

Purpose

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

- 154-011, Motor Vehicles, Department of (Data and Records Services)
- 154-075, Motor Vehicles, Department of (Motorist Records Services)
- 223-001, Health Professions, Department of
- 325-002, Business Assistance, Department of
- 403-001, Wildlife Resources, Department of
- 601-005, Health, Department of
- GS-19, County and Municipal Government, Administrative Records
- GS-111, State Agencies, College and University Records

Introduction of Members and Guests

Greg Crawford called the meeting to order. Members and guests present introduced themselves.

Members Present:

Vince Brooks, Local Records Program Manager
Greg Crawford, State Archivist and Government Records Services Director
Emily Johnson, Records Management Analyst
Chad Owen, Records Management Section Manager
Renee Savits, State Records Archivist
Glenn Smith, Records Management Analyst
Teshawna Threat, Records Management Analyst
Dawn Tinnell, Senior Reference Archivist

Members Absent: Eddie Woodward, Local Records Archivist

Resources: Patrice Morgan, Administrative Assistant

Guests: Maria Shellman, State Records Archivist

Agenda

Greg Crawford called for a motion to approve the agenda. Chad Owen so moved, seconded by Teshawna Threat, and the motion carried.

Minutes of Prior Meeting

Greg called for a motion to approve the minutes and asked if there were any questions or concerns. Glenn Smith moved to submit a correction. The Virginia Employment Commission / Workforce Services schedule information last meeting had an incorrect number, 182-161. That needs to be amended to 182-162. Chad Owen seconded, and the motion carried.

[**Motion:** Greg Crawford called for a motion to approve the amended minutes. Chad Owen so moved. Dawn Tinnell seconded, and the motion carried.]

Old Business

None.

154-011, Department of Motor Vehicles, Data and Records Services

Teshawna Threat presented this schedule. This is an existing agency-specific schedule containing one records series. The addition of a new series is requested by the agency for the Data Services Division to account for sun-shading and tinted window applications and supporting documentation. The new series proposed is Applications for Sun-Shading or Tinted Films. Series retained 5 years after the vehicle service, sold or no longer in use.

[**Motion:** Greg Crawford called for a motion to approve schedule 154-011. Emily Johnson so moved, Chad Owen seconded, and the motion carried.]

154-075, Department of Motor Vehicles, Motorist Records Services

Teshawna Threat presented this schedule. This is an existing agency-specific inactive schedule with an effective date of November 1, 1996, which is found only on the Library of Virginia website. The agency confirmed that the listed records series is not being created by or exists in the agency. The schedule is proposed to be defunct, not superseded and removed from LVA website.

[**Motion:** Greg Crawford called for a motion to defunct schedule 154-075. Glenn Smith so moved, Dawn Tinnell seconded, and the motion carried.]

223-001, Health Professions, Department of

Emily Johnson presented this schedule. This is an existing agency schedule containing thirty-one (31) records series. Changes were requested by the agency to update language, titles, and retention periods. Emily explained she has taken care of questions about the series and verified the series and retentions with the agency. The proposed changes are as follows:

Four (4) new Series: Licensure, Long-Term Care Administrators: Change of Administrator Notifications. Applications, Practitioner: Completed Reinstatements. Applications, Practitioner – Exam Eligible Candidates for Licensure with Authorization to Practice. Prescription Monitoring Program: Requests for Waiver/Exemption from Reporting.

Twenty-nine (29) requests for updates to these Titles and/or Descriptions for ease of access and removing outdated terminology on series:

000267 Agency and Board Studies: All Boards will be Agency and Board Studies.

200171 Board Budget Information Related to Fee Setting Process: All Boards will be Board Budget Information Related to Fee Setting Process.

200172 Closed Complaints: Enforcement Division will be Discipline: Complaints Closed by Enforcement.

200562 Closed Education Program Records: Nursing, Nurse Aide, and Medication Aide will be Education, Nursing Programs: Closed Nursing Programs.

200173 Compliance and Probationary Files: All Boards will be Discipline: Compliance & Probationary Files.

000270 Education Program Application Files: Board of Nursing will be Education, Nursing Programs: Applications.

200176 Education Program Discipline Files: Board of Nursing will be Education, Nursing Programs: Discipline.

200177 Education Program Graduation Records: Board of Nursing will be Education, Nursing Programs: Graduations.

200178 Education Program Survey Reports: Board of Nursing will be Education, Nursing Programs: Program Compliance Reviews.

000274 Facility Application Files Incomplete, Inactive and/or Denied Permit, Licensure or Registration: All Boards will be Applications, Facility: Incomplete, Expired, Withdrawn and/or Denied.

000273 Facility Disciplinary Files: Board of Funeral Directors and Embalmers, Pharmacy and Veterinary Medicine will be Discipline, Facility.

000275 Facility Files Permitted, Licensed or Registered: Boards of Funeral Directors and Embalmers, Pharmacy, and Veterinary Medicine will be Licensure, Facility: License, Registration, Certification, Permit, or Other Authorization.

000276 Investigatory Notes: Enforcement will be Discipline: Investigatory Notes.

000271 Licensure, Certification and Registration Examination Results: All Boards will be Applications, Exam: Examination Results.

000272 Licensure, Certification and Registration Examination Testing Information: All Boards will be Applications, Exam: Testing Information.

000268 Monitoring Program Client Casework files: Health Practitioners' Monitoring Program will be Health Practitioners Monitoring Program: Client Case Records.

200179 Monitoring Program Committee Action Files: Health Practitioners' Monitoring Program will be Health Practitioners Monitoring Program: Monitoring Program Committee Meeting Proceedings.

