

Records Management Oversight Committee Meeting  
Library of Virginia, Board Room  
October 15, 2015

Members Present: Greg Crawford, Chris Kolbe, John Metz, Paige Neal, Corey Smith, Glenn Smith, Renee Savits, Sandy Treadway, and Barbara Teague

Members Absent: Sandy Treadway

Resources: Matt Ball

Guests: Claire Radcliffe, LVA State Records; Deborah Gardner, Steve Effinger and Lawrence Davis with the Virginia Department of Transportation

### 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
- 147-001, Office of the State Inspector General (new schedule)
- 171-015, State Corporation Commission, Clerk, Office of the
- 171-100, State Corporation Commission, Clerk's Office, Service of Process
- 171-101, State Corporation Commission, Clerk's Office, Uniform Commercial Code
- 171-102, State Corporation Commission, Clerk's Office, Document Control Center
- 182-162, Virginia Employment Commission, Workforce Services
- 226-001, Board of Accountancy
- 501-003, Virginia Department of Transportation, Land Development (District Office)
- 501-009, Virginia Department of Transportation, Internal Audit
- 501-025 and 501-102, Virginia Department of Transportation, Executive Office

### Agenda

John Metz called the meeting to order and explained there was a guest attending that Corey Smith would introduce. Corey introduced Deborah Gardner with the Virginia Department of Transportation. Her colleagues Steve Effinger and Lawrence Davis joined the meeting later. Metz asked committee members if there were any questions, comments, or additions to the agenda. Glenn Smith explained that a date change for the December committee meeting needed to be discussed as part of new business. 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 August 13, 2015; there were no recommendations. Metz called for a motion to approve the minutes. Chris Kolbe made the motion; Paige Neal 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 a repeat schedule approved at the last meeting. The agency decided to make additional changes when it was returned to them for signature. Four series are proposed to be made defunct, superseded by other series on the schedule and three new series are to be added. There were no questions regarding the new changes.

**[Motion:** John Metz called for a motion to approve the schedule 143-001 as amended. Chris Kolbe made the motion to approve schedule; Renee Savits seconded the motion. All voting members present approved the schedule.]

### 147-001, Office of the State Inspector General (New Schedule)

Glenn Smith presented this schedule. He explained this is a new schedule with seven new series that are broken down by agency divisions. A proposed series retention was changed from 10 years to Permanent, Archives based on a recommendation from Barbara Teague.

**Motion:** John Metz called for a motion approve schedule 147-001. Greg Crawford made the motion; Paige Neal seconded the motion. All voting members present approved.]

### 171-015, State Corporation Commission, Clerk, Office of the, 171-100, State Corporation Commission, Clerk's Office, Service of Process, 171-101, State Corporation Commission, Clerk's Office, Uniform Commercial Code, and 171-102, State Corporation Commission, Clerk's Office, Document Control Center

Glenn Smith presented these schedules and explained they needed to be discussed as a group. The agency is consolidating many schedules for the Clerk's Office and record series will be moving from schedules 171-100, 171-101 and 171-102 to schedule 171-015 for the Clerk's Office. On schedule 171-100, Service of Process Section, the one series was updated to be Infolinx compliant and this series will be transferred to schedule 171-015. On schedule 171-101, Uniform Commercial Section, one series was made defunct, superseded by an existing series 005492; the two remaining series Federal Tax Lien Records and Financing Statement, Continuations Statements and Termination were updated to be Infolinx compliant and the revised series will be transferred to 171-015. On schedule 171-102, Document Control Center, the Judicial Case Records series, 009253 and 009254 were made defunct, superseded by series

009252, Administrative Case Records that series was updated and renamed Judicial and Administrative Case Records. Glenn explained one series has microforms attached to it. He and Matt Ball worked with the OAG on that series and will inform Sue Woo on the changes. All the revised series are being transferred to schedule 171-015.

**[Motion:** John Metz called for a motion to approve schedule 171-015, as amended with 171-100, 171-101, 171-102 defunct and superseded by 171-015. Barbara Teague made the motion to approve schedule; Corey Smith seconded the motion. All voting members present approved the schedule.]

182-162, Virginia Employment Commission, Workforce Services

Corey Smith presented this schedule. Smith explained this is an update to an older schedule created in 1980 before six-digit series numbers. The record series were updated to be Infolinx compliant and the series were assigned records series numbers.

**[Motion:** John Metz called for a motion to approve schedule 182-162 as updated and amended. Glenn Smith made the motion to approve schedule; Barbara Teague seconded the motion. All voting members present approved.]

226-001, Board of Accountancy

Corey Smith presented this schedule. Smith explained the schedule had been approved earlier this year but the agency submitted an RM-19 to add a new series for Certified Public Account (CPA) Change of Status. The record series documents a change of CPA applicant status.

**[Motion:** John Metz called for a motion to approve schedule 226-001. Chris Kolbe made the motion to approve schedule; Renee Savits seconded the motion. All voting members present approved the schedule.]

501-003, Virginia Department of Transportation, Land Development (District Office)

Corey Smith explained that this district level schedule series will be superseded by series on the Central Office 501-002.

**[Motion:** John Metz called for a motion to approve schedule as defunct. Glenn Smith made the motion to approve schedule; Barbara Teague seconded the motion. All voting members present approved the schedule.]

501-009, Virginia Department of Transportation, Internal Audit

Corey Smith presented this schedule. Smith explained the entire schedule will be made defunct and some of the record series will be superseded by general schedules and other series will be defunct, not superseded.

**[Motion:** John Metz called for a motion to approve schedule 501-009 as defunct. Glenn Smith made the motion to approve schedule; Barbara Teague seconded the motion. All voting members present approved the schedule.]

501-025 and 501-102, Virginia Department of Transportation, Executive Office

Corey Smith presented these schedules. He explained the series on schedule 501-102 are being moved to schedule 501-025 and that 501-102 is being made defunct. Additionally the agency decided to make their intellectual property records (000567) a defunct series because a general schedule series is being created for those records; that general schedule series will probably be presented at December ROC and the agency will use it in place of the defunct one.

**[Motion:** John Metz called for a motion to approve schedule 501-025 as amended with the understanding that it supersedes schedule 501-102 that will be made defunct. Renee Savits made the motion to approve schedule; Glenn Smith seconded the motion. All voting members present approved the schedule.]

New Business

Transfer of Records Management Oversight Committee Duties

*John Metz transferred the committee Chair duties and ceremonial rock to Barbara Teague, LVA's new Director of Government Records Services.*

December ROC Meeting Date

The committee determined that they will meet December 9 at 2:30 p.m. Glenn Smith will send a calendar invitation for the new meeting date. The 2016 Pre-Roc and ROC schedule will be determined after this meeting and Glenn Smith will send out those notices.

Adjournment

The meeting adjourned with a motion from Greg Crawford, seconded by Barbara Teague. The next meeting will be held in the Library Board Room, 2M.