

# PUBLIC SCHOOLS RECORDS CONSORTIUM AGENDA

Location: Library of Virginia  
800 E. Broad St. Richmond, VA 23219  
Date: March 11, 2020  
Time: 10:00 AM- 1:00 PM

10:00 – 10:05

## **Welcome and Introductions**

10:05 - 11:20

## ***How to train your staff on the maintaining Student Records***

### **Caroline Walters- UVA Records Officer**

Caroline holds a bachelor's degree in history and a master's degree in public history from North Carolina State University, and a master's degree in library science from North Carolina Central University. She was the records manager at the University of North Carolina at Chapel Hill prior to coming to UVA, and began her records management career as a records analyst with the North Carolina State Archives. She was hired in October 2008 to create the records management program at UVA. She completed the exams to be designated as a Certified Records Manager (CRM) in 2011.

She leads the records management team, supports e-discovery and investigative actions for electronically-stored information, provides training, assistance, and guidance to staff and faculty on the proper management of all records (physical and electronic), as well as works with Information Security and Information Technology Services on the development of new electronic records systems that comply with records management policies and standards.

11:20 - 1:00

## **VAGARA Spring Workshop- "Records Management Basics"**

<https://vagara.org/event-3738853>

April 16- 8:00 AM- 3:30 PM  
\$25.00- Seating is limited to 55  
Hilton Garden Inn  
1793 Richmond Road  
Charlottesville, VA 22911

## **GS21 Review/Revisions/Discussion-**

Some of the GS-21 revision process will be incorporated into the PSRC meetings. At this meeting we will be going over the Testing and Exam records. **If you have a chance to review those series and note any questions you might have or suggestions of any changes that you feel might be needed.**

## **Roundtable discussions/Questions**