

Purpose

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

- 154-010, Motor Vehicles, Department of
- 440-002, Department of Environmental Quality, Water Division
- 440-015, Department of Environmental Quality, Air Quality Division
- 501-003, Department of Transportation
- 601-190, Department of Health, Office of Drinking Water
- 765-003, Department of Social Services
- GS-102, All State Agencies – Fiscal Records
- GS-111, All State Agencies – Colleges and Universities Records

Introduction of Members and Guests

Glenn Smith called the meeting to order at 9:00 a.m. and explained Kathy Jordan asked him to moderate in her absence. The attendees introduced themselves.

Members Present:

Deloris Bailey, Records Management Analyst
Greg Crawford, Local Records Manager
Chad Owen, Records Management Coordinator
Katie Ray, Records Management Analyst
Glenn Smith, Records Management Analyst
Kevin Shupe, Senior Reference Archivist

Members Absent:

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

Resources: Patrice Morgan, Government Records Administrative Assistant

Guests: None

Agenda

Glenn asked if there were any amendments to the draft agenda. None were recommended at this time; Chad Owen moved to approve the agenda, seconded by Kevin Shupe, and the motion carried.

Minutes of Prior Meeting

Glenn Smith asked if there were questions or comments about the minutes of the June 9, 2022 meeting. Hearing none, he called for the motion to approve the minutes as presented. Chad Owen so moved, Katie Ray seconded, and the motion carried.

Old Business

None.

154-010, Virginia Department of Motor Vehicles

Deloris Bailey presented this schedule. The record series presented is for Manufactured Home Titling records. The record is retained permanently to ensure that records are kept for the life of the manufactured home.

[**Motion:** Glenn called for a motion to approve schedule 154-010. Chad Owen so moved, Kevin Shupe seconded. There was no discussion, and the motion carried.]

440-002, Department of Environmental Quality, Water Division

Deloris Bailey presented this schedule. The division proposed two new and two revised series:

- Water Quality Improvement Fund: Monetary Assessments Funded Projects,
- State Revolving Loan Disbursement Files: Funded Projects Receiving Bond Proceeds,
- State Revolving Loan Project Files – Accepted Applications (100162), and
- State Revolving Loan Project Files – Rejected Application (100163).

Deloris recommended to the agency that series 100162 and 100163 be combined since the retention is the same length. The agency agreed. The new series title is “State Revolving Loan Project Files Unfunded or Withdrawn.” The committee discussed whether the new, combined series should have a new series number or use one of the current series numbers. Deloris decided to update series 100162 with a new title and description information. Series 100163 will be made Defunct, Superseded by series 100162. The committee discussed whether the new title for series 100162 should be “Funded and Unfunded” instead of “Unfunded and Withdrawn” and whether the agency should have input on the title and series number changes. Deloris will discuss this with the agency and provide an update to the committee.

[**Motion:** Glenn called for a motion to conditionally approve schedule 400-002 pending acceptance of the changes by the agency and an update being provided to the committee members present. Greg Crawford so moved, Chad Owen seconded, and the motion carried.]

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

Deloris presented this schedule and explained the division presented one new series, "Volkswagen Environmental Mitigation Trust Agreement for State Beneficiaries." The series will be retained 5 years after termination.

[**Motion:** Glenn called for a motion to approve schedule 440-015. Chad Owen so moved, Katie Ray seconded, there was no discussion, and the motion carried.]

501-003, Department of Transportation

Deloris presented this schedule. She explained this is the final phase of eliminating the VDOT Districts schedules. The schedules created for District Offices contained duplicate series covered by the Central office schedules and general schedules. The agency stopped this procedure and started defuncting district series several years ago. Approval of this schedule will defunct about 180 district records series.

[**Motion:** Glenn called for a motion to approve that the remainder of schedule 501-003 be made Defunct, Not Superseded. Greg Crawford so moved, Katie Ray seconded, and the motion carried.]

601-190, Department of Health, Office of Drinking Water

Katie Ray presented this schedule and explained this is a complete overhaul of the department-specific schedule. Five new series will be added. Nineteen series will be updated. Six of them that have been Permanent, in Agency will be updated with retention periods based on administrative need. Ten series will have other retention adjustments and/or revisions to cut off events that better align with business needs. Three series had description edits. Three series will be made Defunct, Superseded. Three series will be made Defunct, Not Superseded. Katie explained the specific changes to the revised series. There were no questions or concerns.

