

Records Management Oversight Committee Meeting
Library of Virginia, Board Room, 2M
August 8, 2013

Members Present: Ben Bromley, Carl Childs, Greg Crawford, Jessie Graham, Lyn Hart, Corey Smith, Glenn Smith, and Anita Vannucci

Members Absent: Ginny Dunn, John Metz, Paige Neal, and Sandy Treadway

Resources: Steve White and Matt Ball, State Records Center and Sue Woo, Imaging Services

Resources Absent: Roger Christman

Guests: None

Purpose

The committee met to discuss and review the following records retention schedules, as submitted by the pre-Records Oversight Committee.

- 136-001, Virginia Information Technologies Agency
- 140-021, Criminal Justice Services, Department of
- 507-001/140-022, Towing and Recovery Operators, Virginia Board of/Criminal Justice Services, Department of
- 199-001/440-018, Conservation and Recreation, Department of, Stormwater Management/Environmental Quality, Department of
- 201-138, Education, Department of, Finance, Facilities Services
- 201-163, Education, Department of, Program Compliance, Complaints Management Services For Special Education

Agenda

The meeting was called to order at 9:02 and, Glenn Smith asked if there were any additions to the agenda and there were none. Smith called for a motion to approve the agenda as presented. Carl Childs made the motion; Ben Bromley seconded. The committee approved the agenda.

Minutes

Glenn Smith asked if there were any additions or corrections to the business reflected in the minutes of June 13, 2013. The committee did not recommend any changes. Smith called for the motion to approve the minutes. Jessie Graham motioned to approve the minutes, seconded by Corey Smith. The committee approved the minutes.

Old Business

The committee did not have any old business.

136-001, Virginia Information Technologies Agency

Anita Vannucci presented this schedule. She explained the changes to this schedule came out of a question on VA-ROL about how long minutes need to remain posted online. Anita determined that the posted minutes on the Commonwealth Calendar and Town Hall are not permanent and informed VITA they are not responsible for maintaining the records permanently on behalf of agencies. To formally address the retention, the agency created a

records series for Commonwealth Calendar; the minutes and agendas covered by that series would be posted and retained on the calendar for 1 year.

[Motion: Glenn Smith called for a motion to approve 136-001 as presented. Ben Bromley made the motion, seconded by Carl Childs. All voting members present approved the schedule.]

140-021, Department of Criminal Justice Services

Jessie Graham presented this schedule. She explained the schedule was approved in 2006 with series numbers that were already assigned to another schedule in the system. To correct the duplication error, the analyst assigned new series numbers and entered those numbers into the GAIN system. However, the Records Management Oversight Committee did not officially approve the new series numbers; thus, there is no signed cover page for those series and the series are showing as pending in Infolinx. The agency cannot use the pending series. Approving this schedule will change the series status to approved. Additionally the schedule language was revised to current language.

[Motion: Glenn Smith called for a motion to approve 140-021 as presented. Carl Childs made the motion. Anita Vannucci seconded the motion. All voting members present approved the schedule.]

507-001/140-022 Board of Towing and Recovery Operations/Department of Criminal Justice Services

Jessie Graham presented these schedules. Jessie explained that the Board no longer exists and that functions were transferred to other agencies. The series for Business Operator Complaint Files (200128) will become defunct and superseded by a series on a schedule for the Office of the Attorney General Office 141-048 (005734/Antitrust and Consumer Records), because this office handles this function. Business Operation Licensing Files (200129) will become defunct and not superseded by another records series because this function will not be handled by another agency. The Driver Authorization Files (200130) will be moved to the Department of Criminal Justice schedule, 140-022 and the series description and retention will not change.

[Motion: Glenn Smith called for a motion to approve the transfer of series from Towing and Recovery to DCJS Licensing. Carl Childs made the motion and Anita Vannucci seconded the motion. All voting members present approved the schedule.]

199-001/440-018, Department of Conservation and Recreation, Stormwater Management/Department of Environmental Quality

Anita Vannucci presented these schedules. Anita explained new legislation effective July 1 transferred responsibility of the Stormwater Management Unit from Conservation and Recreation to the Department of Environmental Quality. Therefore two series Adopt-a-Stream Program Files: Other (001638) and Nutrient Management Plans (200127) will remain on schedule 199-001 for the Department of Conservation and Recreation. Schedule 199-001 will be reassigned to another division within DCR, Non-Point Pollution Prevention. Series 006155, 006156, 006157, 006158, 006139, 006159, 006160, 006162, 006161, 006163, 006164, and 006165 will be moved to the new DEQ schedule 440-018. The records series language and retention periods are not changing.

[Motion: Glenn Smith called for a motion to approve the transfer of series from schedule 199-001 to 440-018. Ben Bromley made the motion and Corey Smith seconded the motion. All voting members present approved the schedule.]

201-138/201-163, Department of Education, Finance Facilities Services and Department of Education, Program Compliance, Complaints Management Services for Special Education

Anita Vannucci presented these schedules. She explained DOE has a new records officer and he requested copies of active schedules as part of acclimating into the program. The records officer did not have a copy of one of these schedules. After both schedules were reviewed, the records officer determined the series are defunct.

[**Motion:** Glenn Smith called for a motion to defunct schedules 201-138 and 201-163. Greg Crawford made the motion and Carl Childs seconded the motion. All voting members present approved to defunct the series and schedules.]

New Business

Agency Specific Records Retention Schedules Available Online

Anita Vannucci explained that Record Analysis staff has decided to make agency specific schedules available on the LVA Web site. Records Analysis is working with Jason Roma to develop a database and staff will be scanning printed schedules over the next few months. They decided to post the schedules for accountability purposes to show how agencies maintain their records, to make schedules readily available to all agencies' staff, and motivate agencies to update outdated schedules. The goal is to make the schedules available online by next year. Greg Crawford complimented Records Analysis staff for the records management videos on the Library's YouTube channel.

Carl Childs asked if analysts anticipated more agency schedule consolidating and series moving between agencies. Anita Vannucci responded there would be and explained the Board of Towing consolidation was a result of Governor McDonnell's efficiency study.

Concealed Handgun Permits

Committee members briefly mentioned activity about concealed handgun permits information available on microfilm in the Archives reading room, and the potential issues following the July 1 effective date of SB 1335 from the 2013 General Assembly session. Glenn Smith complimented the staff members of Local Records Services and Access Services who made fast work of removing the affected reels from public circulation.

Carl Childs complimented Greg Crawford on the work he did to update the microfilm information in Infolinx.

Adjournment

The meeting adjourned with a motion from Lyn Hart, seconded by Carl Childs. The next meeting will be October 10, 2013 at 9:00 a.m. in the Library Board Room, 2M.