

Purpose

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

- 158-022, Virginia Retirement System
- 158-023, Virginia Retirement System
- 158-026, Virginia Retirement System
- 158-037A01, Virginia Retirement System
- 158-041, Virginia Retirement System
- 301-209, Agriculture and Consumer Services, Department of
- 501-007, Transportation, Department of
- 601-017, Health, Department of
- 601-188, Health, Department of
- 900-009, Housing Development Authority, Virginia
- GS-03, All Localities (Personnel Records)
- GS-06, All Localities (General Services Records)
- GS-103, All State Agencies (Personnel Records)
- GS-106, All State Agencies (General services Records)

Introduction of Members and Guests

Greg Crawford called the meeting to order at 9:07 a.m. Members and guests present introduced themselves.

Members Present:

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

Members Absent:

Resources:

Karen King, State Records Archivist
Patrice Morgan, Administrative Assistant

Guests:

None

Agenda

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

Minutes of Prior Meeting

Greg Crawford called for a motion to approve the Minutes of March 13, 2025.

[**Motion:** Greg called for a motion to approve the minutes of March 13, 2025. Emily Johnson so moved. Chad Owen seconded, and the motion carried.]

Old Business

None.

158-022, Virginia Retirement System

Emily Johnson presented this schedule. The agency is requesting to defunct, not supersede this schedule from 1981 and its single series no longer needed. The series proposed to be made defunct is as follows:

One series made Defunct, Not Superseded:

Member Agency History Activity File - Retirement (Teacher & Political Code)

[**Motion:** Greg Crawford called for a motion to approve schedule 158-022. Chad Owen so moved, Teshawna Threat seconded, and the motion carried.]

158-023, Virginia Retirement System

Emily Johnson presented this schedule. The agency is requesting to defunct, not supersede this schedule from 1981 and its single series. The series proposed to be made defunct is as follows:

One Series made Defunct, Not Superseded:

Member Agency History Activity File - Group Insurance (Teacher & Political Codes)

[**Motion:** Greg Crawford called for a motion to approve changes to schedule 158-023. Vincent Brooks so moved, Paige Neal seconded, and the motion carried.]

158-026, Virginia Retirement System

Emily Johnson presented this schedule. The agency is requesting to make this schedule, and its single series defunct, superseded by schedule 158-001. The change proposed is as follows:

One series made Defunct, Superseded:

History Card - Virginia Supplemental Retirement System by Member/Annuitant Records-Record Copy (015246)

[**Motion:** Greg Crawford called for a motion to approve schedule 158-026. Teshawna Threat so moved, Chad Owen seconded, and the motion carried.]

158-037A01, Virginia Retirement System

Emily Johnson presented this schedule. The agency is requesting to make this schedule, and its two series defunct, superseded by schedule GS-102. The changes proposed are as follows:

Two series made Defunct, Superseded by :

Accounts Payable Records (009258) by Accounts Payable (012082)

Accounts Receivable Records (09259 by Accounts Receivable (012083)

[**Motion:** Greg Crawford called for a motion to approve schedule 158-037A01. Edward Woodward so moved, Chad Owen seconded, and the motion carried.]

158-041, Virginia Retirement System

Emily Johnson presented this schedule. The agency is requesting to make this schedule, and its single series defunct, superseded by schedule 158-001. The change proposed is as follows:

One Series made Defunct, Superseded:

Retirement Information Management System (RIMS) (009260) by Member/Annuitant Records-Record Copy (015246)

[**Motion:** Greg Crawford called for the motion to approve updates schedule 158-041. Teshawna Threat so moved, Paige Neal seconded, and the motion carried.]

301-209, Agriculture and Consumer Services, Department of

Emily Johnson presented this schedule. This is an existing agency specific schedule containing two series. The agency is requesting to add two additional series. The new proposed series are as follows:

Two new Series:

Industrial Hemp Program Compliance Records

Industrial Hemp Program Registration Records

[**Motion:** Greg Crawford called for a motion to approve schedule 301-209. Karen King so moved, Eric Harris seconded, and the motion carried.]

