

FOR THE RECORD

DIGITIZATION/DIGITIZING OLD RECORDS

During my time at the University of Louisville, I had the good fortune to have an office next door to the unofficial historian laureate of Louisville, Dr. Tom Owen (no relation, although it was a source of endless humor for us). I often stood alongside him as he introduced our Archives and Special Collections as “the memory of the University of Louisville, and the partial memory of the city and metro area.” He followed that by explaining that we were “the memory” because we maintained and made available the crucial historical records of the university, and that of the city — the latter “partially” because we shared them with other archives such as the city’s own, the Filson Historical Society and other nearby repositories.

I’d never heard the “archives as memory” analogy used directly before, but over the years, it has become the cornerstone of how I explain records management when I speak to new records officers. There are memories that define who I am: my wedding, the birth of my son, a particular barroom debate with graduate classmates. Were I to lose those memories, I’d lose a core part of my identity. At the same time, there are memories I need in the moment: where I parked my car this morning. I need to remember where I parked *until* I’m back in the driver’s seat and the keys hit the ignition. At that point, I don’t need that memory anymore. I don’t want to have to sift through every memory of parking my car each time I try to find it and go home. That information is not only superfluous at this point, but it’s also actively getting in the way of what I need in the moment.

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By Chad Owen
RECORDS ANALYSIS
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Likewise, I have memories that are of no direct use to me at all: the license plates of the cars I pass on the way to work, the advertisements on the radio for products I'll never buy and so forth. The flashing turn signal on the car on the other side of the interstate means nothing to me at all; the flashing turn signal on the car ahead of me means something for the next few minutes.

Talking heads like to say that since the introduction of the internet, information is blasted at us at all times, but the situation is larger than just the internet. The stimuli that surround us are potentially overwhelming if we were unable to naturally develop filters and priorities to help us recognize what is important. The ability to filter, and ultimately to forget, is what keeps us sane in the middle of this tsunami of information. I can't assign the same importance to every flashing turn signal. And I definitely don't want to remember every time I was picked last for kickball in third grade with the same intensity, detail and priority that I remember the birth of my son.

If records management is doing its job, I like to think it is helping individual employees understand how to create those filters and how to prioritize their information. *This* set of bylaws is crucial to our identity as an organization

and should be maintained permanently. *This* stack of travel vouchers is important until the traveler is reimbursed and the vouchers are audited; once those purposes are fulfilled, they can be discarded. And a lot of the information coming at us every day, from webinars on offer to dubious claims of pharmaceutical enhancement to promises of riches from far-off princes, is of no use whatsoever and can be freely set aside.

Over my career it has become quite apparent that the average employee isn't lazy or a hoarder — they're quite anxious to do the right thing, if they only knew what the right thing was. Records management can provide an authority they can rely on to help them filter, prioritize and protect. And it can give them the vital permission to *let go and forget*. It seems a simple thing, to forget, but I think it's a crucial function of any entity. When I've been able to get across to an audience that letting go is a good thing, the air of relief in the room is palpable.

Memory is important; we protect memory by forgetting the trivial. Records are important; we protect vital records by identifying and disposing of the trivial. Successful records management is all about how we define and execute that process. ■

most popular system in use is Laserfiche, with four respondents claiming to use it and three of those four stating that they "probably would" or "definitely would" recommend it. Other systems that received positive mentions include Hyland Perspective, Feith RMA iQ, Revver and Avenu Insights & Analytics. Thank you to all participants for taking the time to share your experiences!

For Records Management Month in April, the Library hosted an on-site Virginia Association of Government Archives & Records Administrators (VAGARA) mini-conference. For those who don't know, VAGARA is a professional organization for government records managers that hosts an annual conference each October.



UPCOMING WEBINARS

The Library's 2025 Records Management webinar series concluded in June. If there are any you missed or would like to watch again, check out the Records Management playlist on the Library's YouTube channel. All webinars were recorded and posted for future viewing: bit.ly/4rTRx2J

We are in the planning stages for 2026 webinars and look forward to hosting more hot topics along the lines of digitizing, internal record audits and how records management aligns with FOIA.

