

Records Management Oversight Committee Meeting
Library of Virginia, Library Board Room
October 9, 2014

Members Present: Ben Bromley, Greg Crawford, Jessie Graham, Lyn Hart, Corey Smith, Glenn Smith, Sandy Treadway, and Minor Weisiger

Members Absent: John Metz

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

Guests: Lawrence Davis and Steve Effinger, Virginia Department of Transportation

Purpose

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

- 501-023, Virginia Department of Transportation, Local Assistance Division
- 223-001, Department of Health Professions, All Boards and Divisions
- 301-207, Virginia Department of Agriculture and Consumer Services, Office of Plant Industry Services
- 301-209, Virginia Department of Agriculture and Consumer Services, Office of Policy, Planning and Research
- 423-001, Department of Historic Resources

Agenda

Sandy Treadway called the meeting to order. She asked if there were any questions, comments, or adjustments to the agenda and proposed that schedule 501-023, Virginia Department of Transportation be discussed first to accommodate the agency staff attending this meeting. Corey Smith added one item for discussion under new business, Virginia Housing Development Authority division name changes, to which the committee agreed. Treadway called for a motion to approve the agenda. Lyn Hart moved to approve the agenda; Minor Weisiger seconded the motion. The agenda was approved with that change.

Minutes

Sandy Treadway asked if there were any additions or corrections to the business reflected in the minutes of August 21, 2014; there were no recommendations. Treadway called for a motion to approve the minutes. Lyn Hart made the motion; Glenn Smith seconded the motion. The committee approved the minutes.

Old Business

The committee did not have any old business to discuss.

501-023, Virginia Department of Transportation, Local Assistance Division

Corey Smith presented this schedule for the Local Assistance Division. Corey introduced Lawrence Davis, Agency Records Manager and Steve Effinger, Senior Records and Information Management Analyst. Smith explained the schedule was revised to make series defunct, update wording to be Infolinx compliant, and to add document types or titles where necessary. The committee did not recommend any changes. Sandy Treadway asked Davis and Effinger if they agreed with changes, and they agreed.

[Motion: Sandy Treadway called for a motion to approve the schedule 501-023. Lyn Hart made the motion to approve schedule; Ben Bromley seconded the motion. All voting members present approved the schedule.]

Lawrence Davis thanked LVA staff for their helpful assistance before he and Steve Effinger exited the meeting.

223-001, Department of Health Professions, All Boards

Corey Smith presented this schedule. He explained the last update to this schedule was October 2013. In this revision, explanatory language for working notes/working copies was added to the description of series 000276 (Investigatory Notes: Enforcement for clarity. The committee did not recommend any changes.

[Motion: Sandy Treadway called for a motion to approve schedules 223-001 as amended. Lyn Hart made the motion; Jessie Graham seconded the motion. All voting members present approved the schedule.]

301-207, Virginia Department of Agriculture and Consume Services, Office of Plant Industry Services

Corey Smith presented this new schedule. The agency is actively updating and streamlining schedules in response to the agency specific schedule update initiative. The committee did not recommend any changes.

[Motion: Sandy Treadway called for the motion to make schedule 301-207. Lyn Hart made the motion to approve the schedule; Ben Bromley seconded the motion. All voting members present approved.

301-209, Virginia Department of Agriculture and Consume Services, Office of Policy, Planning and Research

Corey Smith presented this schedule. He explained that this is a new schedule developed in response to the initiative of the Governor's Counsel to revise agency retention schedules. The committee briefly discussed the Virginia Farm Link Program Files cut-off event in response to a question Lyn Hart asked about that pre-ROC change.

[Motion: Sandy Treadway called for a motion to approve the schedule 301-209. Lyn Hart made the motion to approve schedule; Minor Weisiger seconded the motion. All voting members present approved the schedule.]

423-001, Department of Historic Resources

Glenn Smith presented this schedule. Glenn explained the retention statements for Section 106 – Project Files Resulting in a Finding of Adverse Effect (015291) and State Tax Credit Records (015296) were changed from permanent to 50 years in agency. Language was added to the records series description of Highway Marker files (015287 and 015286) to better describe the records. Additional changes were made to make series Infolinx compliant. Minor Weisiger explained the Archives have older Highway Marker files and asked if the Highway Marker administration files includes correspondence of people that asked to have a marker be erected. Glenn Smith will check with the agency on this series.

[Motion: Sandy Treadway called for a motion to approve the schedule 423-001. Lyn Hart made the motion to approve schedule; Jessie Graham seconded the motion. All voting members present approved the schedule.]

New Business

Virginia Housing Development Authority

Corey Smith led this discussion. Corey explained VHDA has been undergoing division name changes and has been trying to align their schedule to match the changes. Infolinx user profiles do not match division name changes and that situation is causing problems for their Infolinx users. Corey distributed the following chart showing schedule numbers, division names currently showing in Infolinx and the new division names.

900-001	Service and Compliance – Single Family	Homeownership
900-003	Rental Housing - Development	Rental Housing
900-004	Service and Compliance – Multifamily Servicing	Rental Housing
900-005	Internal Audit	Audit and Risk
900-006	Finance Division	Finance
900-007	Legal Division	Legal
900-008	Information Technology – Network Services	Information Technology
900-009	Outreach – Reach	Community Outreach
900-010	Public Policy and Communications	Public Policy and Research
900-011	Servicing and Compliance – Housing Choice Voucher Program	Community Outreach
900-012	Rental Housing – Program Compliance	Rental Housing

To correct this problem the subdivision names will no longer be used by the agency and the schedules will be moved up in hierarchy to make the user and schedule information match in Infolinx. The level change will be made on schedules 900-005, 900-006, 900-007, 900-009, and 900-010 now.

Records Management Road Show

Glenn Smith led this discussion. He explained Records Analysis held three workshops in Daleville, Fredericksburg and South Boston. 92 records officers and other custodians attended the sessions. The workshops were well received and there has been good survey feedback.

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Glenn noted that this is Ben Bromley's last meeting and thanked him for the good work he has done

Adjournment

The meeting adjourned with a motion from Lyn Hart, seconded by Glenn Smith. The next meeting will be December 11, 2014 at 9:00 a.m. in the Library Board Room, 2M.