

Records Management Oversight Committee Meeting  
Library of Virginia, Virtual via GoToMeeting  
December 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:

- 131-001, Department of Veterans Services
- 156-050, Virginia State Police
- 182-162, Virginia Employment Commission, Va Workforce Services
- 501-013, Department of Transportation, Tolling Operations
- 501-026, Department of Transportation, Administrative Services
- 501-104, Department of Transportation, Capital Outlay and Facilities Management
- GS-07, General Schedule for Localities, Public Utilities
- GS-21, General Schedule for Localities, Public Schools

### 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. and conducted a roll call. Each meeting attendee responded as follows: Mike Strom, State Archivist and Director of Government Records Services; Glenn Smith, Records Management Analyst; Chad Owen, Records Management Coordinator; Emeline Alexander, Records Management Analyst; Claire Radcliffe, State Records Archivist; Paige Neal, State Records Archivist; Renee Savits, State Records Archivist; Eddie Woodward, Local Record Archivist; Greg Crawford, Local Records Program Manager; Ginny Dunn, Archives and Library Reference Services; Patrice Morgan, Administrative Assistant. Lawrence Davis, Virginia Department of Transportation, was introduced when he joined the meeting.

### 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 September 10, 2020 meeting. Ginny Dunn so moved, Glenn Smith seconded, and the motion carried.

### Old Business

None.

### 131-001, Department of Veterans Services

Chad Owen presented this schedule by providing the following update. The agency proposed one change and two additions to the schedule. The change was made to clarify that Duplicate Claim Files (104) are not duplicates copies of claims sent elsewhere. The records series documents assistance provided by the state Department of Veterans Services to veterans on their paperwork submitted to the federal Department of Veterans Affairs. Client Intake and Claim Tracking are new series on the schedule.

**[Motion:** Mike Strom called for a motion to approve schedule 131-001. Renee Savits so moved, Claire Radcliffe seconded, and the motion carried.]

### 156-050, Virginia State Police

Glenn Smith presented this schedule by proposing two new series. One is Intelligence: Criminal and Terrorism. The series documents data collected in the Fusion Center created by the Governor. The Code requires the records to be reviewed every three years and that any records without value be destroyed. The other records series is Machine Guns. The records documents registration of this type of weapon and is used for tracking purposes. The negotiated retention for that series is 120 years instead of permanent. The agency has other records with a 120 years retention, as that is the agreed upon potential human lifespan.

**[Motion:** Mike Strom called for a motion to approve schedule 156-050. Chad Owen so moved, Emeline Alexander seconded, and the motion carried.]

### 182-162, Virginia Employment Commission, Virginia Workforce Services

Emeline Alexander presented this schedule by explaining the agency made one change to Clearance Order Files H2A and H2B (200512). Schedule language was changed to be in line with what they would search for on the schedule. The retention for the series did not change.

**[Motion:** Mike Strom called for a motion to approve schedule 182-162, Ginny Dunn so moved, Chad Owen seconded, and the motion carried.]

#### 501-013, Department of Transportation, Tolling Operations

Glenn Smith presented this schedule. Changes were made to two surveillance series. The Security Surveillance Video Recording: Inside Facility (001907) was updated to include all recordings and the series title will be changed to Security Surveillance Video Recordings. The retention for this series was revised from 6 months to 120 days. The series for Security Surveillance Video Recordings: Outside Facility (200333) will be made defunct, superseded by the newly retitled 001907 series.

**[Motion:** Mike Strom called for a motion to approve Schedule 501-013, Emeline Alexander so moved, Paige Neal seconded, and the motion carried.]

#### 501-026, Department of Transportation, Administrative Services

Glenn Smith presented this schedule by explaining that this and the next schedule for the agency are carried over from the last pre-ROC cycle. This schedule for the Administrative Services Division will eventually become defunct. Nine series from this schedule will move to the new Capital Outlay and Facilities Management schedule. Four series will be made defunct, superseded by General Schedule 106. One series will be made defunct, not superseded because the series is no longer created and the records no longer exist. The one series not moved at this time, Records Management Transfer Files-AS94 (2989), documents transfer of non-permanent records to/from a third-party for storage. Other agencies could possibly use a transfer series and one will be developed for use on a general schedule. This transfer series will be made defunct, superseded when a general-schedule series is developed.