Have a webinar idea you'd like Records Analysis Services to host? Let your assigned records analyst know and we will make an effort to incorporate your suggestions into a future event.

RECORDS MANAGEMENT OUTREACH

In January, the Records Analysis Services section distributed a survey to gauge usage of Electronic Records Management Systems (ERMS) in government offices. An ERMS is a system with built-in records management capabilities, including destruction and retention. Of the 26 complete responses we received, a little over half of respondents reported they were using some form of ERMS. While the Library cannot endorse vendors, we wanted to share the reviews provided by your peers in state and local government. Based on our survey, the

The mini-conference included educational sessions and tours of the Library's archives.

Tours of the Library's archives are available year-round. If you or your team would like to visit and view our collections, please contact your analyst.





THEME ALERT

DIGITIZING

PUBLIC RECORDS

The topic of digitization is not new to the world of records management. Government entities are strategizing ways to improve recordkeeping in an effort to access records in a speedier fashion, organize and index records more efficiently, and mitigate the cost of storing records. Also, the presence of multiple filing cabinets full of records can be viewed as an eyesore in some office spaces. The route of digitizing records, therefore, has become the new way of records storage.

While digitizing records is becoming increasingly popular, it is critical to assess the pros and cons of digitization, along with ensuring compliance with government regulations including the Virginia Public Records Act. The Library of Virginia's records management analysts are continuously encountering inquiries from state and local government agencies regarding digitization. In many instances, the questions are brought to our attention well after digitizing has already been implemented, which has raised concerns. Based on our analysis of incoming inquiries, we thought it would be useful for agencies to understand the potential pros and cons of digitization as you evaluate whether your agency would benefit from digitizing records.

ADVANTAGES

Converting information, processes and services into digital formats provides a wave of benefits that make tasks easier and more efficient and records more accessible. Here are some of the key advantages of digitization:

1. Increased Efficiency, Productivity and Accessibility

Digitization has the capability to streamline processes, automate repetitive tasks and reduce human error. Having records in digital or electronic formats enables personnel to complete work faster, which increases workflow productivity. Have you ever compared the time it takes to file or retrieve a file from a file cabinet versus using a document management system or a network drive? In theory, automated systems and software applications are capable of handling large volumes of work in less time compared to manual practices.

2. Cost Savings

One of the most significant benefits of digitization is the potential for cost savings. Digital systems reduce the need for paper, physical storage and manual labor. An agency can minimize its overhead costs by transitioning

to digital platforms. For instance, electronic documents eliminate the need for printing, storage space and paper records management. Additionally, digital tools such as cloud services reduce the costs associated with maintaining physical infrastructure. Cost can also be mitigated by less usage of vendors to shred loads of paper records.

3. Improved Accessibility and Convenience

Digitization can make records retrieval more accessible, especially when responding to Freedom of Information Act (FOIA) and litigation-related requests. With the power of the internet and mobile devices, individuals no longer need to be physically present to take advantage of services, making it easier for people in remote or underserved areas to participate in the digital economy.

4. Improved Records Management and Storage

In the past, agencies had to deal with large quantities of paper documents, leading to clutter and difficulty in managing important records. Digitization makes it easier to store, organize and retrieve information in seconds. Digital storage allows businesses to keep large volumes of data without the physical space constraints associated with filing cabinets and paper storage.

Moreover, cloud-based storage can offer scalability, allowing businesses to expand their data storage capacity as needed, without the significant costs of maintaining on-site storage.

5. Enhanced Security and Backup

Storing information digitally can offer higher levels of security compared to physical storage methods. Data and records access authenticated by encryptions and passwords increases access control. Also, backups can be automatically created, ensuring information is protected against theft, loss or damage. Additionally, cloud services often provide multiple levels of data redundancy, meaning that even in the event of an unforeseen disaster, critical data can be restored from backup locations.

DISADVANTAGES

While there are many advantages to digitization, there are a number of disadvantages your agency should consider before planning and executing digitization.

