

Purpose

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

- 129-042, Human Resources Management, Department of, Office of Employment Dispute Resolution
- 154-010, Motor Vehicles, Department of
- GS-32, Redevelopment and Housing Authority
- 172-001, Virginia Lottery
- GS-15, County and Municipal Governments, Social Services
- GS-18, County and Municipal Governments, Community Services Boards
- GS-101, All State Agencies, Administrative Records
- GS-21, County and Municipal Governments, Public School
- GS-24, County and Municipal Governments, Juvenile Residential Services

Introduction of Members and Guests

Committee members met in the Board Room of the Library of Virginia. Kathy Jordan called the meeting to order at 9:10 a.m., and each member introduced themselves.

Members Present:

Alan Arellano, State Records Archivist  
Deloris Bailey, Records Management Analyst  
Tracy Harter, Local Records Archivist  
Kathy Jordan, Director of Digital Initiatives and Web Presence, Interim Director of Government Records Services, and Interim State Archivist  
Chad Owen, Records Management Coordinator  
Katie Ray, Records Management Analyst  
Glenn Smith, Records Management Analyst  
Keven Shupe, Senior Reference Archivist

Members Absent: Greg Crawford, Local Records Manager

Resources: Patrice Morgan, Government Records Administrative Assistant

Guests: None

## Agenda

Kathy Jordan asked if there were any amendments to the draft agenda. None were recommended at this time; Kathy Jordan asked for the motion to approve the agenda. Chad Owen so moved, seconded by Glenn Smith and the motion carried.

## Minutes of Prior Meeting

Kathy Jordan asked for a motion to approve the minutes of the March 10, 2022 meeting. Tracy Harter so moved and Chad Owen seconded. There was no discussion and the motion carried.

## Old Business

Kathy Jordan asked if there was any follow-up on the citizen-posed records management question discussed at the last meeting. Glenn Smith moved to amend the agenda to include the follow-up to the Loudoun County law enforcement records management issue under Old Business. Kevin Shupe seconded, and the motion passed.

Glenn led the discussion by reminding the committee that the situation involved law enforcement records not being classified under a series in order to avoid destroying them, and that a citizen contacted LVA about needing help with that situation. Conversations were held with the records officer. The agency was handling the records as previously practiced in the office by splitting records into different “series”--one that could be destroyed in one year (they were doing that correctly) and assigning the rest to a “historical records” series because they wanted to keep those records longer than one year. Options for classifying the long-term, but not permanent, records were discussed with the law enforcement records officer, and they will choose the series they believe works best. The citizen’s desire for a change in this particular records-keeping practice would need to be addressed legislatively.

Katie Ray gave an update about a similar complaint with the Loudoun County Community Service Board, holding mental health records longer than required because at the time they did not have a system that would purge records. The system has been upgraded and the board now has a pending RM-3 to report destruction.

## 129-042, Human Resources Management, Department of, Office of Employment Dispute Resolution

Katie Ray presented this schedule and explained that it was approved in the last meeting to update the Mediation, Coaching, and Consultation series. Before signing off on that update, the agency head requested that the schedule’s division name be updated to reflect the current name, Employment Dispute Resolution. The name change was made throughout the schedule. Language was also updated throughout the schedule also to make it Infolinx compliant, per Chad’s recommendation.

**[Motion:** Kathy Jordan called for a motion to approve schedule 129-042. Chad Owen so moved, Alan Arellano seconded, and the motion carried.]

#### 154-010, Virginia Department of Motor Vehicles

Deloris Bailey presented this schedule. The record series, Mileage-Based User Fee Program, was introduced last year, but not passed because the law doesn't take effect until July 1 of this year. Deloris explained the records document the tax calculated for people who own energy efficient / non-gasoline vehicles because they do not pay gasoline tax at the pump.

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

#### GS-32, Redevelopment and Housing Authority

Deloris Bailey presented this schedule. Adjustments to the schedule were requested by a Richmond Redevelopment and Housing Authority records manager. A focus group was formed. One new series was added for Financial Transaction Records, retained for 6 years. The other thirty-nine series were updated with language to make them Infolinx compliant.

**[Motion:** Kathy Jordan called for a motion to approve General Schedule 32. Chad Owen so moved, Glenn Smith seconded, and the motion carried.]

