

Records Management Oversight Committee Meeting  
Library of Virginia, Board Room  
April 19, 2018

Members Present: Greg Crawford, Ginny Dunn, John Metz, Paige Neal, Riley O'Brien, Chad Owen, Renee Savits, Corey Smith, Glenn Smith, Claire Radcliffe, Sandra Treadway and Tracy Harter

Members Absent:

Resources: Matt Ball

Guests: Lawrence Davis and Steve Effinger, 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:

- 171-040, State Corporation Commission, Bureau of Insurance
- 223-001, Department of Health Professions, All Boards
- 501-004, Department of Transportation, Right of Way Division (Includes 501-004-2009 and 501-003)
- 501-023, Department of Transportation, Local Assistance
- 765-002, Department of Social Services, Division of Child Support Enforcement

### Introduction of Members and Guests

John Metz called the meeting to order and welcomed Lawrence Davis and Steve Effinger, Virginia Department of Transportation. Metz moved forward with the business to be discussed.

### Agenda

John Metz asked if there were any comments regarding the agenda; there were none. Metz called for the motion to approve the agenda. Glenn Smith so moved, Chad Owen seconded, the motion carried, and the agenda was approved.

### Minutes of Prior Meeting

John Metz asked if there were any additions or corrections to the minutes reflecting the business of the January 4, 2018 meeting. There were none and Metz called for a motion to approve the minutes. Tracy Harter so moved, seconded by Glenn Smith. The minutes were approved.

## Old Business

### Committee Meeting Dates

John Metz explained the committee had received the dates for this year's meetings. The committee needed to vote to approve the meeting schedule: June 21, September 12 and December 13. John Metz called for a motion to adopt the new meeting schedule. Chad Owen so moved, seconded by Ginny Dunn. The committee approved the meeting dates.

### 171-040, State Corporation Commission, Bureau of Insurance

Chad Owen presented this schedule. He explained the agency has recognized that there is not a difference in the records for companies incorporated inside or outside of Virginia. The agency proposed a change in retention to 5 years for Specimen Policy Forms - Domestic Insurance Companies (005011) records. This retention would be the same as the Foreign Insurance Companies (005012) records. Additionally Owen explained the agency no longer receives paper filings. The filings go into a centralized database managed by the National Association of Insurance Commissions (NAIC). Chad informed the agency that when the retention is changed to 5 years, they must delete records from the database based on that timeframe. The committee did not have any questions.

**[Motion:** John Metz called for a motion to approve the schedule 171-040. Sandy Treadway so moved, Claire Radcliffe seconded, and the motion was approved.]

### 223-001, Department of Health Professions, All Boards

Corey Smith presented this schedule. Smith explained the agency updated the schedule to significantly change retention periods for two series—Monitoring Program Client Casework Files: Health Practitioners' Monitoring Program and Monitoring Program Committee Action Files: Health Practitioners' Monitoring Program. The retention periods were increased to 65 years for the administrative purpose of keeping the records for the life of the practitioner.

**[Motion:** John Metz called for a motion to approve schedule 223-001. Chad Owen so moved, Renee Savits seconded, and the motion was approved.]

### Department of Transportation

#### 501-004, Right of Way Division

#### 501-004-A2009-01, Right of Way Division, Addendum

#### 501-003, Right of Way, Districts

Corey Smith presented. He explained the division has three individual schedules (one Central, one District and one Addendum) that will be consolidated into one. The changes proposed will defunct schedules 501-003 (District) and 501-004-A2009-01 (Addendum) and the one record series on the addendum, 001110, will be moved to 501-004. Schedule 501-004 will be updated with the changes and remain as the division schedule with one other new series added for Railroad Agreements.

**[Motion:** John Metz called for a motion to approve schedule 501-004 as amended. Ginny Dunn so moved, Glenn Smith seconded, and the motion was approved.]

**[Motion:** John Metz called for a motion to defunct schedule 501-003. Chad Owen so moved, Paige Neal seconded, and the motion was approved.]

**[Motion:** John Metz called for a motion to defunct schedule 501-004-A2009-01. Tracy Harter so moved, Riley O'Brien seconded, and the motion was approved.]

501-023, Department of Transportation, Local Assistance

Corey Smith presented this schedule. The agency updated cut-off events and disposition methods, and also revised the retention for Street Maintenance Payment Files (004014) from permanent to 6 years.

**[Motion:** John Metz called for a motion to approve the Schedule 501-023. Chad Owen so moved, Glenn Smith seconded, and the motion was approved.]

765-002, Department of Social Services, Division of Child Support Enforcement

Corey Smith presented this schedule . The agency updated the title and description language to clarify the information.

**[Motion:** John Metz called for a motion to approve the Schedule 765-002. Sandy Treadway so moved, Greg Crawford seconded, and the motion was approved.]

New Business

The committee did not have any new business to discuss.

Adjournment

John Metz called for a motion to adjourn the meeting. Greg Crawford so moved, Ginny Dunn seconded, and that motion carried. The next meeting is June 21, 2018, 10: 30 a.m., Library of Virginia, Board Room, 2M.