**[Motion:** Mike Strom called for a motion to approve Schedule 501-026, Renee Savits so moved, Claire Radcliffe seconded, and the motion carried.]

#### 501-104, Department of Transportation, Capital Outlay and Facilities Management

Glenn Smith presented this new schedule. Nine series from the Administrative Services schedule 501-026 are moving to this schedule. Minor name changes were made to those series. There are three new proposed records series. Lawrence Davis thanked library staff for work done on the schedules.

**[Motion:** Mike Strom called for a motion to approve Schedule 501-104, Ginny Dunn so moved, Paige Neal seconded, and the motion carried.]

#### GS-07, All Localities, Public Utilities

Chad Owen presented this schedule by explaining the change was prompted by a discussion with Newport News Waterworks regarding wastewater permitting. They wanted to use the Department of Environmental Quality (DEQ) specific retention schedule for wastewater permitting, but he explained to them they could not. Additionally Chad explained DEQ has authorized some localities to operate wastewater-permitting facilities. The series added to GS-07 are based on the DEQ specific schedule series. Language of other series was revised to make them Infolinx compliant. Since the changes were deemed minor by division leadership and

input was provided by local departments identified as the users of the new series, the schedule did not go out for review on the Virginia Records Officers' List.

**[Motion:** Mike Strom called for a motion to approve General Schedule 07, Emeline Alexander so moved, Paige Neal seconded, and the motion carried.]

#### GS-21, All Localities, Public Schools

Emeline Alexander presented this schedule by explaining there are new series for special education records, transcript requests for alumni, residency affidavits and school nutrition program. Records series are being consolidated, school report records will be covered by one series and several testing records with the same retention period are being combined into one series. Language throughout the schedule was clarified. The retention period for Student Athletic records was shortened. The retention period for Student Accident and injury records was increased. The retention period for Desegregation Records was changed from Permanent, Archives to Permanent, in Agency. Emeline provided a list of the focus group members: Cheryl Tibbs, Prince William County; Tammy Norman, Stafford County; Holly Cobb, City of Hampton; Tracey Beaver, Fairfax County; Tammy Narde, York County; Pam Hayworth, Williamsburg-James City County. Emeline explained that the schedule was sent out via EdSIG in August and there were not big complaints. The Department of Education did not have any issues with any of the changes.

**[Motion:** Mike Strom called for a motion to approve General Schedule 21, Chad Owen so moved, Ginny Dunn seconded, and the motion carried.]

#### New Business

##### eRM-3

Chad gave an update on the eRM-3. The system has been implemented and is going well considering some trepidation beforehand. Good feedback has been received from some who were nervous about the new system. Chad thanked Emeline and Glenn for taking on a great share of work while he worked on another project. Glenn Smith explained he had concerns about circuit court system users being able to access the system, but he received an email from a court system user who found a work around and successfully submitted forms. Glenn explained almost all issues so far have been on the user end. Glenn and Chad discussed a couple of internal technical issues that either have been fixed or are of little consequence. Mike Strom thanked Chad, Emeline, and Glenn for the work done on implementing the on-line RM-3.

#### Personnel Announcement

Chad discussed records analyst positions. Mike Strom discussed State Records positions.

### Committee Representation

Ginny Dunn updated the committee on Archives and Reference Services committee representation. This is her last meeting for her rotation, and Dawn Tinnell will be the representative for the Division next year. Greg Crawford advised that Eddie Woodward's term is up. Tracy Harter will be the Local Records representative next year. Glenn Smith will update the committee lists.

### Adjournment

Mike Strom noted that the next meeting is tentatively scheduled for March 11, 2021 and called for a motion to adjourn the meeting. Glenn Smith so moved, Chad Owen seconded, and the motion carried. The meeting adjourned at 9:46 a.m.