

Records Management Oversight Committee Meeting
Library of Virginia, 5th Floor Conference Room
March 9, 2023

Purpose

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

- 505-001 and 505-101, Virginia Department of Rail and Public Transportation

Introduction of Members and Guests

Chad Owen called the meeting to order and asked committee members to introduce themselves.

Members Present:

Deloris Bailey, Records Management Analyst
Ginny Dunn, Archives and Library Reference Services
Tracy Harter, Senior Local Records Archivist
Paige Neal, State Records Archivist
Chad Owen, Records Management Section Manager
Katie Ray, Records Management Analyst
Glenn Smith, Records Management Analyst

Members Absent:

Greg Crawford, State Archivist and Government Records Services Director

Resources: Patrice Morgan, Administrative Assistant

Guests: None

Agenda

Chad asked if there were any amendments to the draft agenda. No amendments were recommended.

Minutes of Prior Meeting

Chad Owen asked if there were questions or comments about the minutes of the December 8, 2022 meeting. Hearing none, he called for a motion to approve the minutes as presented. Glenn Smith so moved, seconded by Tracy Harter. The minutes were approved.

Old Business

None.

505-001, Virginia Department of Rail and Public Transportation

Deloris Bailey presented this schedule. Deloris explained the department has two schedules and is eliminating one. This schedule has three items, Grant Records - Rail Preservation Program/Industrial Access Railroad Tracks Program (005609), Fiscal Records (100413), and Grant Records-Public Transportation (100414). The series are being made defunct. Two series are being superseded by existing general schedule series. Series 005609 will be superseded by a new Rail Program Records series.

[**Motion:** Chad Owen moved to defunct schedule 505-001. Ginny Dunn so moved, Katie Ray seconded, and the motion carried.]

505-101, Virginia Department of Rail and Public Transportation

Deloris Bailey presented this schedule. She informed the committee that the agency had done a good job revising the schedule; the series accurately represent what they make and receive. She provided an overview of the changes made to the records series:

- **Bay Coast Railroad Files (000142), Bay Creek Railroad Files (000143), and Eastern Shore Railroad Files (000144)** have been made defunct because the railroads do not exist anymore. However, since the agency has existing records and those records are permanent, the retention was revised to Defunct, Permanent, in agency.
- **Telework/VA Program Records (001450)** is being made Defunct, Superseded by the new rail series being developed.
- **Federal Public Transportation Agreements** is a new series that documents contractual obligations of the agency for federal funding owed to grantees.
- **Federal Funding Documents (000329)** information was reworded.
- **Financial Compliance Review Records (000330)** was divided into two series, Financial Compliance Review Records: Working Papers, and Financial Compliance Review Records: Final Report to separate short-term and long-term records retention. The working papers are kept 5 years and the final reports are kept permanently. Glenn Smith recommended removing "Records" from the titles of both Financial Compliance Review series. Deloris will make that change.
- The retention for **Rail Division Files (000331)** was revised from 19 to 20 years for administrative purposes.
- **Grant Records Public Transportation** is a new series with a 5-year retention.
- Three additional series – **Rail Enhancement Fund Records (000332), Rail Industrial Access Program Records (000333), and Rail Preservation Program Records (000335)** – are being made defunct because the series are being rolled into the **Rail Memorandum of Understanding Program files (000334)**. The Rail Memorandum of Understanding Program Files will eventually be transferred to the Virginia Public Rail Authority that was established

in 2020. The authority does not currently have a schedule. Deloris will be meeting with them.

- **Rail Program Records** is a new series.
- **State Planning Documents (000336)** will be made defunct and superseded by GS-101 series 100348 or 100349.

[**Motion:** Chad Owen called for a motion to approve schedule 505-101. Ginny Dunn so moved, Glenn Smith seconded, there was no further discussion, and the motion carried.]

New Business

None

Adjournment

Chad called for a motion to adjourn; Glenn Smith so moved. The meeting adjourned at 9:36 a.m. The next meeting is tentatively scheduled for June 8, 2023.