

Records Oversight Committee Meeting Agenda  
February 14, 2013, 9:00 A.M.  
Library Board Room, 2M

Call to Order (Metz)

Approval of Agenda (All)  
Approval of Minutes for December 13, 2012

Old Business

Using the LVA Board Room for ROC Meetings (Childs)  
Transferred Supreme Court Appellant Petitions (Neal)  
Update on Virginia Department of Transportation Retention Schedules (Smith, C.)  
Minutes of the Records Management Oversight Committee Meetings-format, storage  
and Filing (Smith, G.)

Discussion and approval vote on the following retention schedules:

|         |   |                   |
|---------|---|-------------------|
| 765-002 | Department of Social Services, Child Support<br>Enforcement | Vannucci,<br>All  |
| GS-30   | Virginia Alcohol Safety Action Program                      | Smith, G.,<br>All |

New Business

None

**Next Meeting: April 11, 2013**

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The **2013** ROC Meetings dates have tentatively been set for the 2<sup>nd</sup> Thursday of every even month:  
June 13  
August 8  
October 10  
December 12