

**PUBLIC SCHOOLS RECORDS CONSORTIUM**  
**Meeting Notes – January 29, 2015**

**Attendees:**

Rebecca Adams, Chesapeake  
Mark Andrachek, Fairfax  
Paige Crewe, Greensville County  
Angela Diggs, Williamsburg-James City  
Jessie Graham, Library of Virginia  
Randy Lewis, Ricoh USA  
Georgia McQuigg, York County

Hank Millward, Va. Department of Education  
Cassandra Norris, King George  
Kim Salyers, Frederick County  
Marian Thompson, Richmond County  
Valentina Veney, Richmond County  
Maralee Weeks, Stafford County

The meeting was called to order at the Library of Virginia at 10:10 a.m. and attendees introduced themselves with business affiliations. Appreciation was expressed for the refreshments provided by Ricoh USA.

**Management of Student Education Records**

Mr. 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. He indicated that much of the work on the revision has been developed by Dr. Sandra Ruffin and Dr. Patricia Radcliffe, and that the draft is still under review at the Department of Education. He provided copies of the draft Management document and invited comments/questions to be provided to him by February 26. Mr. Millward expects the draft will be finalized in March. Kim Salyers suggested that a Go-To Meeting be established through the Library of Virginia for comments and discussion of the draft. Jesse Graham committed to setting up the Go-To Meeting on a date convenient for Mr. Millward and to distributing information, along with the draft, through Ed-Sig. In the meantime, PSRC members were encouraged to contact Mr. Millward directly with any questions or comments at 804/301-1171 (cell), 804/371-0525 (office), or by email [hank.millward@doe.virginia.gov](mailto:hank.millward@doe.virginia.gov).

**GS-21 Revision Posted 12/15/14**

Jessie Graham of the Library of Virginia distributed and reviewed a reference guide to the major changes in the revision of General Schedule 21. A question was raised about census records and which schedule's retention period should be followed. Prior to this revision, school census records were to be maintained permanently. Ms. Graham will clarify this information on Ed-Sig as these records can now be disposed of given that the schedule item is now defunct and not superseded. Ms. Graham also noted that the retention period designated as "after last action" must be a local determination and recommended a policy discussion and implementation at the local level so there will be no question about what that means in your school division. Jessie Graham will be leaving the Library of Virginia soon and will be missed as our colleague and partner in managing public school records.

**PSRC Seminar/Workshop**

Maralee Weeks reviewed plans for the PSRC Seminar to be held on May 5, 2015, 7:30 a.m.-5:00 p.m. at the Stonewall Jackson Hotel in Staunton, VA. For overnight accommodations, a special room rate is available under PSRC, but no room block was established so we will not incur costs if blocked rooms were not used. The per-diem rate guarantee is for accommodations on May 4 only. There is a parking fee of \$6 which cannot be waived. She hopes to get the registration information out mid-February. The

seminar program was reviewed and includes presentations by Dale King re FERPA, Megan Rhyne re FOIA, Susan Williams re On-Time Graduation, and Kathy Mehfoud re Special Education.

### **PSRC BROCHURE**

The brochure for PSRC is sadly out of date with numbers and names needing to be updated, and content refreshed. Suggestions were made to remove titles for steering committee members; remove "Steering Committee" and change the heading to "Contacts" or "For questions, etc., contact . . .;" add DOE and LVA to that list; and perhaps identify regional representatives. Those present were invited to write a post to go into the brochure about how PSRC has been beneficial. Provide any posts to Kim Salyers by late February so that a draft can be ready for our next meeting with final available for the May seminar. Mark AndrAcheK and Jessie Graham will write posts. Maralee Weeks will forward the base brochure to Kim for updating. Ricoh offered to provide printing/folding services for the final document in preparation for the Seminar. A VDOE contact should be added, either Hank Millward or perhaps Tom Broyles who has records responsibility.

LVA has a webpage for PSRC that offers space for agendas and minutes. Angie Diggs will provide minutes for this meeting. Jessie will remove listings of minutes where none exist. Jessie will also add a link for registration for the seminar when available, and make access to the brochure more prominent on the webpage as well.

### **Next Meeting**

The next meeting is scheduled for March 25 and topics will include the Management of Student Records draft/final and followup on GS21 re Clinic Records. Rebecca Adams of Chesapeake Public Schools will chair the meeting.

### **Open Discussion**

Maralee Weeks asked how threat assessments records are made/kept in other school divisions and who has access to them. Georgia McQuigg said that in York the records are kept by school psychologists in a confidential file with a notice in the student's school record of location. Concern was expressed about whether a forensic trail on unfounded assessments should be kept since this could reflect unfavorably on a student when such information is forwarded to enrolling school divisions. Jessie suggested we post the question to ed-sig, then wait and see how using this process proceeds to determine if a change needs to occur to GS21.

Randy Lewis inquired about security of electronic records -- how do you see information security where records are hacked and businesses charged to get your records back. He recommended that you store information on more than one server and in more than one location and check with local IT staff re how records are secured digitally in multiple ways. Consider a threat assessment on digital records. He referred to January 2 article in the NY Times entitled "My Mother Got Hacked." Records were hijacked and ransomed for a fee.

**Adjournment:** The meeting was adjourned at 12:12 p.m.

Minutes prepared by Angela L. Diggs