

Records Management Oversight Committee Meeting
Library of Virginia, Library Board Room
August 21, 2014

Members Present: Ben Bromley, Greg Crawford, Jessie Graham, Lyn Hart, John Metz, Corey Smith, Glenn Smith, Sandy Treadway

Members Absent: Minor Weisiger

Resources: Suie Woo, Imaging Services; Roger Christman, State Records Program; Steve White and Matt Ball, State Records Center

Guests: Claire Radcliffe, Library of Virginia, State Records Archivist; Brenda Mickens, City of Richmond Human Resources Office

Purpose

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

- 187-001, Secretary of Public Safety and Homeland Security
- 454-001, Secretary of Veterans and Defense Affairs
- 202-047, Library of Virginia
- 262-002, Department of Aging and Rehabilitative Services: All Divisions
- 301-208, Department of Agriculture and Consumer Services, Consumer Protection/Office of Charitable and Regulatory
- 310-001, Virginia Economic Development Partnership, All Divisions
- 777-002, Department of Juvenile Justice, Juvenile Correctional Centers
- 777-004, Department of Juvenile Justice
- 777-006, Department of Juvenile Justice
- GS-10, County and Municipal Government, Fire and Rescue Records
- GS-17, County and Municipal Governments, Law Enforcement Records
- GS-19, County and Municipal Governments, Administrative Records
- GS-101, All State Agencies, Administrative Records

Agenda

Old Business

The committee did not have any old business to discuss.

Committee members introduced guests attending this meeting. Lyn Hart introduced Claire Radcliffe, State Records Archivist. He invited Claire to attend the meeting so she could see what is involved in the meetings. Glenn Smith introduced Brenda Mickens with City of Richmond, Human Resources Office. He welcomed Ms. Mickens and thanked her for taking the opportunity to attend the meeting.

187-001, Secretary of Public Safety and Homeland Security

Jessie Graham presented this schedule. Jessie explained the schedule was revised as part of the Governor's office initiative to update state agency schedules. The revision covers agency name and duty changes of the offices of the Secretary of Public Safety and *Homeland Security* and Secretary of Veterans and Defense Affairs, schedule 454-001. Language was changed to be Infolinx compliant. The following series were moved from schedule 454-001 and added to schedule 187-001, Commonwealth Interoperability Coordinators Office: Grant Files, Commonwealth Interoperability Coordinators Office: Initiatives File, Commonwealth Interoperability Coordinators Office: Subject Files, Emergency Plan Assessments, Homeland Security Files: for Official Use Only Reports and Meeting Files: Secure Commonwealth. New records series numbers will be given to the series.

[Motion: John Metz called for a motion to approve the schedule 187-001 as amended. Lyn Hart made the motion to approve schedule; Greg Crawford seconded the motion. All voting members present approved the schedule.]

454-001, Secretary of Veterans and Defense Affairs

Jessie Graham presented this schedule. Graham explained the revision of the schedule includes moving series listed above from this schedule to 187-001, adding the general series that will be included on secretariat schedule across the board and rewriting the Constituent Correspondence series. Jessie explained this was a more intensive revision in reference to adding across the board series. Roger explained that differences in the older series for this agency occurred because the Office of Commonwealth Preparedness (the original agency) was a semi-cabinet position created at the time of 9/11. That agency grew into a broader agency when Veterans Services was moved out of the Secretary of Administration.

[Motion: John Metz called for a motion to approve schedules 454-001 as amended. Lyn Hart made the motion; Ben Bromley seconded the motion. All voting members present approved the schedule.]

202-047, Library of Virginia, Records Management and Imaging Services Division, Division Director

Jessie Graham presented this schedule. Graham explained this was an active schedule for the Division Director that covered "Director's Special Project Files" "ROC Minutes" and "SPRAC Minutes." The schedule was revised to make these series and the schedule defunct because two series are covered on 202-027 and the other is covered by a series on GS-101. It is believed that this schedule may have been made defunct at some point in the past (most likely before 2003), but there is no record of that taking place.

[Motion: John Metz called for the motion to make schedule 202-047 defunct. Glenn Smith made the motion to approve the schedule; Lyn Hart seconded the motion. All voting members present approved.

262-002, Department of Aging and Rehabilitative Services: All Divisions

Corey Smith presented this schedule. He explained that this is a new schedule for three new records series, "Personal Assistant Series: Provider Records," "Personal Assistant Series: Client Records" and "Rehabilitative Services: Case Documentation," and he briefly discussed each series.

[Motion: John Metz called for a motion to approve the schedule 262-002 as amended. Lyn Hart made the motion to approve schedule; Glenn Smith seconded the motion. All voting members present approved the schedule.]

301-208, Department of Agriculture and Consumer Services, Consumer Protection/Office of Charitable and Regulatory Affairs

Corey Smith presented this schedule. The schedule was updated in response to the request from the Governor's General Counsel that agencies update retention schedules. Smith explained this schedule has a new title because the Office of Charitable Gaming transferred to this agency. Management combined two divisions into Consumer Protection/Office of Charitable and Regulatory Affairs. The revisions covers updating older (1980) schedule series, moving those series to this schedule, and combining and adding other new series.