000277 Physician and Oral and Maxillofacial Surgery Profile Documents With No Actions/Claims: Boards of Medicine and Dentistry will be Licensure, Practitioner: Practitioner Profiles with No Actions/Claims - Boards of Medicine & Dentistry.

200180 Practitioner License Application Documentation Without Application: All Boards will be Applications, All Professions: Documentation Without Application.

015068 Practitioner Applicant/Trainee Incomplete and/or Inactive Pending Licensure Files: All Boards will be Applications, Practitioner: Incomplete and/or Expired.

200182 Applications, Practitioner: Incomplete/Expired Reinstatement will be Applications, Practitioner: Incomplete/Expired Reinstatement.

000269 Practitioner Continuing Education Audit Documentation: All Boards will be Licensure: Continuing Education Audit Documentation.
015071 Practitioner Disciplinary Files: All Boards will be Discipline, Practitioner: Complaints Against Practitioners.
200183 Practitioner License Applications Denied: All Boards will be Applications, Practitioner: Denied Licensure or Other Authorization.
200181 Practitioner License Applications Without Fee: All Boards will be Applications, Practitioner: Applications Without Fee.
200184 Practitioner License Renewal Documentation will be Licensure: Renewal Documentation.
000278 Practitioner Licensee Files: All Boards will be Licensure, Practitioner: License, Registration, Certification, Permit, or Other Authorization.
000279 Practitioner Self Referral Act/ Advisory Opinions: Administrative Proceedings Division will be Practitioner Self-Referral Act/Advisory Opinions.
200185 Prescription Monitoring Program User Registrations will be Prescription Monitoring Program: User Registrations.

Thirteen (13) series have received description updates to comply with language standards.

Six (6) requests for retention/cutoff updates to cover lifetime of facility, practice, or internal procedures:

000273 Discipline, Facility – retention 5 years to 65 years.
000275 Licensure, Facility: License, Registration, Certification, Permit, or Other Authorization – retention 5 years to 65 years; cutoff after closed to after equipment, facility, or property sold or no longer in use.
200179 Health Practitioners Monitoring Program: Monitoring Program Committee Meeting Proceedings – cutoff after closed to after end of calendar year.
200182 Applications, Practitioner: Incomplete/Expired Reinstatement – cutoff after submission to after receipt.
015071 Discipline, Practitioner: Complaints Against Practitioners – cutoff after last action to after closed.
000278 Licensure, Practitioner: License, Registration, Certification, Permit, or Other Authorization – cutoff after event to after issuance.

[**Motion:** Greg Crawford called for a motion to approve schedule 223-001. Vince Brooks so moved, Chad Owen seconded, and the motion carried.]

325-002, Business Assistance, Department of

Glenn Smith presented this schedule. This is an existing schedule from a defunct agency that was superseded by the Department Small Business and Supplier Diversity. The SBSD's Records Officer requests that this schedule and its seven (7) series be retired, as the records are now either covered by a general-schedule series or are no longer viable. The schedule will be made Defunct, Not Superseded. The series changes proposed are as follows:

Five (5) Series defunct, superseded by general schedule series:

005092; Agency Automobile/Fleet Records.

005004; Event Participation Records - Agency Coordinated Events - Event Folder.

005005; Event Participation Records - Agency Coordinated Events - Historical Materials.

005007; Marketing Materials – Publications.

005008; Marketing Materials - Supporting Documentation.

Two (2) Series defunct, not superseded:

005006; Event Participation Records - Non-Agency Coordinated Events.

005003; Small Business Incubator Records.

[**Motion:** Greg Crawford called for the motion to defunct Schedule 325-022. Chad Owen so moved, Teshawna Threat seconded, and the motion carried.]

403-001, Wildlife Resources, Department of

Emily Johnson presented this schedule. This is an existing agency specific schedule. The agency requested the schedule's name be updated to reflect the change from the Dept. of Game and Inland Fisheries to the Dept. of Wildlife Resources.

[**Motion:** Greg Crawford called for a motion to approve schedule 403-001. Glenn Smith so moved, Vince Brooks seconded, and the motion carried.]

601-005, Health Department of

Emily Johnson presented this schedule. The agency requested to defunct, not supersede the schedule as the only series listed contains duplicate materials.

[Motion: Greg Crawford called for a motion to approve schedule 601-005. Chad Owen so moved, Dawn Tinnell seconded, and the motion carried.]

GS-19, County and Municipal Governments, Administrative Records

Teshawna Threat presented this schedule. The proposed change includes adding a records series to account for applications and supporting documentation for transit services accommodations. The proposed new series is Transit Services Accommodations held 5 years after a decision is made.

[**Motion:** Greg Crawford called for a motion to approve the update to General Schedule 19. Vince Brooks so moved, Glenn Smith seconded, and the motion carried.]

GS-111, College and University Records

Teshawna Threat presented this schedule There are a number of colleges and universities that have childhood development centers. The proposed change includes adding a records series to

document students enrolled at childhood development centers or childcare facilities that are solely managed by the academic institution. This records series does not apply to the University of Virginia's Childhood Development Center which uses a 3rd party company to manage the students' records. The proposed new series title is Childhood Development Centers, which will be retained 5 years after calendar year.

[**Motion:** Greg Crawford called for a motion to approve update to General Schedule 111. Emily Johnson so moved, Vince Brooks seconded, and the motion carried.]

New Business

None.

Adjournment

Greg Crawford called for a motion to adjourn. Glenn Smith so moved; Chad Owen seconded. The meeting adjourned. The next meeting is tentatively scheduled for December 12, 2024.