

Records Management Oversight Committee Meeting  
Library of Virginia, Conference Room 5.041  
February 9, 2012

Members Present: Greg Crawford, Jessie Graham, Chris Kolbe, Paige Neal, Corey Smith, Glenn Smith, Sandy Treadway, Anita Vannucci

Members Absent: Carl Childs, Lyn Hart, John Metz, Craig Moore

Resources and Guests: Matt Ball

### Agenda

In John Metz's absence, Glenn Smith called the meeting to order at 9:20 a.m. There were no amendments to the agenda; the agenda was approved as submitted.

### Purpose

The committee met to discuss agency approval of changes to Virginia Board of Bar Examiners retention schedule, 233-001, to discuss structure and meeting times of the Records Oversight Committee, and to discuss and review the following records retention schedules.

- 848-001, Indigent Defense Commission, Public Defender Offices
- GS-15, County and Municipal Governments, Social Services Records

### Minutes

Glenn Smith asked if there were any questions, changes or recommendations for the minutes of November 17, 2011. Patrice Morgan explained that Lyn Hart had forwarded changes prior to the meeting. Glenn called for a motion to approve the minutes that will include the changes recommended by Hart. Greg Crawford so moved and Anita Vannucci seconded. The minutes were approved.

### Old Business

#### Virginia Board of Bar Examiners, Schedule 233-001

Glenn Smith explained at the last meeting schedule 233-001, Virginia Board of Bar Examiners was approved but there were changes made to the schedule pending agency approval. The agency approved those changes and the schedule is complete.

#### Records Management Oversight Committee Meeting Times and Membership

Glenn explained that at the last meeting pre-ROC was tasked with formalizing meeting times and finalizing the membership roster. Pre-ROC completed these tasks and presented its findings to the Committee. Glenn explained Board consensus is needed on the roster. The roster distributed named 12 voting members (7 are needed for a quorum), non-voting members and resources, and the Archives and Library Reference Services Representative Rotation.

**[Motion:** Glenn Smith called for the question to accept the Records Oversight Committee Membership List as presented by pre-ROC. All members present approved.]

The approved roster and meeting minutes will be posted on the website.

848-01, Indigent Defense Commission, Public Defender Offices

Glenn Smith presented this schedule to update the agency name to Indigent Defense Commission (formerly Public Defender Commission) and to make series 005058, Ended Cases-Supreme Court, defunct because the description is the same as Ended Cases-Felonies (015111). Old retention language was cleaned up as well. Ended Cases – Felonies (015111) will be retained 20 years and Ended Case –Misdemeanors (005010) will be retained 5 years instead of 10 years. Smith explained the agency wanted to add two special handling series for repeat offenders based on public defender’s opinion and set criteria. However pre-ROC determined that criteria was too subjective. The agency is working on the criteria and might present that series at a later time. The committee discussed the lowered retention period for misdemeanor cases and if that effected destruction of records stored at the SRC. Matt Ball will check on records stored and send the information to Glenn. Glenn explained since the schedule passed pre-ROC no motion is required, a question is required.

[**Question:** Glenn Smith called for the question on approving schedule 848-001 as presented. All members present approved.]

GS-15, County and Municipal Governments, Social Services Records

Anita Vannucci presented this schedule to approve a new records series for Title IV-E records. Social services had kept those financial payments for foster care for three years after the end of fiscal year in accordance with GS-2. They realized those records should be kept three years after final payment to have a financial history for audits but did not want to file the financial documents as part of foster care records kept for 75 years.

[**Question:** Glenn Smith called for the question to amend GS-15 as presented. All members present approved.]

Form ARC-3, Archival Microform Transfer List and Receipt

Greg Crawford presented the updated form and instructions for transferring microforms. The committee briefly discussed the forms.

[**Approval:** Glenn Smith requested the Committee’s informal approval of the ARC-3 form for the transfer of microforms. All members present approved the form.]

New Business

Web Flow Chart

Anita informed the committee that the Library’s Webmaster, Jason Roma, has created a flow chart to help Web users determine the appropriate form to use for the various type of records management and archival functions.

Virginia Public Records Management Manual

Anita informed the committee that the manual is being updated because of changes required for Infolinx. The revised manual will be sent to Ann Henderson for review at the end of February.

Records Retention and Disposition Schedules

Anita informed the committee that retention-schedule reports can be generated by Infolinx. She will e-mail the committee members a link to the schedule printing instructions.

### Adjournment

The meeting was adjourned at 9:45 a.m. The next meeting will be held April 12, 2012 at 9:00 a.m. in Conference Room 5.041.