

Records Management Oversight Committee Meeting
Library of Virginia, Virtual via GoToMeeting
September 10, 2020

Members Present: Emeline Alexander, Greg Crawford, Ginny Dunn, Paige Neal, Chad Owen, Claire Radcliffe, Renee Savits, Glenn Smith, Mike Strom, Eddie Woodward

Members Absent:

Resources: Patrice Morgan

Guests: Lawrence Davis, Department of Transportation

Purpose

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

- 440-017, Department of Environmental Quality, Voluntary Remediation Program
- 501-002, Department of Transportation, Residencies and Area Headquarters
- 999-000, Virginia Alcoholic Beverage Control Authority
- GS-15, All Localities, Social Services Records

Introduction of Members and Guests

Committee members attending the meeting checked into the GoToMeeting platform. Mike Strom called the meeting to order at 9:03 a.m. Glenn Smith conducted a roll call. Each meeting attendee responded as follows: Glenn Smith, Records Management Analyst; Chad Owen, Records Management Coordinator; Patrice Morgan, Administrative Assistant; Emeline Alexander, Records Management Analyst; Ginny Dunn, Archives and Library Reference; Greg Crawford, Local Records and Program Manager; Claire Radcliffe, State Records Archivist; Paige Neal, State Records Archivist; Renee Savits, State Records Archivist; Eddie Woodward, Local Records Archivist; Mike Strom, State Archivist and Director of Government Records Services; Lawrence Davis, Virginia Department of Transportation Agency Records Manager.

Agenda

Mike Strom presented the agenda, and asked if there were any additions. There were none; the agenda was approved.

Minutes of Prior Meeting

Mike Strom asked for a motion to approve the minutes of the June 10, 2020 meeting. Emeline Alexander so moved, Claire Radcliffe seconded, and the motion carried.

Old Business

None.

440-017, Department of Environmental Quality, Voluntary Remediation Program

Emeline Alexander presented this schedule by providing the following update. The agency proposed a new series for Superfund, Federal Facilities, and Site Assessment Programs. The records are kept for three years after project completion. The series is part of the surplus program.

[Motion: Mike Strom called for a motion to approve schedule 440-017. Glenn Smith so moved, Ginny Dunn seconded, and the motion carried.]

501-002, Virginia Department of Transportation, Residencies and Area Headquarters

Glenn Smith presented this schedule. The schedule includes a proposed change to one series, Permits Land Use. The cut off event is being changed from “after expiration” to “after close.”

[Motion: Mike Strom called for a motion to approve schedule 501-002. Chad Owen so moved, Emeline Alexander seconded, and the motion carried.]

999-000, Virginia Alcoholic Beverage Control Authority

Glenn Smith presented this schedule by explaining ABC is starting with an agency-wide schedule with plans for individual schedules in the future. The schedule covers three difference areas within the agency. Glenn explained details of the agency series for dispute resolutions, advertisements, product listing and delisting, stock keeping unit, and surveys.

[Motion: Mike Strom called for a motion to approve schedule 999-000, Ginny Dunn so moved, Chad Owen seconded, and the motion carried.]

GS-15, All Localities, Social Services Records

Chad Owen presented this schedule. There was a *Code* mandated retention change for Child Protective Services Records, unfounded. The retention was changed from three to five years.

[Motion: Mike Strom called for a motion to approve General Schedule 15, Emeline Alexander so moved, Claire Radcliffe seconded, and the motion carried.]

New Business

Chad Owen informed the committee that Corey Smith left his position as Records Management Analyst for another opportunity. He explained that Corey covered four areas, which will be reassigned in the interim as follows:

- Emeline Alexander: Commerce and Trade, as well as Finance

- Chad Owen: Health and Human Services
- Glenn Smith: Transportation

Chad advised that the eRM-3 was announced with a prospective go-live date of November 16, 2020. Work continues on the educational processes for the system. Videos are being developed for completing the form. The analysts are finalizing the written instructions for the search and dashboard functions. Glenn Smith explained that “eRM-3” is the development name. The name will become “RM-3” once the system is live.

Lawrence Davis provided an update on two agency schedules for the Administrative Services Division and Capital Outlay Division.

Adjournment

Mike Strom noted that the next meeting is scheduled for December 10, 2020 and called for a motion to adjourn the meeting. Ginny Dunn so moved, Chad Owen seconded, and the motion carried. The meeting adjourned at 9:21 a.m.