

Purpose

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

- 154-010 , Department of Motor Vehicles, Vehicle Services
- 154-011, Department of Motor Vehicles, Data and Records Services
- 154-021, Department of Motor Vehicles, Driver Services
- 154-143, Department of Motor Vehicles, Law Enforcement Services
- 154-156, Department of Motor Vehicles, Legal Affairs
- 222-001, Department of Professional and Occupational Regulation
- 260-001, Virginia Community College System, Facilities Management
- 409-009, Department of Energy, Gas and Oil
- 501-018, Virginia Department of Transportation, Maintenance Division
- 501-080, Virginia Department of Transportation, Tolling Operations EZ Pass
- 720-001, Department of Behavioral Health and Developmental Services
- GS-05, All Localities, Assessment Records
- GS-15, All Localities, Social Services
- GS-16, All Localities, General Services Records
- GS-17
- GS-117, All Localities, Law Enforcement, Fire and Emergency Services
- All State Agencies, Law Enforcement
- GS-106, All Localities, General Services
- GS-120, All State Agencies, Health Records
- GS-129, All State Agencies, Criminal Justice Services Training Academy

Introduction of Members and Guests

Greg Crawford called the meeting to order at 9:02 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
Cara Griggs, Senior Reference Archivist
Eric Harris, Records Management Analyst
Emily Johnson, Records Management Analyst

Chad Owen, Records Management Section Manager

Teshawna Threat, Records Management Analyst
Eddie Woodward, Local Records Archivist

Members Absent:

Paige Neal, State 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 Vince Brooks, and the motion carried.

Minutes of Prior Meeting

Greg Crawford called for a motion to approve the Minutes of September 11, 2025.

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

Old Business

Update on GS-15: Emily Johson informed the committee Department of Aging Services contacted her relay a concern about series 200786, Family Services: Adult Services/Adult Protective Services Guardianships following approval. The concern was that the guardianship series should not be approved by a Social Services panel. The series was removed in accordance with this concern. A different series was updated for Family Services to include guardianship language. The update was done in coordination with Department of Aging and Rehabilitative Services and the social services panel. This update is to acknowledge that series 200786 approved by the committee at the previous meeting has been removed.

154-010, Department of Motor Vehicles, Vehicle Services

[Motion: Greg Crawford called for a motion to approve schedule 154-010. ? so moved, ? seconded, and the motion carried.]

154-011, Department of Motor Vehicles, Data and Records Services

[**Motion:** Greg Crawford called for a motion to approve schedule 154-011. ? so moved, ? seconded, and the motion carried.]

154-021, Department of Motor Vehicles, Driver Services

[**Motion:** Greg Crawford called for the motion to approve Schedule 154-021. ? so moved, ? seconded, and the motion carried.]

154-143, Department of Motor Vehicles, Law Enforcement Services

[**Motion:** Greg Crawford called for a motion to approve schedule 154-143. ? so moved, ? seconded, and the motion carried.]

260-001 Virginia Community College System, Facilities Management

[**Motion:** Greg Crawford called for a motion to approve Schedule 260-001. ? so moved, ? seconded, and the motion carried.]

501-018, Department of Transportation, Maintenance Division

[**Motion:** Greg Crawford called for a motion to approve Schedule 501-018. ? so moved, ? seconded, and the motion carried.]

501-080, Department of Transportation, Tolling Operations EZ Pass

[**Motion:** Greg Crawford called for a motion to approve Schedule 501-080. ? so moved, ? seconded, and the motion carried.]

GS-16, All Localities, General Services Records – GS-106, All State Agencies, General Services

[**Motion:** Greg Crawford called for a motion to approve General Schedule 16. ? so moved, ? seconded, and the motion carried.]

222-001, Department of Professional and Occupational Regulation

[**Motion:** Greg Crawford called for a motion to approve General Schedule 16a General Schedule 106. ? so moved, ? seconded, and the motion carried.]

409-009, Department of Energy

[**Motion:** Greg Crawford called for a motion to approve Schedule 409-009. ? so moved, ? seconded, and the motion carried.]

GS-05, All Localities, Assessment Records

[**Motion:** Greg Crawford called for a motion to approve General Schedule 05. ? so moved, ? seconded, and the motion carried.]

720-001, Department of Behavioral Health and Developmental Services

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

GS-15, All Localities, Social Services Records

[**Motion:** Greg Crawford called for a motion to approve General Schedule 15. ? so moved, ? seconded, and the motion carried.]

GS-17, All Localities, Law Enforcement and GS-117, All State Agencies, Law Enforcement

[**Motion:** Greg Crawford called for a motion to approve General Schedule 17 and General Schedule 117. ? so moved, ? seconded, and the motion carried.]

GS-120, All State Agencies, Health Records

[**Motion:** Greg Crawford called for a motion to approve General Schedule 120. ? so moved, ? seconded, and the motion carried.]

GS-129, All State Agencies, Criminal Justice Services Training Academy

[**Motion:** Greg Crawford called for a motion to approve General Schedule 129. ? so moved, ? 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.

DRAFT