

Records Management Oversight Committee Meeting
Library of Virginia, Board Room
September 11, 2025

Purpose

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

- 141-048, Office of the Attorney General
- 501-010, Virginia Dept of Transportation, Traffic Engineering
- 501-012, Virginia Dept of Transportation, Environmental
- 720-002, Dept of Behavioral Health and Developmental Services
- GS-08, All Localities, Local and Regional Jails
- GS-15, All Localities, Social Services
- GS-17, All Localities, Law Enforcement
- GS-19, All Localities, Administrative Records
- GS-20, All Localities, Health Records
- GS-101, All State Agencies, Administrative Records
- GS-111, All State Agencies, Colleges and Universities
- GS-117, All State Agencies, Law Enforcement

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:

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

Members Absent:

Vince Brooks, Local Records Program Manager
Eddie Woodward, Local Records Archivist

Resources:

Karen King, State Records Archivist
Patrice Morgan, Administrative Assistant

Guests:

None

Agenda

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

Minutes of Prior Meeting

Greg Crawford called for a motion to approve the Minutes of June 12, 2025.

[**Motion:** Greg called for a motion to approve the minutes of June 12, 2025. Chad Owen so moved. Emily Johnson seconded, and the motion carried.]

Old Business

None.

141-048, Office of the Attorney General

Chad Owen presented this schedule. The agency requests a new series to accommodate its statutory duties in monitoring nicotine products in liquid or vapor form. The series proposed to be created is as follows:

One (1) New Series:

Liquid Nicotine and Nicotine Vapor Product Compliance

[**Motion:** Greg Crawford called for a motion to approve schedule 141-048. Teshawna Threat so moved, Eric Harris seconded, and the motion carried.]

501-010, Virginia Dept of Transportation, Traffic Engineering,

Teshawna Threat presented this specific schedule. The schedule is being presented to the Records Oversight Committee to add one new series, update forty-four series titles and descriptions, and change the division name from Traffic Engineering to Traffic Operations. The change proposed is as follows:

One (1) New Series:

VDOT Junction Screening Tool (VJuST): Submitted Material

44 updates to Titles and/or Descriptions for records series:

001943, 001942, 001623, 001963, 001944, 001962, 002041, 002042, 001673, 001670, 002019, 002020, 001628, 002021, 001631, 002044, 002022, 002033, 002037, 002050, 002051, 002035, 002068, 002008, 002059, 001660, 001947, 002030, 002029, 002031, 002028, 001954, 001951, 001946, 001939, 002024, 001663, 001629, 001620, 001941, 001948, 001682, 001662, 002054

Change to Specific Schedule Name: Traffic Operations Division

[**Motion:** Greg Crawford called for a motion to approve changes to schedule 501-010. Eric Harris so moved, Cara Griggs seconded, and the motion carried.]

501-012, Virginia Dept of Transportation, Environmental

Teshawna Threat presented this general schedule. The schedule is being presented to the Records Oversight Committee to make six series active, move two series from 501-018, Maintenance Division, to this schedule, defunct, supersede seven series, defunct, not supersede twenty-three series, and update the series titles and descriptions for thirty-nine series for this specific schedule for this ROC cycle. The change proposed is as follows:

Six (6) Reactivated Series:

002170, 002185, 002219, 002223, 002225, 002184

Two (2) Series Moving from Schedule 501-018 to this Schedule:

002163, 002953

Seven (7) Series Defunct, Superseded:

002178, 002195, 002954, 002192, 002208, 002207, 002222

Twenty-three (23) Series Defunct, Not Superseded:

002156, 002159, 002173, 002176, 002249, 002205, 002186, 002217, 002305, 002245, 002206, 002221, 002201, 002299, 002291, 002315, 002200, 002213, 002189, 002209, 002306, 002227, 002308

Thirty-nine (39) Series Title/Description Updates:

002319, 002302, 002187, 002252, 002202, 002210, 002250, 002243, 002239, 002240, 002247, 002193, 002300, 002807, 002234, 002241, 002242, 002244, 002236, 002188, 002293, 002290, 002310, 002312, 002313, 002314, 002304, 002246, 002181, 002198, 002197, 002955, 002194, 002182, 002220, 002224, 002251, 002218, 002175

[**Motion:** Greg Crawford called for a motion to approve schedule 501-012. Emily Johnson so moved, Chad Owen seconded, and the motion carried.]

720-002, Dept of Behavioral Health and Developmental Services

Emily Johnson presented this schedule. The agency is requesting to create a new schedule for the Office of Licensing and add a single series. The series proposed to be created is as follows:

One (1) New Series:

Provider Files for Licensed Services Organization

[**Motion:** Greg Crawford called for a motion to approve schedule 720-002. Teshawna Threat so moved, Paige Neal seconded, and the motion carried.]

GS-08, All Localities, Local and Regional Jails

Emily Johnson presented this schedule. Clients have requested to copy/paste three series from GS-24 and adjust the series description for a single series. The changes proposed are as follows:

Three (3) New Series:

Prison Rape Elimination Act (PREA) Audits
Prison Rape Elimination Act (PREA) Data
Prison Rape Elimination Act (PREA) Investigations

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

Inmate Incarceration Records will include “accommodation requests”

[**Motion:** Greg Crawford called for the motion to approve General Schedule 08. Karen King so moved, Chad Owen seconded, and the motion carried.]

