

Records Oversight Committee Meeting Agenda
December 11, 2014, 9:00 A.M.
Library Board Room, 2M

Call to Order

Approval of Agenda (All)
Approval of Minutes for October 9, 2014

Old Business
None

Discussion and vote on the following retention schedules:

108-001	Virginia Code Commission	Smith, G., All
112-XXX	Judicial Inquiry and Review Commission	Smith, G., All
171-015	State Corporation Commission, Data Operations	Smith, G., All
171-132	State Corporation Commission, Registered Agent and Certified Copies	Smith, G., All
185-001	Secretary of Education	Graham, All
193-001	Secretary of Agriculture and Forestry	Graham, All
222-001	Department of Professional and Occupational Regulations, All Divisions	Smith, C., All
301-205	Virginia Department of Agriculture and Consumer Services, Office of Pesticide Services	Smith, C., All
301-208	Virginia Department of Agriculture and Consumer Services, Office of Charitable and Regulatory Affairs	Smith, C., All
301-250	Virginia Department of Agriculture and Consumer Services, State Milk Commission	Smith, C., All
440-015	Department of Environmental Quality, Air Division	Smith, G., All
501-013	Virginia Department of Transportation, Tolling Division	Smith, C., All
900-001	Virginia Housing Development Authority, Homeownership Division	Smith, C., All
GS-21	County and Municipal Governments, Public School Records	Graham, All
GS-120	All State Agencies, Health Records	Smith, C., All

New Business

Basic Records Management Webinar Project	Graham
Non-Records Destruction Form (Form RM-	Ball

Next Meeting: February 12, 2015

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The **2015** ROC Meetings dates have tentatively been set for the 2nd Thursday of every even month:

February 12	August 13
April 9	October 8
June 11	December 10