

Records Management Oversight Committee Meeting  
Library of Virginia, Board Room  
June 8, 2017

Members Present: Ginny Dunn, Paige Neal, Chad Owen, Renee Savits, Corey Smith, Glenn Smith, Riley O'Brien, and Sandra Treadway

Members Absent: Greg Crawford, John Metz and Claire Radcliffe

Resources: Matt Ball

Guests: None

### 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
- 201-034, Department of Education
- 201-402, Department of Education
- 262-002, Department of Aging and Rehabilitative Services
- 440-004, Department of Environmental Quality
- 440-006, Department of Environmental Quality
- 778-001, Department of Forensic Science

### Introduction of Members and Guests

Glenn Smith called the meeting to order and stated this was due to John Metz's absence and because Sandy Treadway was delayed by unexpected circumstances. Smith announced the names of committee members attending the meeting as listed above and that there were no guests attending this meeting.

### Agenda

Glenn Smith proposed one item of new business, the introduction of a new form, Form RM-27 Infolinx User Authorization Form. Smith called for the motion to approve the new business item. Chad Owen so moved, Renee Savits seconded, and the motion was approved. Smith asked if there was any other business to be covered. There was none. Smith called for a motion to approve the agenda as amended. Chad Owen so moved, Ginny Dunn second, and the motion was approved.

### Minutes of Prior Meeting

Glenn Smith asked if there were any additions or corrections to minutes reflecting the business of the April 13, 2017 meeting. There were none. Smith called for a motion to approve the minutes. Chad Owen so moved, seconded by Riley O'Brien. The minutes were approved.

### Old Business

The committee did not have any old business to discuss.

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

Corey Smith presented this schedule. The cut off event for Clearance Order Files: H2A and H2B (200512) will be changed to “after decision.” The disposition for H2A Prevailing Practice and Wage Surveys (200513) will be changed to “confidential destruction.” Two new series will be added: Services to Migrant and Seasonal Farmworkers (MSFW) Report and State Employment Service Complaints.

[**Motion:** Glenn Smith called for a motion to approve the schedule 182-162. Chad Owen so moved, Renee Savits seconded, and the motion was approved.]

### 201-034, Department of Education

Chad Owen explained that he had a discussion with the agency about retaining school building documents and plans permanently. A new series will be added for Education Tax Credit Programs.

[**Motion:** Glenn Smith called for a motion to approve the schedule 201-034. Riley Obrien so moved, Paige Neal seconded, and the motion was approved.]

### 201-402, Department of Education

Chad Owen explained that agency schedule required more work to make the series Infolinx compliant. A couple of record series titles changed to remove the word reports from the title. The School Improvement Reports, originally called Academic Review Report, retention period will be changed from 10 years to 5 years because that timeframe is sufficient for planning. The Partnership for Achieving Successful Schools (PASS) Data and Reports will be defunct because the program no longer exists. The Preaccreditation Eligibility Records will be defunct and replaced by a series on schedule 201-401, Statements of Compliance with Standards of Quality, 009116.

[**Motion:** Glenn Smith called for a motion to approve schedule 201-402. Ginny Dunn so moved, Corey Smith seconded, and the motion was approved.]

### 262-002, Department of Aging and Rehabilitative Services

Corey Smith presented this schedule. There is one new series being added for *No Wrong Door Network*. Smith explained this is a system. Clients access the system to connect to resources and that insurance providers use the system to make referrals to services or systems. He explained workflow and referral records are not captured in the system and that the agency will be presenting workflow type records in the future. Smith explained that consent and electronic referrals are generated and they are kept for 10 years.

[**Motion:** Glenn Smith called for a motion to approve schedule 262-002. Chad Owen so moved, Paige Neal seconded, and the motion was approved.]

#### 409-004, Department of Environmental Quality

Chad Owen presented this schedule. New series will be added to the schedule: Equipment Certification Waste Motor Oil, Equipment Certification: Personal Property Tax Exemption, Solid Waste Management Plans and Solid Waste Management Plans: Unit designations. Owen explained the retention information. A few series were revised to be Infolinx compliant.

