

Records Management Oversight Committee Meeting
Library of Virginia, Board Room
June 8, 2023

Purpose

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

- 154-021, Department of Motor Vehicles (154-041, 154-154, 154-155)
- 238-001, Virginia Museum of Fine Arts
- 440-002, Department of Environmental Quality
- 505-101, Virginia Department of Rail and Public Transportation
- 876-001, Virginia Conflict of Interest and Ethics Advisory Council
- 522-NEW, Virginia Passenger Rail Authority
- GS-15, All Localities, Social Services Records
- GS-101, All State Agencies, Administrative Records

Introduction of Members and Guests

Chad Owen called the meeting to order and asked committee members to introduce themselves.

Members Present:

Deloris Bailey, Records Management Analyst
Ginny Dunn, Archives and Library Reference Services
Paige Neal, State Records Archivist
Chad Owen, Records Management Section Manager
Katie Ray, Records Management Analyst
Glenn Smith, Records Management Analyst
Eddie Woodward, Senior Local Records Archivist

Members Absent:

Greg Crawford, State Archivist and Government Records Services Director

Resources: Patrice Morgan, Administrative Assistant

Guests: Babette Coleman, Riverside Regional Jail Records Officer

Agenda

The agenda was amended to revise the title of the schedule listed as NEW -Virginia Department of Rail and Public Transportation to 522-NEW – Virginia Passenger Rail Authority. Schedule 505-001, Virginia Department of Rail and Public Transportation was added to the agenda as an additional amendment item. The committee agreed that the agency number (522) for VPRA will be included on the schedule when updated.

Minutes of Prior Meeting

Chad Owen asked if there were questions or comments about the minutes of the March 9, 2023 meeting. Hearing none, he called for a motion to approve the minutes as presented. Katie Ray so moved, seconded by Glenn Smith. The minutes were approved.

Old Business

None.

154-021, Department of Motor Vehicles

Deloris Bailey presented this schedule. The agency has eleven separate schedules that cover fourteen records series. Many of the schedules cover one record series each. Additionally, the schedules do not reflect the current agency/departamental structure. The agency is in the process of inventorying series and adding new series that reflect the current structure. This update consolidates records series that were listed on three separate schedules 154-041, 154-154 and 154-155. Those series, 005079, 009059 and 200124 are moving to 154-021. The existing series descriptions and retentions are not being revised; the update moves them to the new schedule. Schedules 154-041, 154-154 and 154-155 will be made defunct, superseded. There was an error on the schedule file name and title on the agenda. The agenda will be amended to include the correct schedule number 154-021 instead of 154-001.

[**Motion:** Chad Owen called for a motion to defunct schedule 154-041, 154-154 and 154-155 and move those record series to 154-021. Ginny Dunn so moved, Paige Neal seconded, and the motion carried.]

440-002, Department of Environmental Quality

Deloris Bailey presented this schedule. The agency is adding new records series and expanding information on an existing series. Series 100162, State Revolving Loan (RFL) Project Files Unfunded or Withdrawn, is being expanded into two series. The second series is State Revolving Loan Fund (RFL) Unfunded Projects. Confidential destruction is the difference between the two series. The new series are Clean Water Financing and Assistance program (CWFAP) Funded Grants, Clean Water Financing and Assistance Program (CWAP) Unfunded Grants, Clean Water Financing and Assistance Program (CWFAP) – Program Files, State Revolving Loan Fund (RLF) Disbursements – Funded Projects Receiving Bond Proceeds and Water Quality Improvement Fund (WQIF) – Funded Projects. Deloris gave an overview of the new series.

[**Motion:** Chad Owen called for a motion to approve schedule 440-002. Katie Ray so moved, Ginny Dunn seconded, and the motion carried.]

