

Purpose

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

- 440-015, Environmental Quality, Air Quality Division
- 999-007, Alcoholic Beverage Control Authority, Law Enforcement Bureau
- GS-15, General Schedule, County and Municipal Governments, Social Services
- GS-102, General Schedule, All State Agencies, Fiscal Records
- GS-111, General Schedule, All State Agencies, College and University
- GS-120, General Schedule, All State Agencies, Health Records

Introduction of Members and Guests

Committee members met in the Orientation Room at the Library of Virginia. One member attended virtually via Zoom. Kathy Jordan called the meeting to order at 9:09 a.m. Glenn Smith, ROC Coordinator, advised for the record that Mike Strom separated from the Library of Virginia, and that Kathy Jordan has been appointed the Interim State Archivist and will preside over the meetings. Kathy asked all present to introduce themselves.

Members Present:

Kathy Jordan, Director of Digital Initiatives and Web Presence, Interim Director of Government Records Services, and Interim State Archivist
Glenn Smith, Records Management Analyst
Dawn Tinnell, Senior Records Archivist
Renee Savits, State Records Archivist (virtual via Zoom)
Katie Ray, Records Management Analyst
Chad Owen, Records Management Coordinator
Deloris Bailey, Records Management Analyst
Emeline Alexander, Records Management Analyst

Members Absent: Greg Crawford and Tracy Harter

Resources: Patrice Morgan, Government Records Administrative Assistant

Guests: None

Agenda

Kathy Jordan presented the agenda, and asked if there were any changes or amendments. Chad Owen explained the agenda needed to reflect that the meeting was held in the Orientation

Room instead of the Board Room and that Renee attended remotely via Zoom. The agenda was approved as amended.

Minutes of Prior Meeting

Kathy Jordan asked for a motion to approve the minutes of the March 11, 2021 meeting. Chad Owen so moved and Dawn Tinnell seconded. There was no discussion and the motion carried.

Chad Owen welcomed Katie Ray as a new Records Management Analyst.

Old Business

None

440-015, Environmental Quality, Air Quality Division

Emeline Alexander presented this schedule by explaining that the proposed new records series is for the Carbon Dioxide Trading Program. The series will be retained for ten years after last action and there is a *Virginia Administrative Code* citation/requirement for this record type.

There were no comments or questions about the new series.

[Motion: Kathy Jordan called for a motion to approve schedule 440-015. Chad Owen so moved, Glenn Smith seconded, and the motion carried.]

999-007, Alcoholic Beverage Control Authority, Law Enforcement Bureau

Glenn Smith presented this schedule. He explained when the schedule was implemented the agency indicated they might bring the schedule back to request reduced retention periods. Revised retention periods are proposed for three series. Licenses: Retail and Industry records (200648) will be kept for three instead of five years. Mixed Beverage Annual Review (200651) records will be kept for three instead of five years. Permits (200649) will be kept for two instead of five years.

There were no comments or questions about the changes.

[Motion: Kathy Jordan called for a motion to approve schedule 999-007. Emeline Alexander so moved, Chad Owen seconded, and the motion carried.]

GS-15, General Schedule, County and Municipal Governments, Social Services

Chad Owen presented the schedule. He explained an error that occurred during the last update request. Katie Ray discovered that the Department of Social Services (DSS) submitted paperwork in the September 2019 ROC cycle that reflected a Code-mandated change to two series. However, the paperwork listed the same records series number for both series, which led to one of the two being omitted. The retention of the series Child Protective Service Cases - Unfounded: No Request to Maintain File (101016) increased from one to three years and the

series Child Protective Service Cases - Unfounded: Request to Maintain File (101017) increased from three to five years. The change to series 101017 was approved in September, but not published. The proposal is to update the retention to series 101016 now and publish both changes.

[Motion: Kathy Jordan called for a motion to approve schedule General Schedule 15. Glenn Smith so moved, Emeline Alexander seconded, and the motion carried.]

GS-102, General Schedule, All State Agencies, Fiscal Records

Emeline Alexander presented this schedule. Virginia Commonwealth University (VCU) and the University of Virginia (UVA) requested a retention change for Bond Records (200624). Both agencies are authorized to issue bonds. Information regarding this is available on their websites. The change requested is to align the retention with federal guidelines to maintain the records for three years after last action instead of five years.

There were no comments or questions.

[Motion: Kathy Jordan called for a motion to approve schedule General Schedule 102. Dawn Tinnell so moved, Chad Owen seconded, and the motion carried.]

GS-111, General Schedule, All State Agencies, College and University

Emeline Alexander presented this schedule. Colleges and universities requested an update in reference to federal guideline changes for Title IX records. The change created two series, Student Affairs: Title IX Records and Student Affairs: Title IX Training Records. Federal guidelines require that the records be kept for seven years after closed and seven years after end of academic year, respectively.

[Motion: Kathy Jordan called for a motion to approve schedule General Schedule 111. Chad Owen so moved, Katie Ray seconded, and the motion carried.]

GS-120, General Schedule All State Agencies, Health Records

Emeline presented this schedule by explaining that VCU and UVA records officers requested a change to the series Laboratory: Cytotherapy Records (200354). The agencies requested that “personnel training and competency records” be added to this series description in order to comply with accrediting agency guidelines. They advised that these record types need to be reflected here so they are kept the same ten years as the therapy records.

[Motion: Kathy Jordan called for a motion to approve General Schedule 120. Chad Owen so moved, Dawn Tinnell seconded, and the motion carried.]

New Business

Chad Owen provided a brief update on the status of the e-mail system RFP committee.

Adjournment

Kathy called for a motion to adjourn the meeting. Dawn Tinnell so moved, Chad Owen seconded, and the motion carried. The meeting adjourned at 9:30 a.m. The next meeting is September 9, 2021.