

Records Oversight Committee Meeting Agenda
December 12, 2013, 9:00 A.M.
Library Board Room, 2M

Call to Order

Approval of Agenda

Approval of Minutes for October 10, 2013

Old Business

- Records Management Policy Guidance Document
- Draft version in agenda packet Graham

- Agency Specific Schedules Online Vannucci, All
- Schedules to be made defunct presented as a set

Discussion and approval vote on the following retention schedules:

- | | | |
|---------|---|----------------|
| 129-043 | Department of Human Resources Management, Office of Health Benefits | Neal, All |
| 131-001 | Department of Veterans Services | Graham, All |
| 201-007 | Virginia Department of Education, Teacher Education and Licensure | Vannucci, All |
| 233-001 | Bar Examiners, Virginia Board of | Smith, G., All |
| 701-400 | Virginia Department of Corrections | Graham, All |
| GS-08 | County and Municipal Governments, Sheriffs and Jail Records | Graham, All |
| GS-11 | County and Municipal Governments, Parks & Recreation | Smith, G., All |
| GS-108 | All State Agencies, Fire, Safety and Security Records | Graham, All |
| GS-111 | All State Agencies, College and University Records | Vannucci, All |
| GS-117 | All State Agencies, Law Enforcement Records | Graham, All |

New Business

- ROC meetings posted to the Commonwealth Calendar Vannucci

⇒ **Next Meeting: February 13, 2014**

The remaining **2014** ROC Meeting dates have been set for the 2nd Thursday of every even month:

- | | |
|-----------|-------------|
| April 10 | October 9 |
| June 12 | December 11 |
| August 14 | |