

# Public Schools Records Consortium (PSRC)

Chair: Nicolas Minor, Prince William County Public Schools, [minorn@pwcs.edu](mailto:minorn@pwcs.edu)

Records and Information Management Analyst: Teshawna Threat, Library of Virginia  
[Teshawna.threat@lva.virginia.gov](mailto:Teshawna.threat@lva.virginia.gov)

## Meeting Minutes

Wednesday, March 5, 2025

10:00 am - 1:00 pm

Meeting Format: Hybrid

## Attendance (public school systems)

*Taken from virtual meeting chat and recorded introductions. (\*) notes as a guest at the meeting.*

Anita Vannucci, University of Virginia	Mandy Zayatz, Manassas City Park
Becky Moore	Maralee Weeks, Stafford
Carolyn Karawa, Fairfax County	Mary Fisher, King George
Cindy Pickeral, Roanoke City	Meade Harris, Albemarle County
Crystal Jones, Hampton City	Melissa Sexton, Bedford County
Cynthia Hurley, Tazewell	Michelle Brittigan, Albemarle County
Darlene Gorman, Chesapeake City	Nicholas Minor, Prince William County
David Lyon, Manassas City Park	Nivia Wukovich, Prince William County
Denise Shifflett, Greene	Pam Stewart, Loudoun County
Eric Beniot, SCViews	Patty Massengill, Dinwiddie
Erin Scalph, King George	Rae Henderson, Campbell
Holly Cobb, Hampton City	Renee Weirr, Clarke County
Jennifer Test, York County	Sherry Pettis
Jennifer Tindle, Franklin City	Susan Gardner, Williamsburg-James City
Jessica Hawks, Danville	Tammy Norman, Stafford
Jessie Graham, University of Virginia	Teshawna Threat, Library of Virginia
Katina Keener, Gloucester County	Tracey Beaver, Prince William
Laura Beth Mattson, Virginia Beach	Wayne Lyle, Prince George
Lisa Martin, Virginia Beach	
Lois Ritger, Virginia Beach	

# AGENDA

- Developing a Records Management Program
- Updates from the Library of Virginia
- SCView: District-Wide Solution for Records Management

## School Year 2025-26 Schedule

Four meetings per school year (Wednesdays):

October 9, 2024 (Hybrid Format)  
December 11, 2024 (Virtual Format)  
February 12, 2025 (TBD Format)  
April 29, 2025 (TBD Format) (Final Meeting for 2024-2025 School Year)

In-person physical meeting location:

Library of Virginia, 800 E. Broad St., Richmond, VA 23219

Logistics of meetings:

- The meeting format will include Virtual Access (Online) at all meetings and Hybrid to include on-site as agreed for each meeting.
- Meetings are from 10 am to 1 pm, with the Library of Virginia room scheduled until 2 pm.

### Meeting Chair:

Nicholas Minor, Prince William County Public Schools

### Meeting Coordinator- Planning and Speaker Outreach:

Pam Steward, Loudoun County Public Schools

### Minutes:

Meade Harris, Albemarle County Schools

PSRC notes and agendas will be shared via the Library of Virginia PSRC [page](#)

## New Business

- The meeting minutes from **October 9, 2024** were unanimously approved. However, due to the late posting and unavailability of the minutes prior to the meeting, a second approval at the March 5 meeting was taken. Meeting minutes were put on the floor for approval by Nicholas Minor, Chair, Prince William County.
  - Motion to approve by Tracey Beaver Prince William County
  - Second by Meade Harris, Albemarle County and Holly Cobb, Hampton City
  - October Minutes were approved with no discussion or objection.
- December 11, 2024's Meeting minutes were put on the floor for approval by Nicholas Minor, Chair, Prince William County.
  - Motion to approve by Meade Harris, Albemarle County
  - Second by Holly Cobb
  - December Minutes were approved with no discussion or objection