GS-15, All Localities, Social Services

Emily Johnson presented this schedule. Panelists have requested two new series. The requested series are as follows:

Two (2) New Series:

Family Services: Adult Services/Adult Protective Services (APS) - Guardianships
Family Services: Title IV-E Records - Ineligible Applications

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

GS-17, All Localities, Law Enforcement

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

One (1) New Series:

Applicant Safety Assessments

[**Motion:** Greg Crawford called for a motion to approve General Schedule 17. Karen King so moved, Chad Owen seconded, and the motion carried.]

GS-19, All Localities, Administrative Records

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

One 1 New Series:

Safety Assessments

[**Motion:** Greg Crawford called for a motion to approve General Schedule 19. Emily Johnson so moved, Eric Harris seconded, and the motion carried.]

GS-20, All Localities, Health Records

Emily Johnson presented this schedule. At the request of clients, the GS-20 Health records schedule for local health records is being proposed for reactivation. The schedule is a nearly exact copy of the GS-120 Health records schedule. Originally, the schedule existed until 2011, at which time it was deactivated for unspecified reasons. Seventy-three series are proposed for reactivation. The requested series are as follows:

Seventy-three (73) New Series:

Accreditation Records	Animal Bite and Quarantine Records
Animal-Head Test Results	Appointment and Scheduling Records
Assignment Sheets	Autopsy Reports
Biological and Medical Waste Disposal Records	Cardiac Monitoring Recordings
Charge Nurse Reports	Complaint Files
Compliance Records	Criminal Background Checks: Health Services
Diagnostic Testing and Imaging Records	Equipment Sterilization Records
Fetal Death Reports	Fetal Monitoring Recordings

Health Insurance Portability and Accountability Act (HIPAA) Records	Immunization Records: Adult
Immunization Records: Minor	Incident Reports
Laboratory and Medical Equipment Maintenance Records	Laboratory: Cytogenetic and Molecular Diagnostic Records
Laboratory: Cytopathology and Other Specialized Reports	Laboratory: Cytotherapy Contracts and Agreements
Laboratory: Cytotherapy Records	Laboratory: General Reports
Laboratory: Quality Assurance and Quality Control Records	Laboratory: Requisitions, Worksheets and Logs
Laboratory: Transfusion Medicine Quality Management Records	Laboratory: Transfusion Medicine Records
Logs	Master Patient Index (MPI)
Medical Debt: Collected	Medical Debt: Uncollected - No Action
Medicare and Medicaid Administration Records	Medicare, Medicaid, and Insurance Financial Records
Nursing Home Pre-Admission Screening Reports: Adults	Nursing Home Pre-Admission Screening Reports: Minors
Outbreak Containment and Investigation Records	Patient Medical/Dental Records: Adults
Patient Medical/Dental Records: Minors	Patient Transportation Records
Permit Review Files	Pharmacy: Distribution, Requisition and Prescription Records
Pharmacy: Inventory Control	Procedure Records: Medical
Radiation Dose and Dosimetry	Radioactive Material Medical Use Records
Radioactive Material: Category 1 and 2 Irradiator Users	Radioactive Material: Calibrations
Radioactive Material: Facility Usage	Radioactive Material: Surveys
Radioactive Material: User Applications	Radioactive Material: Waste Disposal
Reportable Disease Surveillance and Investigation Records	Sanitation Records
School Health Program Records	Senior Programs: Non-Medical
Services to Clients: Non-Medical	Sexual Assault Records: Adults
Sexual Assault Records: Minors	Transplant Records
Tuberculosis: Evaluation for Presence of Tuberculosis Infection or Disease in Persons with Exposure to Rifampin-Resistant Source - Not Treated: Adults	Tuberculosis: Evaluation for Presence of Tuberculosis Infection or Disease in Persons with Exposure to Rifampin-Resistant Source - Not Treated: Minors
Tuberculosis: Evaluation for Presence of Tuberculosis Infection or Disease in Persons Without Exposure to Rifampin-Resistant Source - Not Treated: Adults	Tuberculosis: Evaluation for Presence of Tuberculosis Infection or Disease in Persons Without Exposure to Rifampin-Resistant Source - Not Treated: Minors
Tuberculosis: Treatment for Tuberculosis Infection or Disease - Not Rifampin-Resistant: Adults	Tuberculosis: Treatment for Tuberculosis Infection or Disease - Not Rifampin-Resistant: Minors

Tuberculosis: Treatment for Tuberculosis Infection or Disease - Rifampin-Resistant: Adults and Minors	Virginia Newcomer Health Program Records
Vital Records: Copies of Death Certificates Retained by Local Health Districts	Water Testing Records
Women's, Infant's and Children's (WIC) Records	

[**Motion:** Greg Crawford called for a motion to approve General Schedule 20. Teshawna Threat so moved, Chad Owen seconded, and the motion carried.]

GS-101, All State Agencies, Administrative Records

Teshawna Threat presented this general schedule. The schedule is being presented to the Records Oversight Committee to add one new series, same as series for GS-19. The change proposed is as follows:

One (1) New Series:

Safety Assessments

[**Motion:** Greg Crawford called for a motion to approve General Schedule 101. Eric Harris so moved, Cara Griggs seconded, and the motion carried.]

GS-111, All State Agencies, Colleges and Universities

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

One (1) New Series:

Military Eligibility Benefit Records

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

GS-117, All State Agencies, Law Enforcement

Teshawna Threat presented this general schedule. The schedule is being presented to the Records Oversight Committee to add a new series, the same as series for GS-17 on local level. The change proposed is as follows:

One (1) New Series:

Applicant Safety Assessments

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

New Business

None.

Adjournment

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