[**Motion:** Glenn Smith called for a motion to approve schedule 409-004. Ginny Dunn so moved, Renee Savits seconded, and the motion was approved.]

#### 440-006, Department of Environmental Quality

Chad Owen presented this schedule. Three new series will be added to the schedule, old series were revised to make the language Infolinx compliant. The *Code of Virginia* was amended in 2014 such that transporters of hazardous waste no longer need to be permitted. The agency would like to defunct series 006145 and 006140 because they no longer produce the records. However the agency has to dispose of existing records before the series can be defunct. The retention for those series will be set to 0 years to allow the agency to destroy existing records, after which they will resubmit the series to request that it be defunct.

The question was raised about how Infolinx calculates the destruction date for SRC boxes with 0 years retention. Matt Ball advised that records with a 0-year retention are not eligible for transfer to the SRC. For records that are already in the SRC when the retention period is shortened to a length that creates a scheduled-destroy date before the end of the current quarter, the quarterly report that is run to advise agencies of eligible destruction would not pick up that new destruction date. Analysts need to advise their agencies that they must create an RM-3 for the destruction of SRC Boxes that fall into this category.

Parts of the Hazardous Waste Handler Compliance File for Permitted and Un-Permitted Facilities series will be divided into three series:

- Hazardous Waste Biennial Reports
- Hazardous Waste Notification of Resource Conservation and Recovery Act Subtitle C Activity Forms
- Hazardous Waste Resource Conservation and Recovery Act RCRAInfo Forms

Owen explained each series and how long they will be retained. He has been trying to contact the DEQ's records manager for clarification, since, as presently written, annual reports could be included in the revised Hazardous Waste Facility Groundwater Records (006143) or in the series they currently have for annual reports (006144). Matt Ball explained the records center currently has approximately 125 boxes that will fall under the shorter retention being applied to the original Hazardous Waste Handler series. He advised that the agency may need to review those boxes in case they contain records becoming a part of other series with longer retention periods. He also advised that this is an instance as described above where the agency will need to submit the RM-3 for the destruction of the series with the newly shortened retention period.

[**Motion:** Glenn Smith called for a motion to approve schedule 440-006. Ginny Dunn so moved, Paige Neal seconded, and the motion was approved. Sandy Treadway arrived for the remaining votes.]

### 778-001, Department of Forensic Science

Glenn Smith presented this schedule. This schedule was overhauled in the 12/08/2016 meeting. Agency staff members then determined that the retention period for Quality Assurance: Program Accreditation (100772) needed an adjustment to ensure that the records were being kept no longer or shorter than needed. The retention will change from 4 years after event to 6 years after end of calendar year to fit their needs.

[**Motion:** Glenn Smith called for a motion to approve schedule 778-001. Chad Owen so moved, Renee Savits seconded, and the motion was approved.]

### New Business

#### Infolinx User Authorization (RM-27 Form)

Glenn Smith advised that the Records Analysis Section members determined that there is no compelling reason for an agency to formally designate a Records Coordinator as there are no definable differences between the responsibilities of that status and those of a Records Officer. An agency should formally designate what will now be titled an *Infolinx User* only when the agency is a State Records Center customer. The Infolinx User's sole LVA-recognized responsibility will be to manage the box/file data in Infolinx and prepare boxes for transfer. The section members also determined that there should be a separate designation form. This will be the *Infolinx User Authorization (RM-27 Form)*. Analysts have been educating their customers that records coordinators assisting the Records Officer can and should still be an integral component of a successful records program. The difference will be that the designation made internally by the agency will no longer be submitted to the Library. Smith discussed the differences between the new form and what will be the updated *Records Officer Designation and Responsibilities (RM-25 Form)*. He will notify committee members when the forms are finalized, as recommended by Sandy Treadway.

### Adjournment

Glenn Smith called for a motion to adjourn the meeting. The meeting adjourned with a motion from Chad Owen, seconded by Ginny Dunn. The next meeting will be August 10, 2017 in the Library Board Room, 2M.