recourse for the citizen to have the records removed from the public domain through the expungement process, as the incident did not involve a criminal charge. The committee discussed whether there is any authority in the Code to which the the Library can point the agency as a way of addressing this issue, or whether there is any other avenue of address. By consensus, Glenn will contact the agency to discuss the matter and learn any possible specifics.

Adjournment

Kathy called for a motion to adjourn, Glenn Smith so moved, Chad Owen seconded, and the motion carried. The meeting adjourned at 9:47 a.m. The next meeting is June 9, 2022.