

PUBLIC SCHOOLS RECORDS CONSORTIUM
Meeting Notes – May 19, 2016

Attendees:

Rebecca Adams, Chesapeake
Zack Robbins, VDOE
Georgia McQuigg, York County
Jay Camp, Halifax County
Chad Owen, LVA
Corey Smith, LVA
Lisa Shifflett, Augusta County
Patricia Devitt, Augusta County
Cassandra

Legislative Updates - Presented by Zachary Robbins, Senior Policy Analyst
Division of Policy and Communications: Please see attachments or search the VDOE website for “Education Legislation”.

Employee Health Insurance Enrollment Forms-Retention Schedule

In a previous PSRC meeting, the question was raised about which records series this includes. Glenn Smith was not able to attend the meeting but was contacted at a later date and stated that he will do some research and will either revise a current series to include this wording or add a new series on the GS-03 schedule.

Alumni Record Requests - Retention Schedule

There are no retention schedules which include requests the districts receive (and process) for vendors requesting verification of dates of attendance, date of graduation and diploma type. Examples of these requests are correction facilities, background investigations through third party vendors as well as the FBI, among others. Because we cannot add to the alumni’s permanent school record and these requests are typically received AFTER a student leaves, how should they be retained since there is no records series for this? Corey Smith indicated that he will research and either revise a current series to include this wording or add a new series on GS-21.

FOIA/Records Management Workshop Highlights

A very informative workshop hosted by Megan Rhyne of the Virginia Coalition of Open Government was held in the morning. They shared information about new requirements (HB 817) that will become effective on July 1, 2016. Glenn Smith, Analyst at the Library of Virginia did a presentation on Records Management.

Workshop 2016/2017 Planning (April-Records Management Month)

The group discussed location, dates and topics. No decision was made on the date or location. However, it was decided that a survey will be sent to the ListServ group asking for input on what topics they would like presented at the workshop.

2016/2017 PSRC Committee Positions/Brochure Updates/Revisions

If you are interested in volunteering, please contact Kimberly Salyers @ 540-662-3889 ext 65102 or salyersk@fcpsk12.net or Georgia McQuigg at 757-898-0314 or gmcquigg@ycsd.york.va.us. We are now planning for the Records Workshop being held in March 2017.

Additional items:

GUIDELINES FOR THE MANAGEMENT OF THE STUDENT'S SCHOLASTIC RECORD IN THE PUBLIC SCHOOLS OF VIRGINIA

Hank Millward serves as the Coordinator for Complaints and Family Involvement in the Office of Dispute Resolution and Administrative Services for the Virginia Department of Education. Mr. Millward met with the PSRC at a previous meeting to request input on updating this manual since the last update was 2004. His goal is to have this manual completed by March 2017.

Next Meeting

Randy Lewis of Ricoh USA will attend our next meeting and share information about Cyber Security.