1. Initial Cost and Labor

Digitizing records can be expensive initially. You need specialized equipment (scanners, software) and skilled personnel to carry out the process. Even if your agency opts to utilize a document management system, cost is still a substantial factor. This can be a significant upfront cost for organizations, especially smaller ones. During the digitization process, mistakes such as misclassifying, misfiling or improper scanning of records can occur, leading to data errors or missing information. These issues might be difficult to fix once the data is stored in digital form.

2. Data Security and Privacy Risks

While digital records can be encrypted and backed up, they are still vulnerable to cyberattacks, hacking and data breaches. Ensuring the security of sensitive information requires ongoing investment in cybersecurity

measures. If digitized records are not managed properly, they can be accessed or shared without proper authorization, violating privacy laws and regulations.

3. Technical Failures and Data Loss

Hard drives, servers or cloud storage can fail, leading to potential data loss. Regular backups are required, but there is always the risk that something critical could be lost or corrupted.

4. Resource-Intensive Process

While digitization can save space, the process itself can be labor intensive. Scanning, organizing and tagging documents accurately for easy retrieval can take a lot of time, especially if dealing with a large volume of records.

5. Dependence on Power and Technology

Unlike physical records, digital records require power and technology to be accessed. If there is a power outage or technological malfunction, access to important documents can be temporarily lost.



LIBRARY OF VIRGINIA DIGITIZATION SUGGESTIONS

Consult with your assigned analyst.

Did you know that you can consult with the Library of Virginia when seeking third-party vendors for document management storage? Our goal in the Records Analysis Services section is to promote records management education and help agencies comply with the requirements of the Virginia Public Records Act, especially when it comes to exceptional preservation of records. So, if your agency needs advice on how to approach and question vendors about records retention, reach out to your assigned analyst!

Do not digitize records that are soon to be destroyed.

If you are currently undergoing a digitization project

or looking forward to implementing one, consider identifying records that are near their retention expiration date. Digitization should incorporate mitigating costs and decreasing time. So, if you have records that are eligible for destruction within one year, go ahead and keep them in their physical format and destroy them when their eligibility arrives. You might be shocked at the extended time frame of a digitization project, and you don't want to digitize records that will need to be deleted as soon as the project is complete!

Digitization does not mean permanent retention.

Electronic and digital records should follow the same retention schedules as their paper counterparts. Agencies should consult with the Library of Virginia or determine the retention functionalities of potential document management systems before digitizing.

Identify any regulatory requirements that mandate maintaining records in paper formats.

While the Virginia Public Records Act does not determine a record by its format, there are contractual agreements and federal law regulations that supersede the requirements of certain record types that are managed within an organization. It is imperative to know whether certain record types require paper formats before digitizing.

Ask the right questions.

When digitizing records for document management system storage, it is best to ask the following questions:

What are your records retention features? Will I (the client) still be the custodian of the records or will you (the vendor) be the official custodian of the records inputted into your system? When records are deleted, are they non-recoverable? ■

ANALYSTS' RESEARCH ADVENTURES: ADA COMPLIANCE

As records management analysts, we are tasked with understanding the record types that are created and maintained within all government entities. One of the most common methods for learning an agency's record types is through responding to agency inquiries. We often hear comments like this: "My agency has this type of record, but I cannot locate where it fits on any of the retention schedules." In this case, analysts work with the agency in conducting research to assess the record type in preparation for adding new series to the Library of Virginia retention and disposition schedules.

Library of Virginia records analyst Teshawna Threat was approached by a records officer from a public transit authority regarding paratransit services for public citizens needing accommodations when utilizing public transportation services. After Threat did some digging and identified that most of public transit systems in the Commonwealth did indeed offer paratransit services, a series was added to GS-19, Administrative Records. Shortly after this schedule change was approved in a Records Oversight Committee meeting, a university inquired about students' accommodation records. This alerted Threat to investigate the presence of records related to the Americans with Disabilities Act on all appropriate schedules on both the state and local level. Starting with higher education, she researched the retention of ADA-related student records at over five universities in the country. This also made her aware that some of these ADA-related records were kept within institutions' accessibility offices, which have more information on how to handle such records. Another step was to gather input from academic institutions within Virginia. While some university personnel opted



for short retention, it was imperative to note how to handle such records on both the four-year institutional level and community college level. Gaining insight from both perspectives made the decision for longer retention justifiable. These insights also underscored the need for the Library's analysts to consider the complexities of records throughout the state.

