

Records Management Oversight Committee Meeting  
Library of Virginia, Board Room, 2M  
February 18, 2014

Members Present: Ben Bromley, Greg Crawford, John Metz, Paige Neal, Corey Smith, Glenn Smith, Sandy Treadway, Anita Vannucci, and Minor Weisiger

Members Absent: Jessie Graham and Lyn Hart

Resources: Steve White and Matt Ball, State Records Center

Guests: None

### Purpose

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

- 129-043, Department of Human Resources Management, Office of Health Benefits
- 403-001, Department of Game and Inland Fisheries
- 440-011, Department of Environmental Quality, Petroleum Programs
- 900-003, Virginia Housing Development Authority, Rental Housing, Development
- 900-012, Virginia Housing Development Authority, Rental Housing, Program Compliance

### Agenda

John Metz called the meeting to order. He asked if there were any questions, comments, or adjustments to the agenda; there were none. Metz called for a motion to approve the agenda. Ben Bromley moved to approve the agenda; Minor Weisiger seconded the motion. The committee agreed.

### Minutes

John Metz asked if there were any additions or corrections to the business reflected in the minutes of December 12, 2013. The committee did not recommend any changes. Metz called for a motion to approve the minutes. Glenn Smith made the motion; Ben Bromley seconded the motion. The committee approved the minutes.

### Old Business

#### McDonnell Transfer Update

Anita Vannucci provided this update to the committee. Anita explained VITA has provided access to CRM the system that the Governor's office used for a variety of functions. VITA has formally requested transfer of the servers and .pst files from Northrop Grumman. Additionally, the VITA executive management team sent an expedited work request to get the server request processed sooner than the five week timeframe it normally takes Northrop Grumman to process a request. John Metz requested that an update of the information be provided for Carrie Nee. Metz and Vannucci will discuss the update with Ms. Nee.

### Efforts to Notify SRC Customer about Records Eligible for Destruction Update

Anita Vannucci provided this update to the committee. Anita sent an email to SRC customers through the VA-ROL listserv detailing how to log in to Infolinx to look for boxes that are eligible for destruction and how to complete the destruction paperwork. John Metz asked if the message had generated any inquiries. Anita explained the message prompted mainly requests for password reset.

### 403-001, Department of Game and Inland Fisheries

Paige Neal presented this schedule. This is a new schedule for the Department of Game and Inland Fisheries; this first schedule has three series. There are two application series, Boat Registration and Titling and Lifetime Hunting and Fishing; there is one series for Lifetime Hunting and Fishing License Data Files. Paige verified that the short-term, 3 year retention period for the Lifetime Hunting and Fishing Licenses Application is because much of the keyed detail is included in the data file in reference to that question asked by Ben Bromley. Minor Weisiger asked what rationale was used for the basis of the 100 year retention for Lifetime Hunting and Fishing License Data files. Paige Neal explained that a lifetime license may be issued to an infant.

**[Motion:** John Metz called for a motion to approve the schedule 403-001 as written. Glenn Smith made the motion to approve schedule; Greg Crawford seconded the motion. All voting members present approved the schedule.]

### 440-011, Department of Environmental Quality, Petroleum Programs

Paige Neal presented this schedule. Paige explained that this is an update to an existing schedule. Changes were made to update description language and the cut off events to make them Infolinx compliant. The agency added two new series, Heating Oil Tank Pollution Complaint (PC) Remediation Files and Underground Storage Tank (UST) and Aboveground Storage Tank (AST) Pollution Complaint (PC) Case Development Document, to reflect current workflow and filing practices. Two series are being made defunct, Petroleum Remediation Pre-Enforcement Files (200189) and Petroleum Storage Compliance Pre Enforcement Files (200190), and they are being superseded by other series on this schedule.

**[Motion:** John Metz called for the motion to approve schedule 440-011 as amended. Anita Vannucci made the motion; Sandy Treadway seconded the motion. All voting members present approved the schedule.]

### 900-003, Virginia Housing Development Authority, Development Division

Corey Smith presented this schedules. He explained that this housing development schedule is being updated because division name changed and there were problems working with the series in Infolinx because the series are records under the old division names. The new department for this schedule is Rental Housing, and the sub-department is Development; basic language changes were made to make the series Infolinx compliant. There was one retention change for Asset Management Property Files (000517). The retention changed to five years because the agency determined the series was not permanent as previously scheduled.

**[Motion:** John Metz made the motion to approve 900-003 as amended. Glenn Smith made the motion to approve the schedule; Ben Bromley seconded the motion. All voting members present approved the schedule.]

900-012, Virginia Housing Development authority, Program Compliance

Corey Smith presented this schedule. He explained the schedule was updated because the department name changed from Program Compliance to Rental Housing with a sub-department of Program Compliance. Schedule language and cut-off events were revised to be made Infolinx compliant.

**[Motion:** John Metz called for the motion to approve the schedule 900-012 as amended. Glenn Smith made the motion; Anita Vannucci seconded the motion. All voting members present approved the schedule.]

New Business

The committee did not have any new business to discuss.

Adjournment

The meeting adjourned with a motion from Minor Weisiger, seconded by Greg Crawford. The next meeting will be April 10, 2014 at 9:00 a.m. in the Library Board Room, 2M.