

Purpose

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

- 140-024, Criminal Justice Services, Department of
- 202-027, Library of Virginia, Archives, Records and Collection Services
- 207-020, University of Virginia
- 223-001, Health Professions, Department of
- 226-001, Accountancy, Board of
- GS-19, All Localities (Administrative Records)
- GS-101, All State Agencies (Administrative Records)
- GS-106, All State Agencies (General Services Records)
- GS-111, All State Agencies (College and University Records)

Introduction of Members and Guests

Greg Crawford called the meeting to order at 9:00 a.m. Members and guests present introduced themselves.

Members Present:

Vince Brooks, Local Records Program Manager  
Greg Crawford, State Archivist and Government Records Services Director  
Emily Johnson, Records Management Analyst  
Chad Owen, Records Management Section Manager  
Teshawna Threat, Records Management Analyst  
Cara Griggs, Senior Reference Archivist

Members Absent:

Paige Neal, State Records Archivist  
Tracy Harter, Local Records Archivist

Resources:

Karen King, State Records Archivist  
Patrice Morgan, Administrative Assistant

Guests:

None

## Agenda

Greg Crawford Greg called for a motion to approve the agenda. Chad Owen so moved, seconded by Vincent Brooks, and the motion carried.

## Minutes of Prior Meeting

[**Motion:** Greg called for a motion to approve the minutes of December 12, 2024. Teshawna Threat so moved. Chad Owen seconded, and the motion carried.]

## Old Business

None.

**Note:** Schedules are listed in numeric order. Schedules were presented in analyst order. Emily Johnson presented first, followed by Teshawna Threat and Chad Owen.

### 140-024, Criminal Justice Services, Department of

Emily Johnson presented this schedule. This is a new proposed agency specific schedule for the Public Safety Training and the Virginia Center for School and Campus Safety department containing 2 records series. The new series proposed are as follows:

#### **Two (2) new Series:**

School Safety Audits: Research  
School Safety Audits: Reports

[**Motion:** Greg Crawford called for a motion to approve schedule 140-024. Teshawna Threat so moved, Vince Brooks seconded, and the motion carried.]

### 223-001, Health Professions, Department of

Emily Johnson presented this schedule. This is an existing agency specific schedule containing 31 records series. The changes were requested by the agency to update language and titles. The changes proposed are as follows:

#### **One (1) request for updates to Titles and/or Descriptions:**

015068 Applications, Practitioner: Incomplete and/or Expired will be Applications, Practitioner: Incomplete, Expired, and/or Withdrawn

The series has received description updates to reflect the updated title.

**No new Series.**

**No requests for retention/cutoff updates.**

[**Motion:** Greg Crawford called for a motion to approve changes to schedule 223-001. Chad Owen so moved, Teshawna Threat seconded, and the motion carried.]

226-001, Accountancy, Board of

Emily Johnson presented this schedule. This is an existing agency specific schedule containing 8 records series. The changes were requested by the agency to update language and titles and revise retention periods. The changes proposed are as follows:

**No new Series.**

**Seven (7) requests for updates to Titles and/or Descriptions:**

015222 Certified Public Accountant (CPA) Continuing Professional Education (CPE) Audits will be Certified Public Accountant (CPA) Continuing Professional Education (CPE) Audits: No Findings  
015224 Disciplinary Enforcement Case Files will be Disciplinary Enforcement Case Files (Board Records and Appeals)

009041 Disciplinary Enforcement Files: Original Final/Consent Order will be Disciplinary Enforcement Files: Original/Final Consent Order

4 series have received description updates to comply with language standards or to reflect updates.

**Two (2) requests for retention/cutoff updates:**

015224 Disciplinary Enforcement Case Files (Board Records and Appeals) – retention 7 years to 10 years

009041 Disciplinary Enforcement Files: Original/Final Consent Order – retention 65 years to 50 years

**One (1) request for Defunct, Superseded:**

200404 Certified Public Accountant (CPA) Continuing Professional Education (CPE) Audit Consent Orders

[**Motion:** Greg Crawford called for a motion to approve schedule 226-001. Vince Brooks so moved, Karen King seconded, and the motion carried.]