[**Motion:** Glenn called for a motion to approve schedule 601-190. Chad Owen so moved, Greg Crawford seconded, and the motion carried.]

765-003, Department of Social Services

[NB: After the following presentation, discussion, and vote to approve, 765-003 was ultimately pulled from this cycle by the vote on the 201-403 DOE schedule]

Katie Ray explained that a couple of Department of Social Services activities have moved from that agency to the Department of Education. The series involved include "Licensing Program: Provider Files for Licensed Programs and Unlicensed Programs" and "Licensing Program: Provider Files for Voluntarily Registered Family Day Homes." These series will be removed from the DSS schedule. She explained that Chad reached out to Department of Education regarding the new functions to add those series to their retention schedule. Chad learned that more DSS functions are moving to the DOE. Katie explained DSS is working on another schedule revision to be presented in December so the provider file change to the schedule will be pending until other changes are presented and made in December. The committee discussed approving this schedule, with the removal of the two series noted above (since the same series cannot be on two schedules and DSS is no longer using them), but delaying the effective date until the rest of the schedule is updated.

[**Motion:** Glenn called for a motion to approve schedule 765-003 as presented with an effective date when the rest of the schedule is made effective. Chad Owen so moved, Katie Ray seconded, and the motion carried.]

201-403, Department of Education

Chad Owen presented this schedule. Chad continued the discussion of series moving from DSS schedule to this DOE schedule. He explained the difficulty is that there are licensing programs for adults and children. The activities for children are moving under DOE. DSS has not made that change yet, so that series is not being ported to the DOE schedule. A new series is being created for "Licensing Program Provider Files" for children to cover the change to DOE since the series is being split. The old series will remain with DSS for the adult records. Chad explained the vote is for creating a new series/series number for the licensing files for children series on 201-403. The committee discussed voting on items based on future events. The committee decided to create new series numbers for the series moving to the DOE schedule. The current, unused series on the DSS schedule will be made defunct when that schedule is updated. Katie asked the committee if the changes approved for 765-003 during this meeting should be postponed until the whole schedule is updated, which is planned for December. The committee decided to postpone the action on DSS schedule until the agency does the complete schedule revision and to move forward with the new series numbers on 201-043.

[**Motion:** Glenn called for a motion to withdraw the DSS Schedule 765-003 and approve the DOE Schedule 201-403, with the amendment that series will have new series numbers. Greg Crawford so moved, Kevin Shupe seconded, and the motion carried.]

GS-102, All State Agencies – Fiscal Records

Katie explained that the Department of Aging contacted her because "contracts" are mentioned in multiple records series and the retention periods differ. She explained that "Vendor Files" is a series that includes the term "contracts," but the series really documents the fiscal relationship between agency and vendor. Katie advised that Glenn recommended using the series description from the equivalent series on GS-02, as that has been updated and does not include "contracts." Series GS-102; 012154 will be updated accordingly .

[**Motion:** Glenn Smith called for a motion to approve General Schedule 102. Chad Owen so moved, Kevin Shupe seconded, there was no discussion, and the motion carried.]

GS-111, All State Agencies – Colleges and Universities Records

Chad Owen presented this schedule. The Virginia Military Institute Records Officer contacted him regarding the federal code citation for retention on “Registration: International Students.” The retention for the series on GS-111 is 10 years after graduation or withdrawal. VMI asked if there was a reason to keep the files for 10 years instead of 3 years. Chad did not find anything in federal code that presents a problem and sent a retention change to the colleges and universities listserv. There were no adverse comments. The retention for this series will be 3 instead of 10 years.

[**Motion:** Glenn Smith called for a motion to approve General Schedule 111. Greg Crawford so moved, Katie Ray seconded, there was no discussion, and the motion carried.]

New Business

None

Adjournment

Glenn called for a motion to adjourn, Greg Crawford so moved, Chad Owen seconded, and the motion carried. The meeting adjourned at 10:07 a.m. The next meeting is December 8, 2022.