Along the way, Threat learned about the recommended way to store ADA records. A state agency informed her that such record types should be kept separate from the individual's general records, because the content within their ADA records is sensitive. If your state agency handles ADA records for personnel, the ADA records should not be in the same location as the personnel records. Instead, ADA records should be in another protected location. ■



ANALYST-AT-WORK

This past July, Malaika Wainwright, the records officer for the Newport News Office of the Commissioner of the Revenue, along with Commissioner Tiffany Boyle and six interns, toured the Library of Virginia's stacks, Government Records collections and the "House to Highway: Reclaiming a Community History" exhibition. The tour was organized by the Library's Government Records Services division and led by records analyst Eric Harris. The tour aimed to highlight the Library's resources for the public and other records officers throughout the Commonwealth of Virginia.

The "House to Highway" exhibition, which explores the history of Richmond's Jackson Ward neighborhood, will be on display at the Library through Feb. 28, 2026. It focuses on the Skipwith-Roper family.

Interested in a tour of the Library of Virginia and the State Records Center? To arrange one, select the "Request a Tour" form here: <https://lnkd.in/eWKgCH29>



IS DIGITIZING REALLY MINIMIZING?



As records management analysts, we are pleased to hear of an agency's plans to digitize records in an effort to increase record retrieval, organization and accessibility. When we're consulting with agencies — local, state and regional entities — the goal of becoming “fully digital” is one of the leading topics of discussion. We can easily elaborate on the pros and attributes of digitizing an agency's records, but we often ask whether the agency has factored in the potential cons and challenges of managing records in a digital capacity. Even though paper records are considered the “ancient way of recordkeeping,” we are often asked, “Are digital records going to minimize the management of records?”

It's evident that scanning paper records brings relief to many agencies. During visits to agency record spaces, we witness storage spaces that are near or over capacity and record cabinets that have become eyesores within offices. Agencies express concerns about effectively organizing records by activity and inactivity due to limited space. In many instances, the agency's records officers and management teams are vocalizing their goals to make paper records obsolete and heading toward digitizing all their records. At this point in the discussion, we ask records officers and agency administrators a series of questions about the least-discussed complexities of managing digital records.

1: Has the agency evaluated the federal regulations or contractual terms mandating analog format of records?

In some cases, compliance regulations and/or contractual terms require records to be in paper format. During the planning and development stages of a digitization project, the appropriate personnel should be involved in pertinent discussions to ensure an optimal level of compliance. In this moment, we encourage

agencies to accept the fact that some paper records may have to be kept in order to maintain compliance. This means that dedicated storage space should still be on the agency's radar.

2: Are all critical personnel involved in the planning and development of the digitization project?

When speaking to an agency's senior leadership team, we inquire about the individuals who are part of the project team. Leadership and information technology professionals are most likely to be a part of a digitization project. In addition to such individuals, we heavily advocate for the presence of frontline records professionals and the agency's records officer. They should have a seat at the table and participate throughout the project. Personnel working in the legal and procurement departments should also be included in the project parameters to maintain compliance and offer relevant information regarding resources that are available to carry out records digitization. It is an unfortunate moment when an agency halts its digitization project due to the lack of resources.

3. If the agency's staff is executing the scanning, are labor, time and cost being factored in?

Assigning internal staff the responsibility for scanning and indexing records seems like a strategic decision, but it is critical to ensure that staff are trained and knowledgeable about indexing, file management and the equipment being used. When changing the format of a record, the record's integrity must be sustained, which includes preserving all metadata. Also, digitizing large volumes of records can be labor-intensive, which can deter from staff members' primary responsibilities. If agency staff are assigned to facilitate the scanning of records, there should be idealistic projected time frames

for staff to dedicate to such tedious tasks. Additionally, if an agency opts to use a vendor to conduct scanning, an important question to ask is, “What is the plan of action if there is a FOIA request for records that are in the vendor's possession during digitization?”

