

Purpose

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

- 147-001, State Inspector General, Office of the
- 876-001, Conflict of Interest and Ethics Advisory Council, Virginia
- 166-001, Commonwealth, Secretary of the
- 207-020, University of Virginia
- GS-109, All State Agencies, Libraries and Museums
- 171-040, Corporation Commission, State, Insurance, Bureau of, Life and Health Division
- 172-001, Virginia Lottery
- 702-001, Blind and Vision Impaired, Dept. for the
- GS-03, County and Municipal Governments, Personnel Records
- GS-103, All State Agencies, Personnel Records
- GS-15, County and Municipal Governments, Social Services
- GS-19, County and Municipal Governments, Administrative Records
- GS-101, All State Agencies, Administrative Records
- GS-120, All State Agencies, Health Records
- 154-010, Motor Vehicles, Dept. of, Vehicle Services
- 154-011, Motor Vehicles, Dept. of, Customer Records, Disability Services
- 501-103, Transportation, Dept. of, Federal Programs Management Division

Introduction of Members and Guests

Committee members met at the Library of Virginia, Board Room. Kathy Jordan called the meeting to order at 9:02 a.m. and each member introduced themselves.

Members Present:

Kathy Jordan, Director of Digital Initiatives and Web Presence, Interim Director of Government Records Services, and Interim State Archivist  
Deloris Bailey, Records Management Analyst  
Greg Crawford, Local Records Program Manager  
Chad Owen, Records Management Coordinator  
Katie Ray, Records Management Analyst  
Renee Savits, State Records Archivist  
Dawn Tinnell, Senior Records Archivist

Members Absent: Glenn Smith, Records Management Analyst

Resources: Patrice Morgan, Government Records Administrative Assistant

Guests: None

### Agenda

Kathy Jordan asked if there were any changes or amendments to the draft agenda. There being none, the agenda was approved as presented.

### Minutes of Prior Meeting

Kathy Jordan asked for a motion to approve the minutes of the September 9, 2021 meeting. Greg Crawford so moved and Chad Owen seconded. There was no discussion and the motion carried.

### Old Business

None

### 147-001, State Inspector General, Office of the

Chad Owen presented this schedule. One new series was created for Performance Review Services: Recommendations and Actions to be retained five years after last action.

There were no comments or questions about this schedule.

[**Motion:** Kathy Jordan called for a motion to approve schedule 147-001. Greg Crawford so moved, Renee Savits seconded, and the motion carried.]

### 876-001, Conflict of Interest and Ethics Advisory Council

Chad also presented this schedule. He explained the next two schedules are tied together. Duties were moved by *Code* from the Office of the Secretary of the Commonwealth to the Ethics Advisory Council. The record series for Conflict of Interest (015120) and Lobbyist (015121) currently on the Secretary of the Commonwealth schedule will be moved to the newly developed schedule for the council.

There were no comments or questions about this schedule.

[**Motion:** Kathy Jordan called for a motion to approve schedule 876-001. Dawn Tinnell so moved, Kathy Jordan seconded, and the motion carried.]

166-001, Secretary of the Commonwealth,

Chad Owen presented this schedule. The schedule was revised to remove Conflict of Interest and Lobbyist record series that are being transferred to the retention schedule for the Conflict of Interest and Ethics Advisory Council that now provides these services.

[**Motion:** Kathy Jordan called for a motion to approve schedule 166-001. Greg Crawford so moved, Renee Savits seconded, and the motion carried.]

207-020, University of Virginia

Chad Owen presented this schedule. There is a new series for Americans with Disabilities Act (ADA): Contacts, Reports, and Evaluations with a 5-year retention period per a request by the University Counsel. Two new series were proposed for Demand and Response Transportation (DART), Demand and Response Transportation (DART): Program Rider's Guide and Demand and Response Transportation (DART): Program Eligibility. Chad explained detail of the series and length to be retained.

[**Motion:** Kathy Jordan called for a motion to approve schedule 207-020. Dawn Tinnell so moved, Katy Ray seconded, and the motion carried.]

GS-109, All State Agencies, Libraries and Museums

Chad Owen presented this schedule. The schedule was updated to be Infolinx compliant. New series were added for Loans: Incoming, Rights and Reproduction Requests, Programming and Events, and Affiliated Groups. Some series were made defunct and superseded by GS-101 record series. Chad discussed details of record series and retention periods.

[**Motion:** Kathy Jordan called for a motion to approve General Schedule GS-109. Greg Crawford so moved, Renee Savits seconded, and the motion carried.]

171-040, State Corporation Commission, Bureau of Insurance, Life and Health Division

Katie Ray presented this schedule. The current title for the schedule is Bureau of Insurance, Life and Health, Forms and Rates. The agency requested a title change for this schedule to Bureau of Insurance Life and Health Division, Property and Casualty Division.

[**Motion:** Kathy Jordan called for a motion to approve schedule 171-040. Chad Owen so moved, Renee Savits seconded, and the motion carried.]

172-001, Virginia Lottery

Katie Ray presented this schedule. The schedule was updated to include four new series: Paid Claims, Less than \$600, Prize Payment Assignments, Retailers Application Files, Tax Withholding Records. There were revisions to four existing series in the schedule. Katie provided an overview of record series and changes to the schedule.

[**Motion:** Kathy Jordan called for a motion to approve schedule 172-001. Chad Owen so moved, Renee Savits seconded, and the motion carried.]

