

Records Oversight Committee Meeting Agenda  
December 11, 2025  
Library of Virginia, 5<sup>th</sup> Floor Conference Room  
9:00 a.m.

Call to Order

Introduction of Members, Guests

Approval of Agenda (All)  
Approval of Minutes for September 11, 2025

Old Business

GS-15: Update on series 200876, Family Services: Adult Services/Adult Protective Services  
Guardianships (Johnson)

Discussion and vote on the following retention schedules:

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

New Business

GS-111, Student Health: Patient Medical Records, 101189	Threat
Department of Transportation schedules 501-005 and 501-031	Threat
Update of the Records Survey (RM-19) form	Threat
Policy updates for RM-19 and general schedule submissions.	Threat

Next Meeting: 2026

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2026 meeting schedule to be announced.