4. Is ongoing education planned to help staff sustain knowledge of managing digital records?

In conversations with agencies that are preparing for digitization, we find that plans for effective ongoing education for agency staff on handling digital records is not commonly prioritized. Training and coaching for managing digital records requires the same approach as that of paper records, whether it's one-on-one training, group sessions, standards of procedures (SOPs), or procedure guides. Even though digital records are not in a tangible form to maintain, maintaining digital records requires periodic training and expertise to ensure effective recordkeeping.

5. What are the plans to ensure the maximum level of data protection and security of digital records?

A big topic of discussion with agencies is about their level of security and plan of action if data is breached and/or hacked. Additionally, we inquire about controlling access to information and potential data loss due to technical and/or human errors. Maintaining records within a digital capacity requires periodic updates to security software, access control implementation, and robust encryption and recovery plans.

These questions are not meant to deter agencies from moving to digital records, but rather to reinforce the importance of protecting agency records. As analysts,

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our goal is to provide optimal and insightful guidance on managing records that reflect efficiency within agencies and satisfaction for the Commonwealth's citizens. When consulting with agencies about digitization, we strive to provide some insight on how to approach and manage the process effectively.

Suggestion 1: Aim for a Semi-Digitized Collection

A recommended practice that we share is for agencies to determine whether records are considered short term or long term. We ask agencies to consider only digitizing records that are retained for longer than five years. Yes, going fully digital sounds fantastic, but maintaining short-term records in paper format could be easier to facilitate. The existence of paper records should not be deemed “bad.” Also, just because records are digitized does not mean that they are organized and easily accessible. No matter the format, effective recordkeeping should be executed and made a priority. During our consultations with agencies, we support the initiative of digitizing records, but maintaining paper records for shorter retention periods is sufficient.

Suggestion 2: Consider Universally Readable Formats

Just as paper deteriorates, digital record formats can also become obsolete. An agency's goal should include use of digital formats that are easy to read and universally accessible. Technology that becomes obsolete over time can jeopardize the ability to use and retrieve records. To alleviate this issue, we recommend that agencies perform regular updates to storage formats, such as implementing redundant storage solutions and maximizing organization.

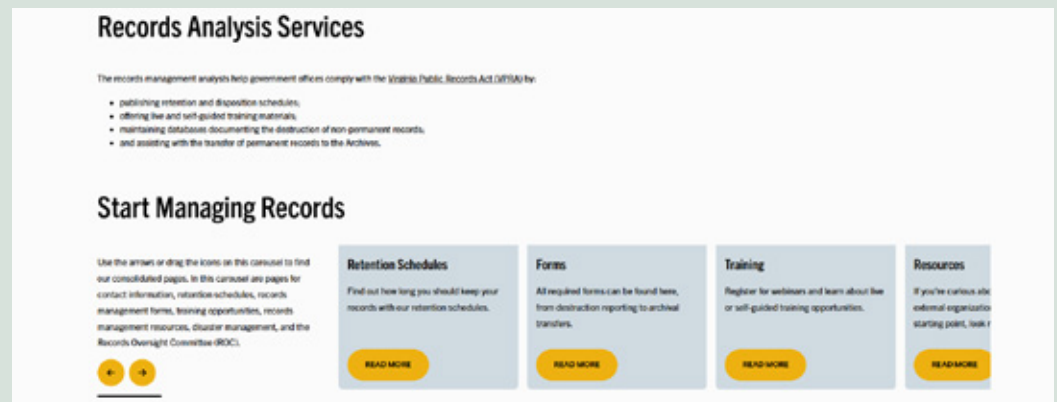
Going digital could potentially minimize the complexities of managing records, depending on strategic execution and evaluation of an agency's goals for managing records. As the Virginia Public Records Act states (§ 42.1-85. B.), “The agency shall be responsible for ensuring that its public records are preserved, maintained, and accessible throughout their lifecycle, including converting and migrating electronic records as often as necessary so that information is not lost due to hardware, software, or media obsolescence or deterioration.” While transitioning to digital systems — whether fully or partially — is an innovative and worthwhile goal, it is essential to maintain the consistent and effective recordkeeping practices and to preserve the integrity of records created and managed by agencies of the Commonwealth. ■

WHAT'S NEW IN RECORDS MANAGEMENT?

