

Records Management Oversight Committee Meeting
Library of Virginia, Board Room – 2M
December 8, 2022

Purpose

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

- 765-003, Department of Social Services
- GS-18, County and Municipal Governments, Community Services Board Records
- GS-19, County and Municipal Governments, Administrative Records

Introduction of Members and Guests

Greg Crawford called the meeting to order at 9:00 a.m. and asked committee members to introduce themselves.

Members Present:

Deloris Bailey, Records Management Analyst
Greg Crawford, State Archivist and Government Records Services Director
Chad Owen, Records Management Coordinator
Katie Ray, Records Management Analyst
Glenn Smith, Records Management Analyst
Kevin Shupe, Senior Reference Archivist
Eddie Woodward, Senior Local Records Archivist

Members Absent:

Alan Arellano, State Records Archivist
Patrice Morgan, Resources Member

Resources:

Guests: None

Agenda

Greg asked if there were any amendments to the draft agenda. None were recommended at this time; Chad Owen moved to approve the agenda, seconded by Kevin Shupe, and the motion carried.

Minutes of Prior Meeting

Greg Crawford asked if there were questions or comments about the minutes of the September 8, 2022 meeting. Hearing none, he called for the motion to approve the minutes as presented. Glenn Smith so moved, Katie Ray seconded, and the motion carried.

Old Business

None.

765-003, Department of Social Services

Katie Ray presented this schedule; she explained the schedule was discussed at the last meeting, but no changes were made at that time. Katie reminded the committee that some licensing functions have moved from DSS to the Department of Education. In September, those licensing series were added to the Department of Education schedule. The plan to defunct the moved series on the DSS schedule was postponed at the last meeting because there were other changes in progress for the DSS schedule. Katie informed the committee that the other changes have stalled because the DSS contacts have not responded. The change proposed today is to defunct the two licensing series that moved to the Department of Education. The defunct series are 000109 (Licensing Programs: Provider Files for Unlicensed Programs) and 000110 (Licensing Programs: Provider Files for Voluntarily Registered Family Day Homes), superseded by Department of Education Schedule 201-403 series 200758 and 200759 respectively.

Based on consultation with legal counsel, the cutoff event in Licensing Programs: Provider Files for Licensed Programs, 000108 is being changed from “after closed” to “after last action,” and “evidence from violation cited” is being added to the description. Due to a typographical error, Background Investigations: Criminal Background Investigations Requests, 000326, was updated to correct the retention to “90-days” instead of “90-months.”

[Motion: Glenn Smith moved to approve schedule 765-003. Chad Owen seconded, and the motion carried.]

GS-18, County and Municipal Governments, Community Services Board Records

Katie explained that Fairfax Public Schools contacted Chad Owen regarding a local series to cover HIPAA disclosures. A series existed on the state schedule, but not on the local. Chad asked her to handle the series since it is health related. They decided the best fit for a HIPAA record would be on GS-18 because the schedule contains similar health-related series. They also discussed the possibility of rebranding this schedule to a local health schedule to broaden the scope. This series will mirror the HIPAA series on the state Health schedule (GS-120, series 200349).

[Motion: Greg Crawford called for a motion to approve General Schedule 18. Chad Owen so moved, Kevin Shupe seconded, there was no discussion, and the motion carried.]

GS-19, County and Municipal Governments, Administrative Records

Chad Owen presented this schedule. He received a specific question from Prince William County requesting a new series for ombudsman records. The series was discussed with the ombudsmen of Prince William and Fairfax Counties’ Public Schools, as well as George Mason University and a few other contacts. Prince William provided information regarding the confidentiality related to

contacting the ombudsman and possible client concern about the records being kept. They preferred having a series that allowed for the destruction of the records 0 years after administratively useful.

[**Motion:** Greg Crawford called for a motion to approve General Schedule 19. Eddie Woodward so moved, Katie Ray seconded, there was no discussion, and the motion carried.]

New Business

Glenn Smith welcomed the new State Archivist and Director of Government Records Services; Greg Crawford thanked him and thanked the committee for making the meeting easier by the work they had done.

Adjournment

Greg called for a motion to adjourn, Chad Owen so moved, Kevin Shupe seconded, and the motion carried. The meeting adjourned at 9:15 a.m. The next meeting is tentatively scheduled for March 9, 2023.