[Motion: John Metz called for a motion to approve the schedule 301-208 as amended. Lyn Hart made the motion to approve schedule; Jessie Graham seconded the motion. All voting members present approved the schedule.]

310-001, Virginia Economic Development Partnership, All Divisions

Corey Smith presented this schedule. The agency responded to the Governor's Counsel Email and contacted him to update their schedule. This is a new schedule for the agency's economic and marketing records created during the performance of their duties to attract businesses to Virginia. Ben Bromley asked why the agency decided to have a different year cut off for Virginia Business Attraction and Expansion files. Corey explained that this is an agency decision there is no *Administrative Code* basis for the retention periods.

[Motion: John Metz called for a motion to approve the schedule 310-001 as amended. Lyn Hart made the motion to approve schedule; Ben Bromley seconded the motion. All voting members present approved the schedule.]

777-002, Department of Juvenile Justice, Juvenile Correctional Centers

Jessie Graham presented this schedule. Jessie explained DJJ is overhauling all agency schedules. This revision changes this schedule division title from Reception and Diagnostic Center to Juvenile Correctional Center. The record series "Behavioral Services Unit Files" (007031) was moved from 777-004 to this schedule. The policy analyst for the agency reviewed this schedule and provided *Code* citations because the retention for most of the series retention is *Code* driven. Record series were added for grievance files, inspection records and tuberculosis files. Wording of the offender case files and index card case files was changed. Two medical and dental series were combined into one series.

[Motion: John Metz called for a motion to approve the schedule 777-002 as amended. Lyn Hart made the motion to approve schedule; Glenn Smith seconded the motion. All voting members present approved the schedule.]

777-004, Department of Juvenile Justice, Behavioral Services Unit

Jessie Graham presented this schedule. Graham explained that the schedule is being made defunct because the one series, 007031, was moved to 777-002, Juvenile Correctional Centers.

[Motion: John Metz called for a motion to make schedule 777-004 defunct. Lyn Hart made the motion to approve schedule; Ben Bromley seconded the motion. All voting members present approved]

777-006, Department of Juvenile Justice, Department of Education

Jessie Graham presented this schedule. She explained the schedule is for educational records. Wording changes were made because redundancy made the schedule confusing. The wording is very similar to the language for public school records found on GS-21. John Metz explained until this year Department of Correctional Education records were listed on SICAP. He asked if those records had been incorporated into a schedule since the agency was incorporated into DJJ. Glenn Smith explained Department of Correctional Education did not have schedules and that DJJ created a schedule to be able to account for records when Department of Correctional Education was incorporated into DJJ.

[Motion: John Metz called for a motion to approve the schedule 777-006 as amended. Lyn Hart made the motion to approve schedule; Corey Smith seconded the motion. All voting members present approved the schedule.]

GS-10, County and Municipal Government, Fire and Rescue Records

Jessie Graham presented this schedule. Jessie explained since this schedule was created or last revised, emergency services offices have consolidated many services or are under a central hub. Many record series currently on GS-10 schedule existed on GS-16 and GS-17. The six series that would remain on GS-10 are being moved to GS-17. The other series are being made defunct because there are preferred series that exists on GS-17 or GS-16. The title of GS-17 will be changed to Law Enforcement, Fire and Emergency Services to encompass the inclusion of emergency services records. Jessie explained she had discussions with Virginia Department of Health, Office of Emergency Medical Services staff because they have the responsibility of compliance auditing for EMS agencies. VDH staff agreed that series were in line with their requirements because there is a 5 years retention requirement for records in the *Virginia Administrative Code*.

John Metz asked who members of the focus group were. Jessie explained there was not much interest to serve on the group but Prince William County Fire and Rescue served actively, Richmond Ambulance Authority, City of Alexandria and Regional Emergency Medical Services (Pulaski) participated. There were lots of additional readers found via VA-ROL. Jessie explained she communicated with Matt Tatum, President of the Virginia Association of Governmental EMS Administrators. He read and commented on the schedule, and recommended other readers.

[Motion: John Metz called for a motion to defunct GS-10 as amended. Lyn Hart made the motion to approve schedule, Glenn Smith seconded the motion. All voting members present approved the schedule.]

GS-17, County and Municipal Governments, Law Enforcement Records

Jessie Graham presented this schedule. She explained the new title for the schedule is Law Enforcement, Fire and Emergency Services Records since GS-10 records are now included on this schedule. A change was made on the six investigative case file series to include arson records.

[Motion: John Metz called for the motion to approve the schedule GS-17 as amended. Lyn Hart made the motion; Ben Bromley seconded the motion. All voting members present approved the schedule.]

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

Glenn Smith presented these schedules. He explained the change makes the non-records series, 010116 (GS-19) and 100392 (GS-101), defunct, because non-records should not appear on a records retention schedule.

[Motion: John Metz called for the motion to approve the schedule GS-19 and GS-101 as amended. Lyn Hart made the motion; Greg Crawford seconded the motion. All voting members present approved the schedule.]

New Business

The committee did not have any new business.

Adjournment

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