

Records Management Oversight Committee Meeting  
Library of Virginia, Board Room  
August 18, 2016

Members Present: Greg Crawford, Ginny Dunn, John Metz, Paige Neal, Chad Owen, Claire Radcliffe, Corey Smith, Renee Savits, Barbara Teague, and Sandy Treadway

Members Absent: Glenn Smith

Resources: Matt Ball

Guests: Steve Effinger and Lawrence Davis, 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:

- 182-162, Virginia Employment Commission, Workforce Services
- 301-211, Virginia Department of Agriculture and Consumer Services, Animal and Food Safety
- 440-005 and 440-016, Department of Environmental Quality, Division of Water and Department of Environmental Quality, Ground Water Withdrawal Permitting
- 440-008, Department of Environmental Quality, Coastal Zone Management Program
- 501-059, Virginia Department of Transportation, Civil Rights Division
- 602-008, Department of Medical Assistance Services, Long Term Care Division
- 602-010, Department of Medical Assistance Services, Appeals Division
- 848-001, Virginia Indigent Defense Commission
- 900-001, Virginia Housing Development Authority, Homeownership, Single Family Loan Services

### Introduction of Members and Guests

Barbara Teague called the meeting to order and asked members and guests to introduce themselves. The following attendees made introductions: Matt Ball (State Records Center), Paige Neal (State Records), Renee Savits (State Records), Greg Crawford (Local Government Records), Patrice Morgan (Records Management), Lawrence Davis (Virginia Department of Transportation), Steven Effinger (Virginia Department of Transportation), Corey Smith (Records Analyst), Chad Owen (Records Management), Sandy Treadway (Agency Head) and John Metz (Deputy Librarian), Ginny Dunn (Public Services), Claire Radcliffe (State Records) and Barbara Teague (Government Records Services). Teague thanked everyone for attending and thanked the guests for being involved and having a good records management program that is an example for other agencies.

## Agenda

Barbara Teague asked if there were any changes to the agenda and called for a motion to approve the agenda. The committee did not recommend any additions or changes. Sandy Treadway made the motion. Chad Owen seconded the motion.

## Minutes

Barbara Teague asked if there were any additions or corrections to the business reflected in the minutes of June 9, 2016; there were no recommendations. Teague called for a motion to approve the minutes. John Metz made the motion; Chad Owen seconded the motion. The committee approved the minutes.

## Old Business

The committee did not have any old business to discuss.

### 182-162, Virginia Employment Commission, Workforce Services

Corey Smith presented this schedule. Smith explained that the schedule was reviewed at the last meeting. After that time the agency sent a records survey to add an additional series to the schedule for the Disabled Veterans Outreach Program (DVOP) Case Files.

**[Motion:** Barbara Teague called for a motion to approve the schedule 182-162. Ginny Dunn made the motion; Paige Neal seconded the motion. All voting members present approved.]

### 301-211, Virginia Department of Agriculture and Consumer Services, Animal and Food Safety

Corey Smith presented this schedule. Smith explained one series was added to the schedule for Complaint Files that were not on a schedule. The complaint files document complaints against milk farms. The committee discussed what happens when complaints are substantiated and that the retention trigger, after last action, is appropriate to cover that situation.

**[Motion:** Barbara Teague called for a motion to approve the schedule 301-211. Chad Owen made the motion; Ginny Dunn seconded the motion. All voting members present approved.]

### 440-005 and 440-016, Department of Environmental Quality, Division of Water and Department of Environmental Quality, Ground Water Withdrawal Permitting

Chad Owen presented these schedules for Glenn Smith. Owen explained a new series, Water Supply Planning, is proposed to be added on schedule 440-005. The schedule is Infolinx compliant but Glenn thinks the schedule will need a little more fine-tuning at a future point to deal with the reorganization of the Water Division. The series will cover water supply records; the proposed retention is 12 year after approval of the plan.

Owen explained that on schedule 440-016 all references to “Ground Water” in the schedule are proposed to be changed to “Groundwater.” Additionally, one new series will be added for Groundwater Withdrawal Permitting Compliance.

**[Motion:** Barbara Teague called for a motion to approve the schedule 440-005. Sandy Treadway made the motion; Paige Neal seconded the motion. All voting members present approved.]

