

Records Management Oversight Committee Meeting
Library of Virginia, Conference Room 5.041
April 12, 2012

Members Present: Greg Crawford, Jessie Graham, Lyn Hart, Chris Kolbe, Corey Smith, Glenn Smith, Sandy Treadway, Anita Vannucci

Members Absent: Carl Childs, John Metz, Craig Moore, Paige Neal

Resources and Guests: Matt Ball, Steve White

Agenda

In John Metz's absence, Glenn Smith called the meeting to order at 9:30 a.m. There were no amendments to the agenda; the agenda was approved as submitted.

Minutes

Glenn Smith asked if there were any questions, changes or recommendations for the minutes of February 9, 2012. There were no changes offered. The minutes were approved as presented.

Purpose

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

- 125-001, Virginia Court of Appeals, Office of the Clerk
- 191-030, Virginia Workers' Compensation Commission, Insurance Department
- 440-004, Department of Environmental Quality, Land Protection and Revitalization, Solid Waste Division
- 506-001, Motor Vehicle Dealer Board
- 750-001, Department of Correctional Education
- GS-19, County and Municipal Governments, Administrative Records
- GS-101, All State Agencies, Administrative Records

125-001, Virginia Court of Appeals, Office of the Clerk

Glenn Smith presented this schedule to create a separate records series for Briefs and Appendices since this portion of the appellate record is required to be kept permanently by the *Code of Virginia*. Anita Vannucci recommended adding the *Code* citation to the series; *the series will be revised to include the citation*.

[**Motion:** Glenn Smith called for the question on schedule 125-001 with the addition of the Code citation as presented by Pre-ROC. All voting members present approved.]

191-030, Virginia Workers Compensation Commission, Insurance Department

Corey Smith presented this schedule to update information, update language and revise the retention period of Cancellation/Reinstatement Notices. The Notices were kept 2 years, but the agency determined they needed to retain the records longer because they have had inquiries up to 10 years after the record closed. Corey explained that the Insurance Reports and Records (Defunct), 009039, was returned to an active series

because the agency continues to generate those records. The committee discussed the retention period of the insurance reports.

[Motion: Glenn Smith called for the question on the schedule as presented by Pre-ROC. All voting members present approved.]

440-004, Department of Environmental Quality, Land Protection and Revitalization, Solid Waste Division

Anita Vannucci presented the schedule to *overhaul and consolidate* defunct series and present several new series. Jessie asked what the wording "last issuance" means in the retention statement for Waste Facility Compliance Inspections and Correspondence, page 14. Anita explained the records are kept after last issuance of inspection and responded that she will include the language in the retention statement.

[Motion: Glenn Smith called for the question on schedule 440-004 as amended by Jessie. All voting members present approved the form.]

506-001, Motor Vehicle Dealer Board

Corey Smith presented this schedule to approve a new records series *Transaction Recovery Fund Records*. He explained the series documents recovery refunds issued to persons that had questionable transactions with motor vehicle dealers.

[Motion: Glenn Smith called for the question on schedule 506-001 as presented by Pre-ROC. All voting members present approved.]

750-001, Department of Correctional Education

Glenn Smith presented this schedule. He explained the department will cease to be an agency as of June 30 and the correctional education functions of the agency will be divided between Department of Juvenile Justice and Department of Corrections. The juvenile educational functions will go to DJJ and adult educational functions will go to the DOC. The records series Student Cumulative Files (Short-Term Documentation and Long-Term Documentation) were created so the agency can destroy eligible short-term records and transfer long-term records to the State Record Center until they can determine if they will be able to digitally reformat the latter records.

[Motion: Glenn Smith called for the question on schedule 750-001 as presented by Pre-ROC. All voting members present approved.]

GS-19, County and Municipal Government, Administrative Records and GS-101, All State Agencies, Administrative Records

Anita Vannucci presented these schedules to create a new series, Records Management Files: Archival Transfer Forms and to *make* defunct the two series for Record Transfer List and Receipt (RM-17 form) (000286 and 000287), since the RM-17 form is no longer used. Anita explained the retention for the new series instructs agencies to retain the ARC-1, -2, and -3 forms permanently in agency.

[Motion: Glenn Smith called for the question on the changes to schedules GS-19 and GS-101 as presented by Pre-ROC. All voting members present approved.]

New Business

Virginia Public Records Management Manual

Anita informed the committee that the manual has been updated, finalized and is available online. Anita explained the changes eliminate references to the RM-17, added references to the ARC forms for archival transfers, and added information regarding Infolinx. Glenn Smith informed the committee *that* the Destruction chapter was also updated. He explained he had worked on legislation with the Clerks' Association, and that, effective *1 July 2012*, the rules of evidence section of the Code will clarify that government agencies may destroy the original record once it has been successfully reformatted.

ARC-4 Form

Jessie explained a new ARC-4 form was created to document the destruction of duplicate and other non-records purged from the Library's collections. She informed the committee that this was a more appropriate method than using the RM-3 form to document the destruction of those types of records. This would also lessen the involvement of the LVA records officer in those types of *destruction*. The committee discussed the types of records involved, as well as when to contact state or local officials if there may be value in returning records to their offices. Jessie explained the form would be approved by managers in the respective Local and State Records and *Private Papers* Programs, and retained permanently as part of the archival accession documentation.

Adjournment

The meeting was adjourned at 10:05 a.m. The next meeting will be held June 14, 2012 at 9:00 a.m. in Conference Room 5.041.