501-007, Transportation, Department of

Teshawna Threat presented this schedule. The schedule is being presented to increase the retention and to update the cutoff event of a series. The change proposed is as follows:

One update to Retention:

Accounts Payable: Federal Funding (001402) 15 instead of current 3 years

[**Motion:** Greg Crawford called for a motion to approve the update to 501-007. Emily Johnson so moved, Vince Brooks seconded, and the motion carried.]

601-017, Health, Department of

Emily Johnson presented this schedule. This is an existing agency specific schedule containing four series for Chief Medical Examiner. The agency is requesting to add one additional series for cases when the decision is not to pursue a medical or legal death investigation. The record is typically used in family disputes and kept for three years. The new proposed series is as follows:

One new Series:

Turndowns

[**Motion:** Greg Crawford called for a motion to approve schedule 601-017. Chad Owen so moved, Teshawna Threat seconded, and the motion carried.]

601-188, Health, Department of

Emily Johnson presented this schedule. This is an existing agency specific schedule containing two series. The agency is requesting to update the cutoff and retention of one series. The proposed changes are as follows:

One request for retention/cutoff updates:

Series 200830 retention 15 years to 3 years; cutoff event after approval to after creation

[**Motion:** Greg Crawford called for a motion to approve schedule 601-188. Teshawna Threat so moved, Karen King seconded, and the motion carried.]

900-009, Housing Development Authority, Virginia

Teshawna Threat presented this general schedule. Housing Development is going through a reorganization with the outreach program. The schedule is being presented to the Records Oversight Committee to add two new series, update one series title and its retention, and to defunct, and supersede six series to the new grant series for the REACH Virginia Program. The changes proposed are as follows:

Two New Series:

Resources Enabling Affordable Community Housing (REACH) Virginia Program Grant Records and
Housing and Urban Development (HUD) Housing Counseling Records

One update to Titles and/or Descriptions:

Single Family Program Records: Sponsoring Partnership and Revitalizing Communities (SPARC) 200394 will be Sponsoring Partnership and Revitalizing Communities (SPARC) Records

One update to Retention:

Series 200394 3 years after event to 5 years after closed

Six requests for Defunct, Superseded status:

Series 200187, 200395, 200393, 200392, 200391, and 200390 superseded by Resources Enabling Affordable Community Housing (REACH) Virginia Program Grant Records

[**Motion:** Greg Crawford called for a motion to approve schedule 900-009. Vincent Brooks so moved, Cara Griggs seconded, and the motion carried.]

GS-03, All Localities, Personnel Records

Emily Johnson presented this schedule. This is an existing general schedule. Due to federal law, the Records Analysis Services section is proposing two additional series. The new proposed series are as follows:

Two (2) new Series:

Employee ADA Accommodation Requests: Involuntary Termination

Employee ADA Accommodation Requests

[**Motion:** Greg Crawford called for a motion to approve General Schedules GS-03. Chad Owen so moved, Eric Harris seconded, and the motion carried.]

GS-06, All Localities, Land Use, Land Development and Public Works Records and GS-106, All State Agencies, General Services Records

Teshawna Threat presented these general schedules. The schedules are being presented to the Records Oversight Committee to add the same update, one new series on GS-06 and 106. The change proposed is as follows:

One New Series for each schedule:

Environmental Protection: Title V Air Emissions Permits

[**Motion:** Greg Crawford called for a motion to approve update to General Schedule 06 and 106. Emily Johnson so moved, Eric Harris seconded, and the motion carried.]

GS-103, All State Agencies, Personnel Records

Emily presented this schedule. The proposed change is the same as GS-103. Two new series as presented above for GS-03, Employee ADA Accommodation Requests: Involuntary Termination and Employee ADA Accommodation Requests.

[**Motion:** Greg Crawford called for a motion to approve General Schedule 103. Teshawna Threat so moved, Karen King seconded, and the motion carried.]

New Business

Chad Owen welcomed Eric Harris, new committee member. Greg Crawford also welcomed Eric and asked Eric to share his background information with the committee. Eric provided some background details.

Teshawna informed the committee Richard Bland College currently under College of William and Mary will be a separate entity effective July 1, 2025.

Teshawna and Emily shared information on the upcoming social media webinar.

Adjournment

Greg Crawford called for a motion to adjourn. Teshawna Threat so moved; Chad Owen seconded. The next meeting is scheduled for September 11, 2025.