- Nicholas Minor began discussions regarding PSRC Leadership for the FY 2025-26 school year. Nicholas Minor, Chair and Pam Stewart, for Planning are stepping down from leadership for next year. Please extend them your appreciation for their hard work in keeping things going smoothly throughout the year! Job well done!
- School Year 2024-25 roles:
  - Nicholas Minor, Chair
  - Pam Stewart, Planning
  - Meade Harris, Meeting notes
- Most important is having someone to step up as Chair for next year. To date, only one response has come in for leadership for next year. To be fair, this is a team effort and may overwhelm a single person, plus you need a team to effectively plan and coordinate meetings. We need additional volunteers.
- We only have 1 meeting remaining this school year.
- We need to have volunteers come forward for an appointment before the end of the current school year. The commitment will be for one year for the 2025-26 school year. Planning will take place for next year at the next meeting.
- Anyone who wants to serve in any role for next year, please email Nicholas - [MinorN@pwcs.edu](mailto:MinorN@pwcs.edu)
- Expert subject knowledge is not required; the team meets 4 times per year between meetings to establish an agenda and plan meetings, plus coordination with presenters.
- Presentations by the University of Virginia's Records Management Team (Anita Vannucci and Jessie Graham).
  - Reach out to the Chair for a copy of the presentation.
- Updates from the Library of Virginia Teshawna Threat, Records and Information Management Analyst (aka T)
  - Update: PSRC Focus Group (short term cumulative file) The group had its second meeting in February with discussions continuing on challenges of increasing retention requirements from 5 to 7 years for SPED & short-term cumulative files. T is working with VDOE representative Sam Hollins with 2-way collaboration for recommendations to address the additional 2 years of records storage. Updates will be made at a future date. Please email Teshawna.Threat@lva.virginia.gov with any questions or clarifications.
  - Schedule Updates for GS-21: T's goal is to have a major update to the GS-21 schedule by June, 2025 pending feedback from the PSRC. Documents have gone out regarding updates recommended and the option to do an update this year followed by another update next year will be based on feedback received. The intent is to minimize the number of times we touch GS21 while accounting for records accordingly.
  - School safety Audit Report: Created by Dept of Criminal Justice Services where schools have a record copy and the original goes to DCJS (<https://www.dcjs.virginia.gov/virginiacenter-school-and-campus-safety/safety-survey>). This gets the reports to parents and other parties sooner and directly from the school. This needs to be added to GS-21. This should be addressed by each school regarding process and the retention will be 5 years. The description is still in draft form. This series addition is non-debatable.
  - School Safety Audits: Raw Data (still determining retention with the Dept of Criminal Justice Services): This series will account for the Virginia Crisis Management Plan Review and Certification and School Safety Inspection Checklist

and Certification components used to generate the annual School Safety Audit conducted by the Dept of Criminal Justice Services. This series addition is non-debatable.

- SPED raw data, notes for SPED students when working with their therapists or counselors: A new series will be written for managing this data. The group will discuss the notes that are collected and come to a consensus on how long to keep these notes.
- SPED and short-term cumulative file: Review of the short term series has shown a duplication of other series records (SPED and cumulative health record) LVA is moving toward removing the SPED and other series mentioned and having the short term cumulative health series be inclusive of what is needed. T suggested a separate LVA web page that addresses the SPED and short-term cumulative health records instead of a duplicative series. ELL records also in short term cumulative file series, also being removed due to duplication.
- Short term cumulative file affected: Schools have requested other series to be included\combined in the 7-year series. Includes student discipline expulsion records, legal records, and threat assessments. Should these records be included? PSRC to discuss and T to do a poll to gather feedback and provide update before action.
- These GS-21 Series appear to mimic each other: Strategic Plan Series and Accreditation Record Series LVA needs feedback from PSRC as to whether these should be combined.
- Eric Benoit of SCView presented.
- Closing Remarks from Nicholas Minor, Chair
  - Thank you for participating with the PSRC meetings. Our final meeting is on April 30.
  - We will have a presentation by the FOIA Council.
  - Tour of the Library.
  - Vendor Presentation by John Riordan of Harvest Technology Group.
  - Please consider volunteering for next year.
- The presentations can be viewed on the PSRC unlisted YouTube webpage

## Meeting Chat

**10:05:34** From Erin Scalph : I do not have a microphone on this computer but I am Erin Scalph, Records Officer at King George County Schools

**10:07:30** From Sherry Pettis : Sherry Pettis Amelia County Public Schools, Coordinator of Data Assessment & Accountability

**10:08:02** From Jennifer Tindle : Jennifer Tindle, Franklin City Public Schools - Coordinator of Special Projects and HR Specialist 10:08:14 From weirr : Can't hear Nicholas

**10:08:23** From Pam Stewart, Loudoun County Public Schools : Nicholas, I can't hear you very well.

**10:08:50** From Melissa Sexton : Melissa Sexton, Coordinator of Records Management/FOIA Officer for Bedford County Public Schools.