702-001, Virginia Department for the Blind and Vision Impaired

Katie Ray presented this schedule. She explained that the committee approved an update to this schedule in 2017. The goal in 2017 was to make the schedule Infolinx-compliant and to add a new series for Vocational Rehabilitation (VR) Customer Cases: Social Security Cost Reimbursement with a 7-year retention. Those changes were still pending as of 2021. The agency updated the request to revise the proposed retention period for the VR series to 10 years instead of 7 years.

[**Motion:** Kathy Jordan called for a motion to approve schedule 702-001. Greg Crawford so moved, Dawn Tinnell seconded, and the motion carried.]

GS-03, County and Municipal Governments, Personnel Records

Katie Ray presented this schedule. She explained the next schedules are for local and state personnel records. The proposed Employee Health Screening record series on each schedule will be rescinded to allow for more discussion and deliberation on the series. There were minor revisions to the language in the records series description of Promotion, Demotion, Separation, or Tenure Records. The same changes need to be made on GS-103 for state agencies.

[**Motion:** Kathy Jordan called for a motion to approve schedule General Schedule 03. Greg Crawford so moved, Chad Owen seconded, and the motion carried.]

GS-103, All State Agencies, Personnel Records

Katie Ray presented this schedule and explained the same changes as outlined for GS-03 are proposed as changes to be made on this schedule.

[**Motion:** Kathy Jordan called for a motion to approve General Schedule 103. Greg Crawford so moved, Renee Savits seconded, and the motion carried.]

GS-15, County and Municipal Governments, Social Services

Katie Ray presented this schedule. The schedule was reviewed by a focus group of seventeen people from local and state social services departments. Katie explained the schedule is not yet fully Infolinx compliant because the specific detail included in Adoption Records and Child Protective Services (CPS) Cases: Founded with Multiple Complaints is not compatible with Infolinx. The goal is to work on a solution for March 2022 and this will possibly involve working on a comprehensive file plan that can include the more specific detail for each records series. While the schedule is not fully Infolinx-compliant, many series were revised to include language that will be compatible with Infolinx. The schedule includes twenty-three revised records series, five new series, and one defunct series. The committee discussed the wording of retention periods and meaning of Infolinx compliance.

**[Motion:** Kathy Jordan called for a motion to approve schedule General Schedule 15. Chad Owen so moved, Greg Crawford seconded, and the motion carried.]

*GS-19, County and Municipal Governments, Administrative Records*

Chad Owen presented the schedule. The language in the records series for E-Rate Program Records was revised based on updated citation information provided by Amy Judd. The proposed E-rate series information was reviewed by the Virginia Information Technology Agency, Department of Education, and LVA Library Development staff. Chad explained the same changes are proposed on the State Agencies administrative records schedule. The records series description for Legal Opinions was revised to include information for outside counsel based on a recommendation from Amy Roper.

**[Motion:** Kathy Jordan called for a motion to approve schedule General Schedule 19. Renee Savits so moved, Dawn Tinnell seconded, and the motion carried.]

*GS-101, All State Agencies, Administrative Records*

Katie Ray presented this schedule and explained the same changes as outlined for GS-19 above are proposed as changes to be made this schedule.

**[Motion:** Kathy Jordan called for a motion to approve schedule General Schedule 101. Dawn Tinnell so moved, Renee Savits seconded, and the motion carried.]

*GS-120, All State Agencies, Health Records*

Katie Ray presented this schedule and explained a local health department informed her that Nursing Home Pre-Admission Screening Reports exist for minors. A new record series was created for minor records because those records are required to be retained for a different length of time than the adult records. The record series title for the existing series was updated to distinguish it as a series for adult records.

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

*501-103, Virginia Department of Transportation, Federal Programs Management Division*

Deloris Bailey presented this schedule. Deloris explained the update for the schedule is to revise the name of the division to Budget and Funds Management because the agency merged two divisions.

**[Motion:** Kathy Jordan called for a motion to approve schedule 501-103. Renee Savits so moved, Chad Owen seconded, and the motion carried.]

*154-010, Department of Motor Vehicles, Vehicle Services*

Deloris Bailey presented this schedule. The schedule was revised to include a new records series for Vehicle Registration Records.

[**Motion:** Kathy Jordan called for a motion to approve schedule 154-010. Greg Crawford so moved, Chad Owen seconded, and the motion carried.]

154-011, Department of Motor Vehicles, Customer Records, Disability Services

Deloris Bailey presented this schedule. A new records series was created for Medical Sun-Shading or Tinting Films.

[**Motion:** Kathy Jordan called for a motion to approve schedule 154-011. Chad Owen so moved, Greg Crawford seconded, and the motion carried.]

New Business

Agency Name Change

Deloris Bailey provided an update on an agency name change. Effective October 1, the Department of Mines, Minerals and Energy agency name changed to Department of Energy.

Personnel Update

Chad informed the committee that Emeline Alexander is no longer with Records Management and is working with State Records. Kathy Jordan informed the committee that the position was approved for recruitment.

High Five

Greg Crawford complimented the records management staff regarding the efforts and work done to develop the retention schedules presented.

Adjournment

Kathy called for a motion to adjourn the meeting. Greg Crawford so moved, Chad Owen seconded, and the motion carried. The meeting adjourned at 9:55 a.m. The next meeting is March 10, 2022.