

Records Management Oversight Committee Meeting  
Library of Virginia, Board Room  
December 8, 2016

Members Present:, Ginny Dunn, Riley O'Brien, Claire Radcliffe, Corey Smith, Renee Savits, Glenn Smith, Sandy Treadway, and Greg Crawford

Members Absent: John Metz, Paige Neal, and Chad Owen

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
- 440-010, Department of Environmental Quality-Water Quality Management Program
- 501-028, VA Department of Transportation- Employee Safety and Health
- 778-001, Department of Forensic Science

### Introduction of Members and Guests

Sandy Treadway called the meeting to order and introduced Lawrence Davis and Steve Effinger with the Virginia Department of Transportation as guests attending the meeting.

### Agenda

Sandy Treadway called for a motion to approve the agenda as it stands. Glenn Smith made the motion. Ginny Dunn seconded the motion.

### Minutes

Sandy Treadway asked if there were any additions or corrections to the business reflected in the minutes of October 13, 2016; there were no recommendations. Treadway called for a motion to approve the minutes. Corey Smith made the motion; Riley O'Brien 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 this and an older schedule that were being updated to include records series numbers; two new series were added for Wagner-Peyser Job-Seeker Records and Workforce Investment (WIA) Participant Files

**[Motion:** Sandy Treadway called for a motion to approve schedule 182-162. Ginny Dunn made the motion; Claire Radcliffe seconded the motion. All voting members present approved.]

440-010, Department of Environmental Quality-Water Quality Management Program

Glenn Smith presented this schedule. Smith explained this was a major overhaul of the schedule. A few series were made Infolinx compliant. Five series were made defunct. Two new series were added for Watershed Cleanup and Watershed Cleanup: Supporting Information. The schedule title was changed from Regional Offices Water Quality Monitoring to Water Quality Monitor Planning because the agency is consolidating regional and central office records and schedules. Additionally, records series were superseded by general and DEQ agency-specific schedules; the series for Water Quality Monitoring Plans (005579) is being superseded by the two new Watershed Cleanup series.

**[Motion:** Sandy Treadway called for a motion to approve the schedule 440-010. Corey Smith made the motion; Ginny Dunn seconded the motion. All voting members present approved.]

501-028, VA Department of Transportation- Employee Safety and Health

Corey Smith presented this schedule. Corey explained all series on this schedule will be defunct and superseded by general schedule series and by series on another VDOT specific schedule. Corey explained there was a pre-ROC discussion about Workers Compensation Records prior to 1984 because the Virginia Workers Compensation Commission (VWCC) was not accepting VDOT records prior to the period.

Corey explained Glenn Smith researched the series with agency contacts at VWCC and determined that General Schedule No. 102 covers the records. Corey explained a new cut off event, after closure, will be proposed for the series on GS-102 to mean the records are retained until a case is closed. In response to Riley O'Brien's question if the records had been determined to be copies, Glen responded no and discussed the responsibilities of the Workers Compensation Commission and the Department of Human Resource Management and how the records are maintained.

**[Motion:** Sandy Treadway called for a motion to approve the schedule 501-028. Renee Savits made the motion; Glenn Smith seconded the motion. All voting members present approved.]

778-001, Department of Forensic Science

Glenn Smith presented the schedule. Smith explained this is an overhaul to an existing schedule. He worked closely with the agency counsel on updating the schedule because of serious nature of their work and records. Four series were updated. Seven series were made

defunct because they are covered by other series within this schedule. Two new series were added for Quality Assurance: Equipment, Standards, and Instruments and Quality Assurance: Program Accreditation. Two series were defunct and not superseded because the work did not materialize or they no longer do the work related to the records.

[**Motion:** Sandy Treadway called for a motion to approve the schedule 778-001. Ginny Dunn made the motion; Claire Radcliffe seconded the motion. All voting members present approved.]

### *New Business*

#### Big Bucket Records Management

Lawrence Davis asked if there will ever be a time when all records are grouped by like retention periods. Glenn Smith explained that this is called the big bucket records theory. There are laws and regulations that determine many retention periods, so the big bucket approach to scheduling records would never be completely implemented. He further advised that this does not preclude agencies from developing that type of agency-specific schedule, if possible, and that the big-bucket records series should clearly identify the record types included therein.

### Adjournment

Glenn Smith will send the invitation to next year's meetings. The meeting adjourned with a motion from Glenn Smith, seconded by Riley O'Brien. The next meeting will be February 9, 2017 in the Library Board Room, 2M.