202-027, Library of Virginia, Archives, Records and Collection Services

Chad Owen presented this agency specific schedule to the Records Management Oversight Committee to update a series retention on the schedule. He explained that the three proposed schedules, 202-027, GS-19, GS-101 are all related to the this proposed change. The change proposed for this schedule is as follows:

**One (1) request for Updates to Retention:**

005424, Records Destruction Reporting, revising retention from 50 years after end of calendar year to 25 years after end of state fiscal year.

**No New Series.**

**No updates to Titles and/or Descriptions**

**No requests for Defunct, Superseded status:**

**No requests for Defunct, Not Superseded status**

[**Motion:** Greg Crawford called for a motion to approve schedule 202-027. Emily Johnson so moved, Teshawna Threat seconded, and the motion carried.]

*GS-19, All Localities (Administrative Records) and GS-101, All State Agencies (Administrative Records)*

Chad Owen presented general schedules GS-19 and GS-101 to the Records Oversight Committee to defunct and supersede one series each schedule as the information is now held electronically in the Library of Virginia RM-3 database and publicly available. The proposed changes are as follows:

**GS-19**

**One (1) Request for Defunct, Not Superseded status:** 010090, Records Management Files: Approved Certificates of Records Destruction (RM 3 Form)

**GS-101**

**One (1) Request for Defunct, Not Superseded status:** 100365, Records Management Files: Approved Certificates of Records Destruction (RM 3 Form)

There were no other changes proposed for these schedules.

[**Motion:** Greg Crawford called for the motion to approve updates General Schedules 19 and 101. Vincent Brooks so moved, Karen King seconded, and the motion carried.]

*207-020, University of Virginia*

Teshawna Threat presented this general schedule. The schedule is being presented to the Records Oversight Committee to defunct and supersede a series to the new series (Building Maintenance/Management: ADA Compliance Records) being presented on the GS-106 schedule for this ROC cycle. The change proposed is as follows:

**One Series Defunct, Superseded status:** 200717, Americans with Disabilities Act (ADA): Contracts, Reports, and Evaluations

**No New Series**

**No updates to Titles and/or Descriptions**

**No updates to Retention**

**No requests for Defunct, Not Superseded status**

[Motion: Greg Crawford called for a motion to approve schedule 207-020. Chad Owen so moved, Emily Johnson seconded, and the motion carried.]

*GS-106, All State Agencies (General Services Records)*

Teshawna Threat presented this general schedule. The schedule is being presented to the Records Oversight Committee to add a series. The change proposed is as follows:

**(1) New Series-** Building Maintenance/Management: ADA Compliance Records, retain for 5 years after closed.

**No updates to Titles and/or Descriptions**

**No updates to Retention**

**No requests for Defunct, Superseded status**

**No requests for Defunct, Not Superseded status**

[**Motion:** Greg Crawford called for a motion to approve the update to General Schedule 106. Vince Brooks so moved, Chad Owen seconded, and the motion carried.]

*GS-111, All State Agencies (College and University Records)*

Teshawna Threat presented this general schedule. The schedule is being presented to the Records Oversight Committee to add a series. Teshawna explained a focus group was formed for input on the series change to account for four-year university and community college needs. The change proposed is as follows:

**(1) New Series-** Accommodations for Students, retain 5 years after graduation

**No updates to Titles and/or Descriptions**

**No updates to Retention**

**No requests for Defunct, Superseded status**

**No requests for Defunct, Not Superseded status**

[**Motion:** Greg Crawford called for a motion to approve General Schedule 111. Chad Owen so moved, Vince Brooks seconded, and the motion carried.]

*New Business*

*Chad discussed analyst restaffing.*

*Adjournment*

Greg Crawford called for a motion to adjourn. Teshawna Threat so moved; Chad Owen seconded. The next meeting is scheduled for June 12, 2025.