

Records Management Oversight Committee Meeting
Library of Virginia, Board Room
August 13, 2015

Members Present: Greg Crawford, Chris Kolbe, John Metz, Corey Smith, Glenn Smith, and Sandy Treadway

Members Absent: Paige Neal, Renee Savits

Resources: Matt Ball, Roger Christman, Steve White, and Sue Woo

Purpose

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

- 143-001, Office of the Attorney General, Civil Litigation, Debt Collection
- 156-VSP, Virginia State Police, All Agency-Specific Schedules
- 440-017, Department of Environmental Quality
- 501-026 and 501-003 (District), Virginia Department of Transportation, Administrative Services Division
- GS-117, All State Agencies, Law Enforcement Records and GS-17, County and Municipal Governments; Law Enforcement, Fire and Emergency Services
- GS-120, All State Agencies, Health Records

Agenda

John Metz called the meeting to order. Metz asked committee members if there were any questions, comments, or additions to the agenda. Glenn Smith explained that three schedules need to be added. Those schedules are addendum schedules that fall under the Virginia State Police (VSP) and Virginia Department of Transportation (VDOT) schedules that are already on the agenda. The schedules are 156-009-A01, 156-050-A01 (VSP) and 501-026-A01 (VDOT). John Metz called for a motion to approve the revised agenda. Glenn Smith moved to approve the agenda; Chris Kolbe seconded the motion. The agenda, as amended, was approved.

Minutes

John Metz asked if there were any additions or corrections to the business reflected in the minutes of June 18, 2015; there were no recommendations. Metz called for a motion to approve the minutes. Corey Smith made the motion; Sandy Treadway seconded the motion. The committee approved the minutes.

Old Business

The committee did not have any old business to discuss.

143-001, Office of the Attorney General, Civil Litigation, Debt Collection

Glenn Smith presented this schedule. He explained this is an overhaul to the schedule and that retention changes were made. Smith discussed the Collect Max System records series and the software system of the same name that is used to track debt collection. The retention for that series is 80 years based on the agency's experience that the timeframe is sufficient to assure they can collect debts owed to the Commonwealth.

[Motion: John Metz called for a motion to approve the schedule 143-001. Corey Smith made the motion to approve schedule; Sandy Treadway seconded the motion. All voting members present approved the schedule.]

156-VSP, Virginia State Police, All Schedules

Glenn Smith presented these schedules. He explained this revision is for all Virginia State Police (VSP) schedules—156-009, 156-010, 156-015, 156-016, 156-020, 156-025, 156-050 and 156-070. One-hundred twenty records series currently on these eight schedules will be reduced to 10 remaining series, all consolidated on 156-050, which will become an agency-wide schedule. One-hundred three series are proposed to become Defunct, Superseded by General Schedule series or other remaining VPS series, seven series to be Defunct, Not Superseded, one series (008011; Administration: Acknowledgement of Receipt) transferred from 156-009 to 156-050. One new series will be added to 156-050 – “Firearms Transactions: Logs.”

Glenn also explained that schedules 156-009-A01 (09/2006) and 156-050-A01 (08/2006) were created as addendum schedules. The schedules exist only in the printed format, not in Infolinx. The series on those schedules have already either been made defunct or included in the current schedules, and the latter will be addressed in those respective amendments.

[Proposed Motion Glenn Smith proposed to Defunct, Not Superseded Schedules 156-009, 156-010, 156-015, 156-016, 156-020, 156-025, and 156-070, with all series being made defunct and not superseded, or superseded by a general schedule or a remaining VPS series, as indicated in the “156-VSP All Schedules” Excel workbook, made a part of these minutes.

Motion: John Metz called for a motion approve. Greg Crawford made the motion; Corey Smith seconded the motion. All voting members present approved.]

[Proposed Motion: Glenn Smith proposed to approve schedule 156-050 with the remaining nine records series, one series transferring from 156-009, and one new series added.

Motion: John Metz called for a motion to approve. Corey Smith made the motion; Sandy Treadway seconded. All voting members present approved.]

[Proposed Motion: Glenn Smith proposed to make schedule 156-050-A01 Defunct, Not Superseded.

Motion: John Metz called for a motion to approve. Greg Crawford made the motion; Corey Smith seconded the motion. All voting members present approved.]

[Proposed Motion: Glenn Smith proposed to make schedule 156-009-A01 Defunct, Not Superseded.

Motion: John Metz called for a motion to approve. Corey Smith made the motion; Chris Kolbe seconded the motion. All voting members present approved.]

440-017, Department of Environmental Quality

Glenn Smith presented this schedule. He explained the agency submitted an RM-19 form to add one additional series, Brownfields Restoration Program records, and that two existing series were made Infolinx compliant.

[Motion: John Metz called for a motion to approve schedule 440-017, as amended. Sandy Treadway made the motion to approve schedule; Greg Crawford seconded the motion. All voting members present approved the schedule.]

501-026 and 501-003 (District), Virginia Department of Transportation, Administrative Services Division

Corey Smith presented this schedule. Smith explained that district level records series were added to central office schedule 501-026. One series from addendum schedule 501-026-A01 was moved to the central schedule and schedule 501-026-A01 will be Defunct. Additionally nineteen district series are moving to a fiscal records schedule for VDOT and those series will be marked pending in Infolinx until the VDOT fiscal schedule is approved by the committee.

[Motion: John Metz asked if there were questions on 501-026-A01. There were none so he called for a motion to approve 501-026-A01 as Defunct. Glenn Smith made the motion to approve schedule; Sandy Treadway seconded the motion. All voting members present approved.]

[Motion: John Metz called for a motion to approve moving series from 501-003 as Defunct. Sandy Treadway made the motion; Chris Kolbe seconded the motion. All voting members present approved.]

[Motion: John Metz called for a motion to approve 501-026 that included the moved series. Glenn Smith made the motion; Sandy Treadway seconded the motion. All voting members present approved.]

GS-17, County and Municipal Governments; Law Enforcement, Fire and Emergency Services and GS-117, All State Agencies, Law Enforcement Records

Glenn Smith explained that the same three series for “Arrestee Personal Property Inventory,” “FCC License Records,” and “Special Assignment Records” are being added to both of the schedules, the former by request from local law enforcement and the latter two based on recommendations by the Virginia State Police.

[Motion: John Metz called for a motion to approve General Schedules 117 and GS-17. Corey Smith made the motion to approve schedule; Sandy Treadway seconded the motion. All voting members present approved the schedule.]

GS-120, All State Agencies, Health Records

Corey Smith presented this schedule. A focus group member recommended adding, Criminal Background Checks: Health Services based on the need for medical personnel background checks to be retained longer than the series listed on the general schedules for personnel records.

[Motion: John Metz called for a motion to approve General Schedule 120. Sandy Treadway made the motion to approve schedule; Chris Kolbe seconded the motion. All voting members present approved the schedule.]

New Business

The committee did not have any new business to discuss.

Adjournment

The meeting adjourned with a motion from Corey Smith, seconded by Chris Kolbe. The next meeting will be October 15, 2015 at 9:00 a.m. in the Library Board Room, 2M.