522- New (001), Virginia Passenger Rail Authority

Deloris Bailey presented this schedule. Virginia Passenger Rail Authority is a new agency that split from the Virginia Department of Rail and Public Transportation in 2020 or 21. This is the first schedule with four records series covering program files. The new series are MARC Run-Through Agreement Files, Sidings A-F Projects, and Re-Write Engineering and Construction Projects. The other series is Rail Memorandum of Understanding Program Files (000334) transferring over to this schedule from the Virginia Department of Rail and Transportation schedule; transfer was discussed at the last meeting. The committee determined that series 000334 needed to be removed from the VRPT schedule, 505-101 before it could be added to the VPRA schedule, 522-NEW. The committee decided to amend the agenda to include schedule 505-101 to manage the series removal.

[Motion: Chad Owen called for the motion to approve Schedule 522-New. Ginny Dunn so moved, Paige Neal seconded, and the motion carried.]

505-101, Virginia Department of Rail and Public Transportation

The committee addressed the agenda amendment to add this schedule, 505-101, for discussion to remove series number, 000334.

[Motion: Chad Owen called for a motion to remove series 000334 from schedule 505-101. Glenn Smith so moved, Katie Ray seconded, and the motion carried.]

GS-15, All Localities, Social Services

Katie Ray presented this schedule. The schedule was amended to align series with Virginia Department of Social Services (VDSS) policy for adoptions and family services records. Two series were made defunct: 101009 and 101010. Series 101009, Family Services: Adoptions - Children Originating in Virginia, was being made defunct, superseded because the records are ultimately transferred to VDSS, and are covered by the VDSS specific schedule (765-003, series 000097). Series 101010, Family Services: Adoptions - Children Originating Outside Virginia, was being made defunct, superseded because VDSS policy instructs local departments to categorize these records as series 101038, Family Services: Service Cases.

Two new series were added. Family Services: Foster Care Cases – Adopted is a new series that covers certain records from a child's foster care case following adoption which are not sent to the central office along with the permanent adoption file, and should instead be destroyed following the adoption, per VDSS policy. Another new series, Family Services: State Adoption Assistance, covers financial records related to state-funded adoption assistance cases.

Four other series were revised. Series 101032, Family Services: Foster Care Cases - Not Reunited with Families, and series 101033, Family Services: Foster Care Cases - Reunited with Families, had minor edits to the description and code citation updates. The description of 101038, Family Services: Service Cases, was expanded to include records formerly belonging to series 101010, Family Services: Adoptions - Children Originating Outside Virginia. The description of series 200075, Family Services:

Title IV-E Records, was expanded to include Title IV-E adoption assistance cases and adoption incentive funds, and also had an updated citation.

[**Motion:** Chad Owen called for the motion to approve General Schedule 15. Glenn Smith so moved, Ginny Dunn seconded, and the motion carried.]

238-001, Virginia Museum of Fine Arts

Chad Owen presented this schedule. Chad explained the bases for the schedule revision is that a MOU with the LVA allows the Museum to create and maintain their own archives. Additionally, any items listed on schedules for transfer to the Library of Virginia will be maintained in agency. New record series added, series titles were updated, series descriptions were updated, series were consolidated, and series were made defunct/defunct superseded. Chad gave an overview of the changes for each series.

[**Motion:** Chad Owen called for the motion to approve Schedule 238-001. Ginny Dunn so moved, Katie Ray seconded, and the motion carried.]

876-001, Virginia Conflict of Interest and Ethics Advisory Council

Chad Owen presented this schedule. The record series description and Code citations were updated on one series, Conflict of Interest (151120).

[**Motion:** Chad Owen called for the motion to approve Schedule 876-001. Glenn Smith so moved, Paige Neal seconded, and the motion carried.]

GS-101, All State Agencies, Administrative Records

Chad Owen presented this schedule. Chad explained one records series was added to the schedule for Ombudsman records and is the same as the series added to GS-19. This addition gives state agencies an equivalent series to use.

[**Motion:** Chad Owen called for the motion to approve General Schedule 101. Katie Ray so moved, Ginny Dunn seconded, and the motion carried.]

New Business

None

Adjournment

Chad adjourned the meeting at 9:57 a.m. The next meeting is scheduled for September 14, 2023.