

Records Management Oversight Committee Meeting  
Library of Virginia, 5<sup>th</sup> Floor Conference Room

April 10, 2014

Members Present: Ben Bromley, Greg Crawford, Jessie Graham, Lyn Hart, John Metz, Paige Neal, Corey Smith, Glenn Smith, Sandy Treadway, Anita Vannucci, and Minor Weisiger

Members Absent:

Resources: Steve White and Matt Ball, State Records Center

Guests: None

Purpose

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

- 111-002, Supreme Court of Virginia, Clerk
- 440-011, Department of Environmental Quality, Petroleum Programs
- GS-02, County and Municipal Governments, Fiscal Records (010163: Fixed Assets Files)

Agenda

John Metz called the meeting to order. He asked if there were any questions, comments, or adjustments to the agenda; Anita Vannucci added one item declaring Library of Virginia Schedules 202-001 and 202-006 defunct. John Metz called for a motion to approve the addition to the agenda. Lyn Hart moved to approve the agenda; Ben Bromley seconded the motion. The committee agreed.

Minutes

John Metz asked if there were any additions or corrections to the business reflected in the minutes of February 18, 2014. Lyn Hart recommended one correction: to change the word “rational” to “rationale” on page two. Metz called for a motion to approve the minutes as amended. Lyn Hart made the motion; Glenn Smith seconded the motion. The committee approved the minutes.

Old Business

The committee did not have any old business to discuss.

111-002, Supreme Court of Virginia, Clerk

Glenn Smith presented this schedule. He explained the changes were minor but impactful for the State Records Program. There was a review of the records listed on the schedule to determine what records the Court has. It was determined that records do not exist for the Appellant Petitions-Case Heard 1933 – 1949 (100408) and Original Jurisdiction and SCC Cases – with Trial Court Records. Glenn explained that the agency did not have or generate any records, there is no record of those series being transferred to Archives, and that the series might have been listed as a potential series. Glenn explained one other possibility is that the series were rolled into other series but not captured. Since the records do not exist the series are proposed to be made defunct.

Glenn explained the agency will no longer be creating records under the series for Original Jurisdiction Files (100410) and Refused Cases (100412). Records will continue to be transferred under those titles to the Archives for the next 10 to 12 years. After that time, records will be transferred under the Ended Cases (200138) records series, which was created in 2012. Minor Weisiger asked if the agency had done any research to see if the Appellant Petitions were ever rolled into other series. Glenn explained that the agency did not locate any information that shows the series were folded into other records.

**[Motion:** John Metz called for a motion to approve the schedule 111-002 as amended. Lyn Hart made the motion to approve schedule; Corey Smith seconded the motion. All voting members present approved the schedule.]

#### 202-001 and 202-006, Library of Virginia

Anita Vannucci presented these schedules. She explained that Mary Clark and Susan Gray Page worked on the schedules for Collection Management Services, Technical Service records. The schedules covered six series for functions that were repealed in the *Code*, so they are no longer required. Anita explained that one defunct series for the Card Catalog will remain on a schedule. Mary Clark informed Vannucci that the catalog is at the State Records Center and the 20 years retention for the catalog records will expire soon. They anticipate destroying the records once the retention expires.

**[Motion:** John Metz called for the motion to approve schedules 202-001 and 202-006 as amended. Ben Bromley made the motion; Lyn Hart seconded the motion. All voting members present approved the schedule.]

#### 440-011, Department of Environmental Quality, Petroleum Programs

Paige Neal presented this schedule. Neal explained that the schedule was approved in February, however the agency did not agree with the uniform cut off statements used by the Library because they are not specific enough for their needs. She and John Metz met with agency representatives and reached a compromise that meets the agency's needs. The agency-specific cut off language has been included in their record series description.

**[Motion:** John Metz made the motion to approve 440-011 as amended. Lyn Hart made the motion to approve the schedule; Glenn Smith seconded the motion. All voting members present approved the schedule.]

#### GS-02, County and Municipal Governments, Fiscal Records

Glenn Smith presented this schedule. He informed the committee that a locality representative questioned the cut off event for Fixed Asset Files (010163). Smith determined that the wrong cut off event had been attached to the series. The current wording "after superseded, obsolete, or rescinded" applies to records where documents or files are the focus. The emphasis of this series is on the asset and assets are sold or no longer in use. The change to this series reflects the correct wording.

**[Motion:** John Metz called for the motion to approve the schedule GS-02 as amended. Lyn Hart made the motion; Anita Vannucci seconded the motion. All voting members present approved the schedule.]

## New Business

### Staffing

John Metz discussed staffing changes. He informed the committee Anita Vannucci will be leaving the Library for a position with the Atlanta Housing Authority. He will be meeting with Anita and Records Analysis staff to discuss this transition.

### Records Management Month

Anita Vannucci provided an update on Records Management Month activities. A proclamation was written in February, but she has not received it from the Governor's office. Sandy Treadway will contact the office to check the status of the request. Anita informed the committee that a half-day workshop is scheduled for Wednesday, April 16. Three tours of the State Records Center were scheduled for April 8, 14 and 22.

### Directive on Agency-Specific Schedules

Anita Vannucci explained that the counsel for the Governor planned to update the office schedules and suggested that it would be a good idea for all state agencies to update schedules. The Governor's Secretariats were to contact agency heads to notify them to contact their LVA records analyst by May 1 regarding updating agency schedules and to complete an overhaul of their schedules over the next year.

### Recording Standards

Glenn Smith provided an update on the Recording Standards. The standard was reviewed as part of former Governor McDonnell's regulation review directive. There are three standards that have governed the quality of recording documents in circuit court clerks' offices since 1991. The standards cover parameters that would allow a permanent instrument to be duplicated or copied effectively throughout its lifetime.

In 2001 a focus group of LVA staff members, clerks, surveyors, and title searchers met to streamline the Standards for Plats, all other Recorded Instruments, and the paper they are recorded on into one effective standard that could be understood by users. This focus group completed the standard, and Dick Harrington and Preston Huff were leading efforts to get the document through the regulatory process. The process ceased when Harrington and Huff left the agency. As part of the directive, the 2001/2002 document was updated, reviewed by DPB staff members, and sent to the Secretary of Education's office three weeks ago. Sandy Treadway will contact the Secretary to check on the status. The document will be sent to the Governor's office next, then there will be a 60 day public comment period, then it will be sent to the Library Board for approval.

### Adjournment

The meeting adjourned with a motion from Lyn Hart, seconded by Ben Bromley. The next meeting will be June 12, 2014 at 9:00 a.m. in the Library Board Room, 2M.