

Records Management Oversight Committee Meeting
Library of Virginia, Board Room
June 19, 2019

Members Present: Greg Crawford, Chad Owen, Corey Smith, Glenn Smith, Kevin Shupe, and Tracy Harter (for Eddie Woodward)

Members Absent: Mike Strom, Renee Savits, Paige Neal, and Claire Radcliffe

Resources: None

Guests: None

Purpose

The committee met to discuss and review the following records retention schedules, as submitted by the pre-Records Oversight Committee:

- 999-007, Virginia Alcoholic and Beverage Control Authority, Bureau of Law Enforcement
- 999-022, Virginia Alcoholic and Beverage Control Authority, Bureau of Law Enforcement, Tax Management

Introduction of Members and Guests

In the State Archivist's absence, Glenn Smith called the meeting to order at 9:02 and declared a quorum present.

Agenda

Glenn presented the agenda and asked if there were any additions. There being none, Chad Owen moved that the agenda be accepted. The motion was seconded and carried.

Minutes of Prior Meeting

Glenn asked if there were any additions or corrections to the draft minutes of the April 18, 2019 meeting. There being none, he called for a motion to approve. Chad Owen so moved, and the motion was seconded and carried.

Old Business

None

999-007, Virginia Alcoholic and Beverage Control Authority, Bureau of Law Enforcement

Glenn Smith presented this schedule by giving a brief update on the renewed efforts of ABC to develop their records management program, the designation of a new records officer, and the internal appointment of departmental records coordinators, and the pending training for the latter. He explained that this schedule was created in 1997 and was still in the portrait format, so has not been viable since the Infolinx implementation. Of the six series, five are being updated to current standards, with *License Register and Supporting Reports* being made defunct and superseded by multiple GS-102 series. He also explained the inclusion of several new Code citations. There was no discussion.

[**Motion:** Glenn called for a motion to approve schedule 999-007. Chad so moved, Corey Smith seconded, and the motion carried.]

999-022, Virginia Alcoholic and Beverage Control Authority, Bureau of Law Enforcement, Tax Management

Glenn Smith explained that this schedule contains only two series (007139 and 007140), each dealing with the delivery of wine and beer. Both series will be made defunct and superseded by a new series *Direct Sales and Shipment*. Two series for *Product Approval* and *Wine and Malt Beverage Excise Taxes* are being added. There was no discussion.

[**Motion:** Glenn called for a motion to approve schedule 999-022. Chad so moved, Kevin Shupe seconded, and the motion carried.]

New Business

None

Adjournment

Glenn Smith called for a motion to adjourn the meeting at 9:10 a.m. Chad so moved, Corey seconded, and the motion carried. The next meeting is scheduled for September 12, 2019.