

Records Oversight December 12, 2024  
Library of Virginia, Board Room 2M  
9:00 a.m.

Call to Order

Introduction of Members, Guests

Approval of Agenda (All)  
Approval of Minutes for September 12, 2024

Old Business

Discussion and vote on the following retention schedules:

111-001	Supreme Court of Virginia (Clerk)	Smith, G., All
154-012	Motor Vehicles, Department of (Financial Management Services – Accounts Receivable)	Threat, T., All
158-036	Virginia Retirement System (IT)	Johnson, E., All
158-042	Virginia Retirement System (PR)	Johnson, E., All
165-001	Housing and Community Development, Department of (CLG)	Smith, G., All
165-003	Housing and Community Development, Department of (CLG)	Smith, G., All
232-001	Minority Business Enterprises, Department of	Smith, G., All
325-001	Business Assistance, Department of (Workforce Services)	Smith, G., All
325-003	Business Assistance, Department of (Small Business)	Smith, G., All
325-004	Business Assistance, Department of (Financial)	Smith, G., All
325-005	Business Assistance, Department of (Existing Business)	Smith, G., All
350-001	Small Business and Supplier Diversity (Certification)	Smith, G., All
350-002	Small Business and Supplier Diversity (VSBFA)	Smith, G., All
501-016	Transportation, Department of (Structure and Bridge Division)	Threat, T., All
501-018	Transportation, Department of (Asset Management Division)	Threat, T., All
601-188	Health, Department of (Shellfish)	Johnson, E., All
968-002	Commission on Local Government (State Song)	Smith, G., All
GS-101	All State Agencies (Administrative Records)	Smith, G., All
GS-120	All State Agencies (Health Records)	Johnson, E., All

New Business

Introduction of RM-26 Form - RECORDS TECHNICIAN ACCESS Smith, G., All

AUTHORIZATION; Update to RM-25 Form - RECORDS  
OFFICER DESIGNATION AND RESPONSIBILITIES

Next Meeting: 2025 meeting schedule to be announced