

Records Management Oversight Committee Meeting  
Library of Virginia, Library Board Room  
June 12, 2014

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

Members Absent:

Resources: Roger Christman, State Records Program, 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.

- 192-001, Secretary of Commerce and Trade
- 900-001, Virginia Housing Development Authority
- 900-003, Virginia Housing Development Authority
- GS-13, County and Municipal Governments, Commonwealth's Attorneys Offices

### Agenda

John Metz called the meeting to order. He asked if there were any questions, comments, or adjustments to the agenda; there were no additions. John Metz called for a motion to approve the agenda. Minor Weisiger moved to approve the agenda; Glenn Smith 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 April 10, 2014. Metz called for a motion to approve the minutes. Sandy Treadway made the motion; Ben Bromley seconded the motion. The committee approved the minutes.

### Old Business

The committee did not have any old business to discuss.

### 192-001, Secretary of Commerce and Trade

Jessie Graham presented this schedule. Graham explained that she and Roger Christman met with Kelly Spraker, agency records officer, and other staff members about revising this schedule. Jessie explained that the Governor and Secretariat schedules are not Infolinx compliant because they have cut off events and other very specific notes and filing plan information that will not work in Infolinx. Jessie explained that it was decided to make the schedules Infolinx compliant with the next administration to avoid having a mixture of compliant and non-compliant schedules being produced for this administration. The language and record series in this revision have been standardized and will be included in all other secretariat schedules across the board. Glenn Smith recommended that the word "which" be changed to "that" in the records series description for "Electronic Mail: Official Records." Minor Weisiger asked if

there are any new records series added to this schedule that will be retained permanently and if those series would apply to the other secretariat schedules. Graham explained there were not, but there is one new series for Commerce and Trade – Workforce Development files that will be permanent.

**[Motion:** John Metz called for a motion to approve the schedule 192-001 as amended. Corey Smith made the motion to approve schedule; Ben Bromley seconded the motion. All voting members present approved the schedule.]

#### 900-001, Virginia Housing Development Authority

Corey Smith presented this schedules. He explained that the schedule was viewed by the committee before, but the agency responses were not received by the deadline, so the schedule was deferred until this time. There are two major changes. The division name changed from Service and Compliance to Homeowner, Single Family Loan Services, and Inactive Lender Files (100870) was moved from schedule 900-003 to this schedule. Additional changes are making series defunct or superseded and updating syntax to be Infolinx compliant.

**[Motion:** John Metz called for a motion to approve schedules 900-001 as amended. Glenn Smith made the motion; Minor Weisiger seconded the motion. All voting members present approved the schedule.]

#### 900-003, Virginia Housing Development Authority

Corey Smith presented this schedule. Smith explained that the division name for this schedule changed from “Development” to “Rental Housing/Development.” The retention for “Applications Documentation Unsuccessful Loans” (000327) was changed from 25 months to 3 years. The retention for “Asset Management Property Files” (000517) was changed from 5 years to permanent, in agency. Syntax was updated to be Infolinx compliant. Ben Bromley asked how series 000383, “Architectural and Engineering Records,” worked in conjunction with the As-Built Plans series on the general schedule that is retained “Permanent, Archives” and whether we are we getting copies of their as-built files. Corey explained that the agency representative informed him these records are copies of the original that the architect keeps and the agency can access the original copies as needed. Bromley asked what happens to plans if an architect goes out of business. Jessie Graham and Corey Smith explained the plans are for rental housing not public buildings and that VHDA loans the money to build the rental housing.

**[Motion:** John Metz called for a the motion to approve 900-003 as amended. Glenn Smith made the motion to approve the schedule; Sandy Treadway seconded the motion. All voting members present approved the schedule.]

#### GS-13, County and Municipal Governments, Commonwealth’s Attorneys

Jessie Graham presented this schedule. She explained the schedule has a long history of series disagreement. Her focus group worked well together. The schedule was completely overhauled. The Case Files series were updated and are now classified by severity, “Case Files: Criminal – Less Serious,” “Case Files: Criminal Most Serious;,” “Case Files: Criminal Serious” and “Case Files: Historically Significant.” Jessie explained the schedule is written so the responsibility is on agencies to develop policy on classifying case files. Records series for “Forfeiture Files” and “Special Grand Jury Files” have been added to the schedule. A “Case Files: Civil” series was also added for civil records. The records series for “Other Court Files” and “Research Files” will be made “Defunct, Not Superseded.” The “Other Court Files” series could fit into any one of the new case file series. No one could determine what a “Research File” covers no office has any of these records. Graham also explained that the draft schedule was released on VA-ROL with positive response.

The focus group members that reviewed this schedule were:

Name	Agency
Angie Veronie	Prince William County
Delphine Board	Newport News, City of
Nicole Price	Washington County
Pam Loring	King George County
Hilda Mabry	Henry County
Evie Eastman	Arlington County
Jennifer Orendorff	Mecklenburg County
Susan Hooks	Virginia Beach, City of
Megan Frederick	Culpeper County

**[Motion:** John Metz called for the motion to approve the schedule GS-13 as amended. Greg Crawford made the motion; Glenn Smith seconded the motion. All voting members present approved the schedule.]

#### New Business

##### Records Management Road Show Report

Glenn Smith provided an update. Arrangements have been made with three facilities. The locations are Fredericksburg, Daleville and South Boston. The dates are set. The capacity is 200 total for the three facilities. Jessie has developed the workshop outline on how to implement policy and conduct a records management program self-assessment.

#### Adjournment

The meeting adjourned with a motion from Greg Crawford, seconded by Jessie Graham. The next meeting will be August 21, 2014 at 9:00 a.m. in the Library Board Room, 2M.