#### 172-001, Virginia Lottery

Katie Ray presented this schedule. The title of the series Paid Claims: Less than \$600 is being updated to Paid Claims: \$600 or Less. The agency is reverting the retention statement of Paid Claims: \$600 or Less and Paid Claims: More than \$600 back to after end of state fiscal year instead of after final payment.

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

#### GS-15, County and Municipal Government, Social Services

Katie Ray presented this schedule and explained part of the changes were presented in December. This is part two of the focus group's work on the schedule. The major changes are four of the licensing series were consolidated into two series, Licensing Programs: Provider Files for Licensed Programs and Licensing Programs: Provider file for Unlicensed Programs. This change was made to mirror the Social Services home office agency-specific schedule. The retention for the two series is lengthened to 5 years after closed. The four defunct series will be #101011 Adoptive and Foster Home Provider Records, #101012 Adult Day Care Providers, #000406 Approved Adult Services Providers Records, and #000173 Childcare Provider Records. Another change was adding functions to the beginning of the series titles such as licensing programs, family services, benefits, etc. so related series are grouped together alphabetically for a better reading experience. Additionally, the committee discussed the different types of cutoff events and what they mean.

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

### GS-18, County and Municipal Governments, Community Services Boards

Katie Ray presented this schedule for local community services. The agencies deal with medical records and can receive funding from Medicaid and Medicare and the retention for these medical records needs to be longer to match GS-120 Health Records. Client Case Files: Adult are retained 10 instead of 6 years after last action. Client Case Files: Minors are retained 28 years after birth. The Department of Medical Assistance Services provided an updated CFR citation for the records series.

**[Motion:** Kathy Jordan called for a motion to approve General Schedule 18. Chad Owen so moved, Kevin Shupe seconded, and the motion carried.]

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

Katie Ray presented this schedule to defunct Policy and Procedures Records: Others (100351) because it is redundant with Office Instruction or Procedures (100342). The former will be superseded by the latter. This change matches the series on GS-19 for consistency.

**[Motion:** Kathy Jordan called for a motion to approve General Schedule 101. Tracy Harter so moved, Alan Arellano seconded, and the motion carried.]

### GS-21, County and Municipal Governments, Public School

Chad Owen presented this schedule and explained Emeline had completed the revision on two series but for some reason the changes to the series had not been finalized. He sent the schedule back to EDSIG Listserv. One change was recommended for the series description of Title IX Testing (200376), and that involved changing the word “employee” to “Coordinators, Investigators and/or decision makers” because that is the language in Title IX.

**[Motion:** Kathy Jordan called for a motion to approve General Schedule 21. Glenn Smith so moved, Katie Ray seconded, and the motion carried.]

### GS-24, County and Municipal Governments, Juvenile Residential Services

Glenn Smith presented this schedule, advising that the focus group was the officers of the Virginia Juvenile Detention Association, which is comprised of directors from local juvenile facilities. The current schedule contains 26 entries, of which six are non-series (guidance). The schedule is being streamlined down to nine series. Twenty three series are being made defunct. Six series are being added—Health Care Records: Separated by Age Twelve, Certification, Investigations: Grievances/Complaints, and three from the Prison Rape Elimination Act (PREA)—Audits, Data, and Investigations. Three series (007074, 007075, and 007086) have proposed updates. Glenn explained the retention information for some series.

**[Motion:** Kathy Jordan called for a motion to approve General Schedule 24. Chad Owen so moved, Katie Ray seconded, and the motion carried.]

### New Business

#### Updating GS-120 Record Series Citation

Katie Ray led this discussion. The citation was updated for Patient Medical/Dental Records: Adults (012504) and Patient Medical/Dental Records Minors (012503). This notification is for the record.

#### Department of Human Resources Management Retention Schedule, 962-001

Katie Ray led this discussion. Employee Dispute Resolution was an independent agency and became part of the Department of Human Resources Management in 2012. It had an independent schedule prior to 2012. The new schedule created for the agency in 2012 superseded schedule 962-001 at that time. Schedule 962-001 will be made defunct per the Records Oversight Committee's 2012 vote.

#### Email System Update

Chad Owen provided an update on the proposed email system for state agencies.

#### Adjournment

Kathy called for a motion to adjourn, Glenn Smith so moved, Chad Owen seconded, and the motion carried. The meeting adjourned at 9:53 a.m. The next meeting is September 8, 2022.