

Purpose

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

- 154-011, Department of Motor Vehicles, Customer Records - Disability Services
- 154-021, Department of Motor Vehicles
- 154-025, Department of Motor Vehicles, Motorist Licensing Administration - Driver Monitoring/Insurance Monitoring
- 199-004, Conservation and Recreation, Virginia Outdoors Foundation - New
- 440-002, Department of Environmental Quality, Division of Water, Construction Assistance Program
- 501-006, Virginia Department of Transportation, Location and Designs
- 522-001, Virginia Passenger Rail Authority
- 172-001, Virginia Lottery
- 601-189, Virginia Department of Health, Division of Vital Records and Health Statistics
- GS-01, All Localities, Voter Registration and Election Records
- GS-03, All Localities, Personnel Records
- GS-103, All State Agencies, Personnel Records

Introduction of Members and Guests

Greg Crawford called the meeting to order and asked committee members and guests to introduce themselves. The following members and guests attended the meeting:

Members Present:

Deloris Bailey, Records Management Analyst
Greg Crawford, State Archivist and Government Records Services Director
Ginny Dunn, Archives and Library Research Services Manager
Tracy Harter, 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:

Resources: Patrice Morgan, Administrative Assistant

Guests: Lawrence Davis, Agency Records Manager, Virginia Department of Transportation and Steven Effinger, Senior Records Analyst, Virginia Department of Transportation

Agenda

Greg Crawford called for a motion to approve the agenda. Chad Owen so moved, seconded by Ginny Dunn.

Minutes of Prior Meeting

Greg Crawford asked if there were questions or comments about the minutes of the June 8, 2023 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.

522- 001, Virginia Passenger Rail Authority

Deloris Bailey presented this schedule. This new Virginia Passenger Rail Authority schedule was approved in the June ROC meeting. The agency requested an additional change to defunct the series Sidings A-F Projects because it is engineering and construction project related. The series will be superseded by series 200775, Engineering and Construction Projects.

[Motion: Greg Crawford called for the motion to approve Schedule 522-001. Chad Owen so moved, Katie Ray seconded, and the motion carried.]

440-002, Department of Environmental Quality, Division of Water, Construction Assistance Program

Deloris Bailey presented this schedule. The agency requested an additional change. Series 200754, State Revolving Loan Disbursement Files: Funded Projected Receiving Bond Proceeds, is a redundant series that will be made defunct and superseded by series 200773, State Revolving Loan Fund (RLF) Files – Funded Projects Receiving Bond Proceeds. Additionally, a language change was proposed for the description of series 200773, but that change was postponed and will be discussed with the agency.

[Motion: Greg Crawford called for a motion to approve schedule 440-002. Ginny Dunn so moved, Paige Neal seconded, and the motion carried.]

199-004, Virginia Outdoors Foundation

Deloris Bailey presented this schedule. She explained that the Foundation receives funding through the Department of Conservation and Recreation. This will be a new DCR schedule for Virginia Outdoor Foundation to cover Easement Records. The retention and disposition for the series is Permanent, In Agency.

[Motion: Greg Crawford called for a motion to approve schedule 199-004. Chad Owen so moved, Ginny Dunn seconded, and the motion carried.]

501-006, Virginia Department of Transportation, Location and Design

Deloris Bailey presented this schedule and asked Mr. Davis and Mr. Effinger to add any additional information they would like to include. This is a schedule update. Series language and retention information were revised. Deloris provided an overview of the series that were changed.

[Motion: Greg Crawford called for a motion to approve schedule 501-006. Glenn Smith so moved, Katie Ray seconded, and the motion carried.]

154-011, Department of Motor Vehicles, Disability Services

154-021, Department of Motor Vehicles

154-025, Department of Motor Vehicles, Motorist Licensing Administration, Driver Monitoring, Insurance Monitoring

Deloris Bailey presented the agency schedules as a group and explained there were changes within schedules and changes to agency departments. Schedule 154-011 will move to Data and Records Services, 154-021 will move to Driver Services, and 154-025 will move to Suspension and Revocation Notices. Schedule 154-021 also had changes to the record series. Commercial Licensing Files, 200124, was retitled to Driver Training Files. Conviction Records are new series.

[Motion: Greg Crawford called for a motion to approve schedules 154-011, 154-021 and 154-025. Katie Ray so moved, Glenn Smith seconded, and the motion carried.]

172-001, Virginia Lottery

Katie Ray presented this schedule, which went through a major revision last year. The agency requested a minor language change to the description for series 100203, Issue/Return Transaction Reports for series clarity.

[Motion: Greg Crawford called for the motion to approve Schedule 172-001. Glenn Smith so moved, Chad Owen seconded, and the motion carried.]

601-189, Virginia Department of Health, Vital Records and Health Statistics

Katie Ray presented the proposed updates to this schedule. The agency changed the name of this division to Office of Vital Records. Additionally, the schedule was in the old format and updated to be Infolinx compliant. There was a Code change in 2012 that removed optional transfer language. The disposition for the vital records series was changed from “may be offered to the State Archives” to Permanent, Archives to comply with the Code change. A code citation was added to each series impacted.

[Motion: Greg Crawford called for the motion to approve Schedule 601-189. Chad Owen so moved, Ginny Dunn seconded, and the motion carried.]

GS-01, All Localities, Voter Registration and Election Records

Katie Ray presented this schedule update. A focus group of eighteen individuals, mostly Directors of Elections, worked on this update. Fourteen series were revised. Six series were added. One

series will be made Defunct, Permanent. Six series will be made Defunct, Not Superseded. Katie explained that categories were added to series titles, so they are logically grouped. The categories are campaign finance, elections, precincts, and voter registration. Katie provided an overview of various series changes and responded to a question about permanent series.

[Motion: Greg Crawford called for the motion to approve General Schedule 01. Chad Owen so moved, Paige Neal seconded, and the motion carried.]

GS-03, All Localities, Personnel Records

GS-103 All State Agencies, Personnel Records

Katie Ray presented these schedules. Both schedules require the same change. A series was added to each for Telework Agreements. She consulted with Department of Human Resource Management. The agency recommended 3-year retention for the series and provided description language.

[Motion: Greg Crawford called for the motion to approve the update to General Schedule 03 and General Schedule 103. Glenn Smith so moved, Ginny Dunn seconded, and the motion carried.]

New Business

Chad Owen informed the committee that this is Katie's last meeting; she will be working at the Virginia Retirement System and Chad congratulated Katie on her new position.

Adjournment

Greg Crawford called for a motion to adjourn. Glenn Smith so moved; Chad Owen seconded. The meeting adjourned at 9:29 a.m. The next meeting is scheduled for December 14, 2023.