

### Purpose

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

- 191-010, Virginia Workers Compensation Commission/Legacy Claims
- 206-007, MCV (Medical College of Virginia)Hospital/VCU (Virginia Commonwealth University) Health System

### Introduction of Members and Guests

Committee members attending the meeting checked into the GoToMeeting platform. Mike Strom called the meeting to order at 9:06 a.m. and conducted a roll call.

#### Members Present:

Mike Strom, State Archivist and Director of Government Records Services  
Chad Owen, Records Management Coordinator  
Glenn Smith, Records Management Analyst  
Emeline Alexander, Records Management Analyst  
Deloris Bailey, Records Management Analyst  
Greg Crawford, Local Records Program Manager  
Tracy Harter, Senior Local Records Archivist  
Renee Savits, State Records Archivist  
Dawn Tinnell, Public Services Senior Reference Archivist

#### Members Absent:

Resources: Patrice Morgan, Government Records Administrative Assistant

Guests: None

### Agenda

Mike Strom presented the agenda, and called for a motion to approve. Glenn Smith so moved, Chad Owen seconded and the agenda was approved.

### Minutes of Prior Meeting

Mike Strom asked for a motion to approve the minutes of the December 10, 2020 meeting. Chad Owen so moved and Emeline Alexander seconded. There was no discussion and the motion carried.

### Old Business

None

### 191-010, Virginia Workers Compensation Commission, Legacy Claims

Chad Owen presented this schedule by explaining that he and Glenn Smith discerned two issues with the proposed update. The revised language of series 200481 does not synch with the intent of the original version, and it also appears that a similar series is on another existing schedule, 191-020. The schedule will go back to the agency to reconcile the records series and schedule information.

### 206-007, MCV/VCU Health System

Chad Owen presented this schedule, explaining that it is in a format that predates Infolinx and its predecessor GAIN, so it does not contain the requisite six-digit series numbers. All records series covered on this schedule have been superseded by records series on GS-120 and GS-101. The agency requested that this schedule be made defunct.

[**Motion:** Mike Strom called for a motion to make schedule 206-007 defunct and superseded by GS-120 and GS-101. Renee Savits so moved, Emeline Alexander seconded, and the motion carried.]

### New Business

#### Records Management Staffing Update

Chad Owen welcomed Deloris Bailey, who officially joined the staff yesterday, as the LVA's newest Records Management Analyst. Katie Ray, Alabama State Archives, will join the staff as an analyst before the next committee meeting.

Mike Strom asked Deloris if she would mind to provide some of her work background. She moved back to Richmond two years ago after spending most of her career in Washington, D.C. where she worked as a records management subject matter expert for various Federal agencies in support of the records manager. She created filing plans and provided records management training to agencies. Strom thanked her and welcomed her to the agency.

### Adjournment

Mike Strom noted that the next meeting is June 10, 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 9:17 a.m.