**10:10:15** From Darlene Gorman : Darlene Gorman, Chesapeake Public Schools, Records Management Specialist

**10:12:07** From Jessica Hawks : Sorry if I missed it. Hello! Jessica Hawks, Records Mgmt Clerk, Danville

**10:19:24** From Pam Stewart, Loudoun County Public Schools : can't hear

**10:19:27** From Lisa Martin : Can't hear **10:19:43** From Tracey Beaver : now is better

**10:19:44** From Pam Stewart, Loudoun County Public Schools : very low

**10:19:48** From Pam Stewart, Loudoun County Public Schools : yes

**10:19:48** From Lisa Martin : yes **10:19:49** From Cynthia Hurley : yes

**10:24:43** From Wayne Lyle : Will we receive a copy of the slide deck?

**10:30:28** From Dr. Zayatz to Nicholas Minor(direct message) : I have to run to an intake for a student - sorry to run! Will the recording be mailed out? This is great!

**10:39:42** From Sherry Pettis : Can you please repeat the name of the software or company you are using

**10:41:03** From Sherry Pettis : thank you

**11:14:32** From Pam Stewart, Loudoun County Public Schools : are the trainings accessible by outside UVA

**11:30:17** From Melissa Sexton : Is there an already made training that could be changed slightly for different divisions/agencies for use with our own staff?

**11:31:53** From Melissa Sexton : From anyone, sorry my microphone isn't working

**11:32:02** From Melissa Sexton : just records management trainings

**11:32:56** From Melissa Sexton : Thank you Teshawna **11:33:55** From Patty Massengill : Teshawna, that would be great!

**11:33:59** From Pam Stewart, Loudoun County Public Schools : Yes, please share that, Teshawna!

**11:34:00** From Susan Gardner : That's great! yes, please let us know on ed-sig

**11:34:04** From Jessie Graham : And we're happy to keep talking or share resources!  
[records@virginia.edu](mailto:records@virginia.edu)

**11:34:10** From Cindy : That would be awesome

**11:34:21** From Susan Gardner : Great presentation- as always

**11:34:46** From Pam Stewart, Loudoun County Public Schools : Thanks for a wonderful presentation!

**11:34:49** From Patty Massengill : Thank you so much! Very informative!

**11:34:51** From Cindy : Very informative!

**12:01:50** From Cynthia Hurley : Yes

**12:01:51** From Melissa Sexton : Yes

**12:12:16** From Pam Stewart, Loudoun County Public Schools : T, do you have a date you would like feedback by?

**12:13:47** From Pam Stewart, Loudoun County Public Schools : Remind me, what retention was being discussed for Raw Data? 3 years?

**12:14:20** From Pam Stewart, Loudoun County Public Schools : thanks

**12:14:46** From Eric Benoit : Eric Benoit; [ebenoit@scview.com](mailto:ebenoit@scview.com) ; VA Accounts Manager for SC Strategic Solutions

**12:17:59** From Pam Stewart, Loudoun County Public Schools : no

**12:18:14** From Lois Ritger : Can't hear

**12:18:29** From Michelle Brittigan : yes

**12:19:39** From Lois Ritger : still having difficulty hearing 12:20:40 From Tammy Norman : No sound

**12:23:59** From Pam Stewart, Loudoun County Public Schools : yes

**12:24:01** From Jen : yes

**12:29:50** From Melissa Sexton : Does the system tell you the amount of what you are deleting like MB for filling out destruction forms for the Library of VA.

**12:31:11** From Meade Harris : Once deleted, are the documents recoverable?

**12:41:15** From Susan Gardner : Do you have a method where other school divisions and/or govt entities can request for free?

**12:46:26** From Melissa Sexton : Does anyone use this system for active student record files not just archived former students?

**12:49:01** From Michelle Brittigan : thank you

**12:51:09** From Carolyne Karawa : Thank you