What's new, you wonder? Our website!

Since April 2024, records analyst Emily Johnson has served as the Records Analysis Services section's representative on the Library of Virginia's Website Redesign Committee. This committee worked to redesign the Library's website, consolidate and update old pages, eliminate endless rabbit holes and make the website more user-friendly. To avoid any jarring, unannounced changes, the process began with iterative updates to pre-existing pages. If you've been a records officer for a while, you likely noticed the Records Analysis Section started their consolidation efforts with the “Forms” page, transforming it from a dizzying wall of text to neatly categorized tabs. Johnson, Teshawna Threat, Chad Owen and former staff member Glenn Smith held multiple meetings and engaged in numerous email chains to review and discuss improvements that could be made to the Records Management pages, resulting in a revamped website that we hope has cut down on the time government workers spend trying to navigate our webpages.

In the coming months and years, we will continue to consolidate and update our pages while also making them more aesthetically pleasing. Beyond these changes, our section is committed to reducing the number of PDFs we produce in favor of posting content directly to the website. This transition will increase accessibility and improve our response time in updating pages to reflect policy revisions. If you have any questions or concerns about this process, please reach out to your assigned records analyst.



Screenshot of the Records Analysis Services section's new webpage.

RECORDS MANAGEMENT ANNUAL CHECKLIST

With the end of the year approaching, this is the perfect time for records officers to assess the components of their agency's records management programs. While the checklist could differ based on the agency, it is always a great idea to identify any loose ends that impact the effectiveness of the program.

✓ ***Annual Records Management Training for All Staff***

Routine training for all staff members provides a refresher on records management practices and your agency's policies. At a minimum, we recommend that you cover the importance of records management, the use of the Library's retention schedules, and processes for timely destruction. The Library's records management analysts are available for in-person and virtual training, so contact your assigned analyst if you would like to host training for your staff.

✓ ***Check-in with Records Coordinators***

If your agency has designated records coordinators or individuals assigned to account for the records in their respective departments, we recommended that records officers have a friendly check-in with them to assess the climate of records management. This could include asking about storage concerns and acknowledging any records management-related inquiries they might have. Routine check-ins with coordinators build a healthy rapport and ensure that the coordinator's records management needs are supported.

✓ ***Check-in with the IT Department***

While this check-in is similar to consulting with records coordinators, it is important to assess the integrity of records in digital and electronic capacities. This is an opportunity for records officers to gain insight into IT concerns and goals for improving processes, and to ensure that retention is being applied to digital and electronic records.

✓ ***Review and Update the Agency's Records Management Policy***

Even if there are no changes, the agency's records management policy should be reviewed to acknowledge that the agency has confirmed that no updates are needed. Take note of the last date reviewed within the policy. If an agency's records management policy explicitly states record schedules details (i.e., record

series titles, numbers, descriptions and retention), be sure to check for accuracy, as retention schedules are subject to updating by the Library's Records Oversight Committee throughout the year.

✓ ***Assessment of Physical Record Storage Spaces***

Ideally, record storage spaces should be examined multiple times per year, but a yearly assessment is better than nothing. When doing a walk-through, check for pest droppings, leakages and damaged records at a minimum. Records should be stored in an environmentally controlled space, ensuring maximum care for the integrity of the records. This is the agency's opportunity to determine the need for replacement cabinets and/or storage boxes and to identify alternative options such as off-site storage services. It could also ignite potential plans for digitizing records for more efficient storage.





