

Records Management Oversight Committee Meeting
Library of Virginia, Board Room
October 13, 2016

Members Present:, Ginny Dunn, John Metz, , Riley O'Brien, Chad Owen, Claire Radcliffe, Corey Smith, Renee Savits, Glenn Smith, Sandy Treadway, and Eddie Woodward (for Greg Crawford)

Members Absent: Paige Neal

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:

- 160-001, Virginia Criminal Sentencing Commission
- 174-001, Virginia529
- 301-212, Virginia Department of Agriculture and Consumer Services, Marketing Division
- 440-008, Department of Environmental Quality, Coastal Zone Management Program
- 440-020, Department of Environmental Quality, Division of Land Protection and Revitalization, Waste Tire Management Program
- 501-000 and 501-000A01, VA Department of Transportation- "General"
- 501-016, Virginia Department of Transportation, Structure and Bridge Division
- GS-120, All State Agencies, Health Records

Introduction of Members and Guests

John Metz called the meeting to order and asked for the introduction of guests. Lawrence Davis introduced himself, VDOT Agency Records Manger and Steven Effinger with the Virginia Department of Transportation.

Agenda

John Metz asked if there were any changes to the agenda and he called for a motion to approve the agenda. The committee did not recommend any additions or changes. Ginny Dunn made the motion. Chad Owen seconded the motion.

Minutes

John Metz asked if there were any additions or corrections to the business reflected in the minutes of August 18, 2016; there were no recommendations. Metz called for a motion to approve the minutes. Chad Owen made the motion; Glenn Smith seconded the motion. The committee approved the minutes.

Old Business

Glenn Smith led this discussion and explained that the committee had previously approved the use of a Certificate of Non-records Destruction to be used by the State Records Center to document the destruction of confidential non-records. Agencies had used the Certificate of Records Destruction (RM-3) but another form was needed to document that type of destruction. Matt Ball created the form based on the Certificate of Records Destruction. This will be a behind-the-scenes form used by State Records Center staff for customers that use the confidential-destruction service. The form will not be available on the Library's website. Glenn Smith will talk with Steve White about the form rollout.

160-001, Virginia Criminal Sentencing Commission

Glenn Smith presented this schedule. Smith explained that the schedule is for an agency that is a part of the Supreme Court, the Virginia Criminal Sentencing Commission. The commission develops guidelines for criminal sentencing and disseminates them to courts, Commonwealth's Attorneys and magistrates. The records series documents statewide sentencing data applied using the sentencing guideline.

[Motion: John Metz called for a motion to approve the schedule 160-001. Chad Owen made the motion; Sandy Treadway seconded the motion. All voting members present approved.]

174-001, Virginia529

Glenn Smith presented this schedule for the Virginia College Savings Plan, also known as Virginia529. Smith explained the program has existed for twenty years and this is the first schedule for three series--ABLEnow Program records; Patents, Trademarks, Copyrights; and Signature Authorizations.

[Motion: John Metz called for a motion to approve the schedule 174-001. Chad Owen made the motion; Ginny Dunn seconded the motion. All voting members present approved.]

301-212, Virginia Department of Agriculture and Consumer Services, Marketing Division

Corey Smith presented this schedule. This is a new schedule for peanut production records, Farmer Stock Grade Certificates, Milled Peanut Certificates, and Peanut Regrade Records.

[Motion: John Metz called for a motion to approve the schedule 440-016. Glenn Smith made the motion; Renee Savits seconded the motion. All voting members present approved.]

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

Glenn Smith presented the schedule. Smith explained Coastal Zone Management Program Grant records series was reviewed previously by the agency and the ROC committees with 50, 10 and 30 years retention. He had further discussion with the agency based on discussion at the previous ROC meeting about whether the records series documents the program or funding. The description was revised to show that the records document the work and results of the program and not just tracking the funding. The agency is comfortable confident in the 30-year retention.

[Motion: John Metz called for a motion to approve the schedule 440-008. Chad Owen made the motion; Ginny Dunn seconded the motion. All voting members present approved.]

440-020, Department of Environmental Quality, Division of Land Protection and Revitalization, Waste Tire Management Program

Glenn Smith presented the schedule and explained it is for three records series generated by the Waste Tire Management Program. The records document activities of tire recycling vendors including the financial component for state and federal funding reimbursement.

[Motion: John Metz called for a motion to approve the schedule 440-0008. Sandy Treadway made the motion; Chad Owen seconded the motion. All voting members present approved.]

501-000 and 501-000 A01, Virginia Department of Transportation, "General"

Corey Smith presented this schedule. He explained that the series on schedule 501-00 AO1 will be superseded by general or other VDOT specific schedule series. Schedule 501-000 AO1 will be eliminated and defunct once the appropriate series are determined

Additionally many series on schedule 501-000 will be superseded and defunct by general schedule series. Two series will remain on that schedule, Project Files: Federally Funded and Project Files: State Funded.

[Motion: John Metz called for a motion to make the schedule 501-000 A01 defunct. Chad Owen made the motion; Ginny Dunn seconded the motion. All voting members present approved.]

[Motion: John Metz called for a motion to approve the schedule 501-000 as amended. Renee Savits made the motion; Riley O'Brien seconded the motion. All voting members present approved.]

501-016, Virginia Department of Transportation, Structure and Bridge

Corey Smith presented this schedule. He explained it had been reviewed a few cycles ago and the committee had additional questions Smith explained the division responded to questions posed, series were made Infolinx compliant, some series are superseded by general schedule series and some series will be made defunct.

[Motion: John Metz called for a motion to approve the schedule 501-016. Glenn Smith made the motion; Chad Owen seconded the motion. All voting members present approved.]

GS-120, All State Agencies, Health Records

Corey Smith presented this schedule. Smith explained a syntax change was made on series 005372, Senior Program (Non-Medical) records. The SEVAMP reference was changed to “Older American Act programs.”

[Motion: John Metz called for a motion to approve General Schedule 120. Ginny Dunn made the motion; Renee Savits seconded the motion. All voting members present approved.]

New Business

Welcome

Glenn Smith and Chad Owen welcomed the newest ROC member, Riley O’Brien.

Adjournment

The meeting adjourned with a motion from Sandy Treadway, seconded by Renee Savits. The next meeting will be December 8, 2016 in the Library Board Room, 2M.