**[Motion:** Barbara Teague called for a motion to approve the schedule 440-016. Corey Smith made the motion; Ginny Dunn seconded the motion. All voting members present approved.]

440-008, Department of Environmental Quality, Coastal Zone Management Program

Chad Owen presented the schedule for Glenn Smith. Owen explained the schedule was approved in February and that the Coastal Zone Management Program Grants series was approved with a 50-year retention. The agency came back and proposed a 10 year retention Pre-ROC discussed this and felt that 10 years was not long enough for records documenting Coastal Zone Management records and suggested a 30 year retention. The agency agreed with 30 years. The committee discussed if 30 years was long enough based on what the records document and decided the retention is okay based on discussion that the records document funding and contain copies of records that should available in other series or through NOAA.

**[Motion:** Barbara Teague called for a motion to approve the schedule 440-008. Corey Smith made the motion; Renee Savits seconded the motion. All voting members present approved.]

501-059, Virginia Department of Transportation, Civil Rights Division

Corey Smith presented this schedule. He explained there are not significant changes, series were updated to be Infolinx compliant and some specific series will be replaced by general schedules series. Steve Effinger confirmed these changes.

**[Motion:** Barbara Teague called for a motion to approve the schedule 501-059. John Metz made the motion; Chad Owen seconded the motion. All voting members present approved.]

602-008, Department of Medical Assistance Services, Long Term Care Division

Corey Smith presented this schedule. He explained the schedule was updated to make series Infolinx compliant changes. Since the last review in 2008 a large chunk of the division services were transferred to The Department of Behavioral Health and changes were made to reflect the transfer. The committee discussed if the 27 year retention for Children Waiver Records (009577) is based on the age of majority.

**[Motion:** Barbara Teague called for a motion to approve the schedule 602-008. Chad Owen made the motion; Sandy Treadway seconded the motion. All voting members present approved.]

602-010, Department of Medical Assistance Services, Appeals Division

Corey Smith presented this schedule. Smith explained the schedule was made Infolinx compliant and there was a change on series 100613, Administration: Formal Provider Appeals with a Director's Decision. The director's decision received by the Library in the past will be removed and kept permanently in the agency. Corey explained State Records agreed with the change. Matt Ball asked how that affected the records stored. Paige explained there are none here.

**[Motion:** Barbara Teague called for a motion to approve the schedule 602-010. Ginny Dunn made the motion; Renee Savits seconded the motion. All voting members present approved.]

#### 848-001, Virginia Indigent Defense Commission

Chad Owen presented this schedule for Glenn Smith. He explained the retention period for Ended Cases: Misdemeanors (005010) was revised from 5 years after calendar year to 3 years after closed based on the agency decision that this more accurately reflects the way they work. The records series description for Ended Case: Felonies (015111) was updated. A series was added for Ended Cases: Felonies - Less Serious to parallel the criminal series across the general schedules.

**[Motion:** Barbara Teague called for a motion to approve the schedule 848-001. John Metz made the motion; Renee Savits seconded the motion. All voting members present approved.]

#### 900-001, Virginia Housing Development Authority, Homeownership, Single Family Loan Services

Corey Smith presented this schedule. Smith explained a new series was added for Mortgage Credit Certificate Files: Non-VHDA Loans.

**[Motion:** Barbara Teague called for a motion to approve the schedule 602-008. Ginny Dunn made the motion; Paige Neal seconded the motion. All voting members present approved.]

#### Thank You

Barbara Teague thanked Records Management staff and acknowledged appreciation for the great work done, and VDOT for consistently attending meetings.

#### New Business

#### Infolinx Compliant Schedules

Sandy Treadway asked if there is an estimate of the percentage of schedules that are Infolinx compliant and schedules that need to be made Infolinx compliant. Corey and Chad responded separately that there is a lot and there is not an estimate. Owen explained that when the section is fully staffed, then making schedules Infolinx compliant will be a priority.

#### Recommendation

Lawrence Davis recommended having everyone come to the Library for a day meeting to learn what it takes to become Infolinx compliant. Committee members acknowledged this is a good idea and discussed training.

Barbara Teague informed the committee that she is leaving the Library on September 16 to work with the Council of State Archivists (CoSA) and said she has enjoyed working with LVA staff.

### Adjournment

The meeting adjourned with a motion from Sandy Treadway. The next meeting will be October 13, 2016 in the Library Board Room, 2M.