AGENCY SPOTLIGHT

Bedford County Public Schools **MELISSA SEXTON,** Records Officer & FOIA Officer

Insight from agency records officers gives the Library's Records Analysis Services section an opportunity to strategize on education and training. In addition, other records officers can perhaps relate to or learn from the successes and challenges that their peers encounter within the Commonwealth. Records analyst Teshawna Threat recently interviewed Bedford County Public Schools' records officer and FOIA officer, Melissa Sexton, on her work experience and how she operates a records management program.

As the records officer for a public school system in Virginia, what advice would you give a fellow public school records officer regarding the implementation of routine destruction?

"Whether you are a new records officer or have years of experience, always review and follow the Library of Virginia's Records Retention and Disposition Schedules. These schedules are crucial for ensuring compliance and guiding the destruction process. Provide all staff division-wide with detailed information on the retention process, RM-3 form creation, and expectations throughout the school year for all types of records. This is done annually in our division, spanning over four months, and ending

with a shred event taking place in July, provided that RM-3 forms have been submitted and have finished the approval process. Ensure staff understand that records in litigation, being used in audits or subject to a FOIA request cannot be destroyed until resolved/completed. As records officer, I am always available for questions and help with any aspect of the process. If in doubt, you can always contact your records analyst at the Library of Virginia."

The role of a Virginia public schools records officer involves a lot of responsibility. What area of work in records management have you found to be a challenge?

"One of the most challenging areas in records management in a school division is ensuring consistent compliance with retention and destruction schedules across all departments and schools. Staff may not always be aware of retention rules, may be hesitant to destroy records, even when they are eligible, or think 'their records' do not apply."

How has the increase in retention of short-term cumulative records for students affected the management of records for your school system?

"This has added stress to our high school registrars and added to the volume of records that need to be maintained due to the requirement to keep more student records for an additional two years. It has also required more training for school staff, so they understand what qualifies as a short-term cumulative record. As records officer, I have developed strategies to help schools manage retention times and maintain more paper records within limited space. This has involved exploring solutions like replacing four-drawer file cabinets with five-drawer ones to increase storage capacity. Overall, the change has reinforced the need for stronger records management procedures and regular audits to stay compliant."

What are two tips you would give a new records officer in Virginia?

"Bookmark the Library of Virginia's website and refer to it often for guidance on records management. Get buy-in from school division/company/agency leadership and take time to build trust with staff. Many people are overwhelmed with records management, so as a records officer, be approachable and provide clear expectations and guidance. Help staff understand that records management isn't just a task; it is a crucial part of protecting students, parents, clients and others, ensuring compliance and mitigating legal risks." ■

**Want to contribute
to our Agency
Spotlight section?**

OR

**Have an idea for a
webinar topic?**

**Reach out to
your assigned records
analyst today!**



AGENCY ALL-STARS

On the state agency level, the **Virginia Community Colleges System's Shared Services Center (SSC)** is taking great strides in determining their role as a division of an agency that includes retaining official record copies for auditing purposes. The designated records officer of VCCS's SSC and the team are determining what information is considered data versus records within the systems they utilize to ensure compliance. By conducting a detailed records inventory, applying the Library's retention schedules to their present records, and collaborating with everyone on the team, the SSC has demonstrated commitment to effective records management. We commend their proactive approach.

In May, records officer Emma Lundeen and research analyst Reshmeen Banee, both with the **Virginia Department of Energy (DOE)**, oversaw the transfer of 33 boxes of permanent records to the Library of Virginia's archives. The transferred records will be a valuable resource for researchers interested in the DOE's activities and their impact on Virginia.

This transfer is part of the DOE's goal to minimize the load of records transferred to a new office building. Additionally, it supports their ongoing records management efforts, which include adhering to state regulations regarding record retention and disposition. The transfer of these permanent records aligns with the Library of Virginia's mission to preserve and provide access to the state's historical documentation.

If your agency has records with a disposition method of "Permanent, Archives," contact your assigned analyst to coordinate the transfer of those records to the Library of Virginia.

The Records Analysis Services section looks forward to highlighting all state agency and locality work. From collaborative efforts within a focus group on the state and local level to state agency-specific schedules, any efforts made to enhance records management deserve kudos! We commend all agencies and localities for their work even if it is not showcased!



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