**Public Schools Records Consortium (PSRC)**

**Wednesday, May 15, 2019**

**Library of Virginia, 800 East Broad Street, Richmond, VA**

**Attendees**: Chair, Georgia McQuigg, Chad Owen, Shannon Berna, Holly Cobb, Tammy Norman, Bill Berry, Pam Hayworth, Nicholas Minor, Leslie Sale, Carleen Carey and Tammy Narde.

**March minutes** were accepted, with an exception as to the information Tammy Norman provided: it was not a student record, but a student record audit.

**Superintendent Survey/Update on Electronic RM-3 Form**

Mr. Owen brought up the survey on the screen for all to review again. The survey will be live today or tomorrow and close at the end of July. Ms. McQuigg suggested sending a reminder in mid-July. There was discussion on the salary question and how to break it down.

Chad also brought up on the screen the new RM-3 electronic form. He explained the workflow associated with the form. The form will have a “dashboard” with a certificate number attached to it.

**Legislative Update**

Leslie Sale, Sr. Policy Analyst from the VA Dept. of Education was present to discuss the most recent

K-12 House bills. Ms. Sale reported that 203 Bills were introduced and 80 had passed. She highlighted several and offered a hand out of the Bills.

**Archive Social**

Sherrie Johnson from Stafford County Public Schools addressed the group to discuss the use of the *Archive Social* application that monitors, retains and disposes of records from Facebook, Twitter, Instagram and Snapchat. She explained her team started out not knowing exactly how many pages they actually had. The Stafford Sheriff’s Office had been monitoring the social pages, but she felt they were reactionary instead of being proactive.

They reviewed four companies before deciding to go with *Archive Social*. Sherrie explained that it took three months gathering account lists and to merge them. Each school had to register an account. She communicated to the Superintendent and the Principals that they were not in compliant. A memo went out to staff explaining the change in accounts, retention and merging social media pages. The application has an alert search and can use up to 100 key words. She reported that FOIA requests are much easier. The school developed a social media policy as a result. The cost to Stafford schools is $5,000 per year. She explained that the cost if is according to how many accounts you have and the amount of content.

Ms. McQuigg asked for a copy of the social media policy and Ms. Johnson agreed to share it with the group. She indicated that the *Archive Social* application has been endorsed by NSPRA (National School Public Relations Association). Chad commented that the content would most likely be considered correspondence and therefore the retention for social media records would be three years.

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

A question was asked about threat assessments, where they are kept and do you provide copies to parents. A few of the members agreed that yes they do provide them a redacted version.

**VDOE Guidelines for Student Record Status**

Patricia Haymes, Director of Dispute Resolution and Administrative Service from the VA Dept. of Education gave the status of the renewal of the guidelines. As this point, she reported it was underway and would like a list of names in the group to review them. Ms. Haymes indicated there will be changes that will include FERPA, PII and HIPPA. She is working on examples to use. A discussion ensured regarding the difference between the cumulative file and the student record.

**Spring Workshop Review**

The group discussed the turn out, location, the registration process and the speakers.

**Future Meeting Date**

The group set the next year’s PSRC meetings as follows: September 18, 2019, November 13, 2019, January 15, 2020, March 11, 2020, May 13, 2020, with the spring workshop scheduled in April.

Ms. McQuigg indicated that she would continue as Chair of the Committee, but after the first of 2020, she would like to hand it over to someone else. She mentioned she would step aside in September if anyone were interested in chairing the committee before then.

Submitted by Tammy Narde

May 29, 2019