

Records Oversight Committee Meeting Agenda
December 12, 2013, 9:00 A.M.
Library Board Room, 2M

Call to Order

Approval of Agenda

Approval of Minutes for October 10, 2013

Old Business

- | | |
|---|---------------|
| Records Management Policy Guidance Document
- Draft version in agenda packet | Graham |
| Agency Specific Schedules Online
- Schedules to be made defunct presented as a set | Vannucci, All |

Discussion and approval vote on the following retention schedules:

- | | | |
|---------|---|----------------|
| 129-043 | Department of Human Resources Management, Office of Health Benefits | Neal, All |
| 131-001 | Department of Veterans Services | Graham, All |
| 201-007 | Virginia Department of Education, Teacher Education and Licensure | Vannucci, All |
| | County and Municipal Governments, Sheriffs and Jail Records | Graham, All |
| GS-11 | County and Municipal Governments, Parks & Recreation | Smith, G., All |
| GS-108 | All State Agencies, Fire, Safety and Security Records | Graham, All |
| GS-111 | All State Agencies, College and University Records | Vannucci, All |
| GS-117 | All State Agencies, Law Enforcement Records | Graham, All |

New Business

- | | |
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| ROC meetings posted to the Commonwealth Calendar | Vannucci |
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⇒ **Next Meeting: February 13, 2014**

The remaining **2014** ROC Meeting dates have been set for the 2nd Thursday of every even month:

April 10	October 9
June 12	December 11
August 14	