

Public Schools Records Consortium (PSRC)
Wednesday, November 14, 2018
Library of Virginia, 800 East Broad Street, Richmond, VA

Attendees: Chair-Georgia McQuigg, Chad Owen, Shannon Berna, Holly Cobb, Jean Harper-Smith, Nicholas Minor, Pamela Stewart and Tammy Narde.

Disposition & Retention Issues

Long term cumulative record

A colleague asked Mr. Owen if they could destroy the long-term cumulative record once the student leaves their school. The group discussed the issue and gave various reasons to keep the record retention of the long-term cumulative student record according to the library schedule. Georgeann McQuigg reported that new guidelines are being worked on by the VDOE and Patricia Haynes will present the update to PSRC in January.

Questions from VA-ROL@ LISTLVA.LIB.VA.US

Home instruction retention

Mrs. McQuigg gave a list of the records stored at YCSD for home instruction and the group agreed with the Library's retention schedule.

Number of records managers with schools and or the counties

Mr. Owen explained that VA Beach has their records function centralized between the schools and the county. He displayed the Library website to show the records contact page.

How to measure social media/website data

Group discussed the issue. It was agreed that you would have to estimate the size of some documents to list on the RM-3 report.

Jean Harper-Smith questioned the role of the records manager when handling historic documents. Mr. Owen gave a review of his experience as an archivist. If documents are stored in a climate-controlled area, they are not at immediate risk.

Nicholas Minor asked what does, "timely manner", "superseded or obsolete" and "after no longer administratively useful" really mean? Mr. Owen showed the public records act in the Code of VA and gave an explanation.

Jean Harper-Smith asked the group how they handle subpoenas. All agreed on the same process for certification and receipt.

Holly Cobb asked about the retention of IB blank forms used for testing. After group discussion, it was suggested she contact IB directly, it is their record.

Pamela Stewart asked Mr. Owen what the status was on the electronic RM-3. Mr. Owen reported that he was to get a demo the next day, Thursday.

Spring Seminar

Mrs. McQuigg began the discussion of the spring seminar by asking the group to contact Tammy Norman, event chair to volunteer for its preparation. The group agreed upon the theme, "Putting the Pieces Together". Mr. Owen is still looking into having the seminar at the Library. The date will be during the week of April 8, 2019. Mrs. McQuigg stated committees for the seminar for registration, vendors,

facility, public relations & marketing will be discussed at next month's meeting. Mr. Owen will provide contact names to Georgeann McQuigg for invites to the seminar. The group provided suggestions for the sessions: train the trainer, tips & tricks, emergency disaster presentation, cyber security, and round tables at lunchtime. Shannon Berna suggested a vendor, *KnowBe4* as the cyber security and gave the group an overview of how it works and how helpful it has been at her school division.

PSRC Brochure

Mrs. McQuigg gave out a copy of the new PSRC brochure that is now ADA compliant. She asked the group for feedback. Nicholas Minor suggested adding the PSRC founded date. Mrs. McQuigg will find out the date and add it to the brochure.

VAGARA Conference Report

The group agreed that the VAGARA conference held in October was a success. Discussion ensued on the outstanding workshops and the specific presenters.

Future Meeting Date

The next PSRC meeting will be held on Wednesday, January 16, 2018 at the Library of Virginia. The vendor, Scribbles will attend the meeting and provide breakfast. The VA Dept. of Ed., Patricia Haynes will be attending. Mrs. McQuigg encourage the group to RSVP their attendance.

Submitted by Tammy Narde
November 19, 2018