

Records Management Oversight Committee Meeting
Library of Virginia, Board Room, 2M
October 10, 2013

Members Present: Ben Bromley, Carl Childs, Ginny Dunn, Greg Crawford, Jessie Graham, Paige Neal, Corey Smith, Glenn Smith, and Sandy Treadway

Members Absent: Lyn Hart, John Metz, and Anita Vannucci

Resources: Steve White and Matt Ball, State Records Center

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.

- 900-009, Virginia Housing Development Authority
- GS-06 , Land Use, Land Development, and Public Works Records
- GS-17/GS-08, Law Enforcement/Sheriffs and Regional Jails
- 132-020, State Board of Elections
- 223-001, Department of Health Professions
- 702-001, Department of Blind and Vision Impaired
- 720-001, Department of Behavioral Health and Development Services

Agenda

Carl Childs called the meeting to order at 9:04. He asked if there were any additions to the agenda, there were none. Carl called for a motion to approve the agenda as presented. Glenn Smith made the motion; Ben Bromley seconded. The committee approved the agenda.

Minutes

Carl Childs asked if there were any additions or corrections to the business reflected in the minutes of August 8, 2013. The committee did not recommend any changes. Childs called for the motion to approve the minutes. Ginny Dunn motioned to approve the minutes, seconded by Jessie Graham. The committee approved the minutes.

Old Business

The committee did not have any old business.

900-009, Virginia Housing Development Authority

Corey Smith presented this schedule. Corey explained this is an existing schedule and that the agency is adding a series for Capacity Building Grant Records. This record documents funding provided to other agencies that support affordable housing. All other changes were effected to make each series Infolinx compliant. Carl Childs recommended adding the SPARC acronym to Single Family SPARC Program

Records where appropriate. Glenn Smith recommended including acronyms in records series where appropriate throughout this schedule. Corey will make the changes recommended.

[Motion: Carl Childs called for a motion to approve 900-009. Ben Bromley made the motion; seconded by Sandy Treadway. All voting members present approved the schedule. Paige Neal was not present for this vote.]

GS-06, Land Use Records

Glenn Smith presented this schedule. Glenn explained this is an update for three series on the schedule [Decomposition Gas Monitoring Records (000302), Groundwater Monitoring Records (000310) and Landfill, Incinerator, and Refuse Files (000313)]. Smith explained Records Analysis received a notice that the citations for those series were outdated. He contacted DEQ to confirm the correct citations [9VAC20-81-200 (E), 9VAC2081-250 (E), and 9VAC20-81-100-360]. Additionally, the cut off events for the series were updated.

[Motion: Carl Childs called for a motion to approve GS-06. Paige Neal made the motion. Sandy Treadway seconded the motion. All voting members present approved the schedule.]

GS-17/ GS-08 Law Enforcement/ Sheriffs and Regional Jails

Jessie Graham presented these schedules. Jessie explained this revision includes changes recommended and received after the committee approved the schedule in April. Jessie explained she is currently working on GS-08 (Sheriffs and Regional Jails) and that three law enforcement series that were on GS-08 are being moving to GS-17 because the Sheriffs schedule will include strictly jail records when revised. She explained that other changes involved rewording titles. The biggest change was eliminating four series for Dispatch Communication/Emergency Call Communication Records. There were two series for each that covered primary records and supporting documentation records. Additionally local offices reported that Dispatch/Emergency Call records cover one system and that it was difficult to use the series because of the varying retention periods.

[Motion: Carl Childs called for a motion to approve GS-17and GS-08. Glenn Smith made the motion and Corey Smith seconded the motion. All voting members present approved the schedule.]

132-020, State Board of Elections

Paige Neal presented this schedule. Paige explained the agency reviewed and updated the entire schedule. Several series were made defunct because the records are now maintained in the localities, including appointments to Electoral Board Records, Ballots Records, Military Voter Records, War Voters Records, and Special Election Court Order Records. The agency added a few series that were not on the previous schedule, including Constitutional Amendment Records, Voting Equipment Records and Electoral College records. Paige explained Virginia Election and Registration Information Records is a database that includes all registration records and election administration records such as election results and precinct information. The committee discussed the timeframe that State Board of Elections stopped receiving the series determined to be defunct in reference to a question asked by Ben Bromley.

[Motion: Carl Childs called for a motion to approve schedule 132-020. Ginny Dunn made the motion and Sandy Treadway seconded the motion. All voting members present approved the schedule.]

223-001, Department of Health Professions

Paige Neal presented this schedule. Paige explained the agency reviewed and updated the entire schedule. This included updating descriptions and retention statements to comply with Infolinx. One of the major changes is that Licensing Files will be retained 65 instead of 85 years as the agency determined that the 65 years timeframe is sufficient to cover the work life of licensees. Additionally the agency added new series such as complaint files, compliance and probationary files, drug destruction forms, drug theft and loss forms, education program files, monitoring programs files license renewal documentation, information received without applications, denials, license renewals and prescription monitoring program files.

[Motion: Carl Childs called for a motion to approve schedule 223-001. Ginny Dunn made the motion and Sandy Treadway seconded the motion. All voting members present approved the schedule.]

702-001, Department for the Blind and Vision Impaired

Paige Neal presented this schedule. Paige explained this schedule was last updated in 2000, so this is a complete revision. Several series were made defunct and rolled into other series, such as the newly created series, Customer Management and Statistical Reports. The agency has one permanent series maintained as mandated by the Code.

[Motion: Carl Childs called for a motion to approve schedule 702-001. Glenn Smith made the motion and Ben Bromley seconded the motion. All voting members present approved the schedule.]

720-001, Department of Behavioral Health and Developmental Services

Paige Neal presented this schedule. Paige explained the agency requested a retention change for medical records from 25 years to 6 years after file closed for adults and 24 years after birth/6 years after the 18th birthday for minors. Both retention periods are in line with the medical records general schedule GS-120. Retention and disposition statements were also updated to comply with Infolinx

[Motion: Carl Childs called for a motion to approve schedule 720-001. Ginny Dunn made the motion and Jessie Graham seconded the motion. All voting members present approved the schedule.]

New Business

Agency Specific Records Retention Schedules Available Online

Glenn Smith provided a project update. The analysts have finished scanning the state agency retention schedules. Quality control on the scanned images is complete and the project is in the review stage. Jason has posted the schedules on a hidden web page. The analysts plan to send out an announcement to state agency records officers and to field any questions within a two-week deadline. The schedules could be ready to release to the public in November.

Records Management Policy Guidance Document

Jessie Graham led this discussion. She informed the committee that Records Analysis has created a guidance document and template on creating a records management policy. Ann Henderson is editing the document. The document will be published on the website when completed.

Adjournment

The meeting adjourned with a motion from Glenn Smith, seconded by Corey Smith. The next meeting will be December 12, 2013 at 9:00 a.m. in the Library Board Room, 2M.