

Records Management Oversight Committee Meeting  
Library of Virginia, Board Room, 2M  
February 14, 2013

Members Present: Carl Childs, Ginny Dunn, Greg Crawford, Jessie Graham, Lyn Hart, John Metz, Craig Moore, Paige Neal, Corey Smith, Glenn Smith, and Anita Vannucci

Members Absent: Sandy Treadway

Resources: Steve White, State Records Center; and Matt Ball, State Records Center

Resources absent: Susan Gray Page, LVA Information Technology Department

### Purpose

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

- 765-002, Department of Social Services, Child Support Enforcement
- GS-30, Virginia Alcohol Safety Action Program

### Agenda

John Metz asked if there were any additions or changes to the agenda and there were none. Metz called for the motion to approve the agenda as presented. Lyn Hart made the motion; Ginny Dunn seconded. The agenda was approved.

### Minutes

John Metz asked if there were any questions, changes, or recommendations for the minutes of December 13, 2012. Lyn Hart provided grammatical changes prior to the meeting. Lyn Hart moved for approval, seconded by Paige Neal. The committee approved the minutes as amended.

### Old Business

#### Using the LVA Board Room for ROC Meetings

*Carl Childs led this discussion. He explained the committee's reasons for deciding to move the meeting to the Board Room was to have adequate room for the groups' projection procedure and the room is easier to access if public visitors were invited to attend.*

#### Transferred Supreme Court Appellant Petitions

*Paige Neal explained that, at the previous meeting, the committee made the Appellant Petitions series defunct, and she agreed to check to see if any records for this series had been transferred into the Archives. There are no Appellant Petitions in the Archives.*

### Update on Virginia Department of Transportation Schedule

Corey Smith explained that the committee approved 501-027 at the last meeting with the condition that VDOT present schedules 501-008 and 501-023 for the series being moved to those schedules. The schedules were not ready to present, therefore, the series moving to those schedules remain pending and not usable. Corey explained the pending series to Steve Effinger and he thinks April would be a better timeframe for them.

### Minutes of the Records Management Oversight Committee—format, filing and storage

Glenn Smith proposed that the committee move away from paper copies of the minutes. He proposed storing the copy of record online with the Pre-Roc Excel schedule drafts to document the changes proposed to ROC. Therefore, the recording secretary would capture for the text of the minutes only the changes made to series during the meeting and not all the changes proposed by Pre-ROC. The committee discussed the location for the master copy. The master file will be placed on a public drive accessible to the committee.

**[Motion:** John Metz called for a motion to approve this change. Anita Vannucci moved to approve, seconded by Carl Childs. The procedural change was approved.]

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

Anita Vannucci presented this schedule and explained that Child Support Enforcement staff would like to combine series and shorten retention periods. The proposed retentions would be ten years and three years. They currently have four series with three, five, ten and twenty years retention and it has become too complicated to track cases. Anita explained the retention periods requested are the minimum required by federal law. The agency determined the revised retentions meet their needs for reference purposes.

**[Motion:** John Metz called for a motion to approve schedule 765-002. Lyn Hart made the motion, seconded by Glenn Smith. The schedule was approved.]

### GS-30, Virginia Alcohol Safety Action Program

Glenn Smith presented this schedule to update records series as proposed by Pre-ROC. The changes were made to streamline the schedule and make it Infolinx compliant. He explained three series were made defunct, Court Issues Notice (100189) is a non-record and two series DMV Transcripts (100190) and Program Records Other Than ASAP (non-Enrolled ASAP) (100197) were moved into Probationer's Files.

**[Motion:** John Metz called for a motion to approve GS-30. Lyn Hart made the motion, Carl Childs seconded, and the schedule was approved.]

### New Business

The committee did not have any new business to discuss.

### Adjournment

The meeting adjourned with a motion from Lyn Hart. The next meeting will be April 11, 2013 at 9:00 a.m. in the Library Board Room, 2M.