

Public Schools Records Consortium (PSRC)

Chair: Nicolas Minor, Prince William County Public Schools, minorn@pwcs.edu

Records and Information Management Analyst: Teshawna Threat, Library of Virginia
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Meeting Minutes

Wednesday, April 30, 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.*

Laura Beth Mattson, Virginia Beach

Tracey Beaver, Prince William

Audra White, Stafford County

Jennifer Test, York County

Mark Strickler, Colonial Heights

Tracy Ferguson Lynchburg

Bliss Cruz, Culpeper County

Jessica Hawks, Danville

Meade Harris, Albemarle County

Holly Cobb, Hampton City

Carolyne Karawa, Fairfax County

Katina Keener, Gloucester County

Melissa Sexton, Bedford County

Teshawna Threat, Library of Virginia

David Stanley, Wise County

Kim McFalls, Dinwiddie County

Michelle Brittigan, Albemarle County

Nicholas Minor, Prince William

Deyrni Harlan, Montgomery County

Lara Kizer, Loudoun County

Pam Stewart, Loudoun County

Martina Caarroll, Shenandoah

Alexis Thacker, Montgomery

Lisa Martin with Virginia Beach City

Susan Gardner, Williamsburg, James City

Leorie Mallory, Brunswick

Diane Bennett, Goochland County

AGENDA

- Welcome and Introductions

- Access to Public Records Under FOIA
- Tour of LVA Library
- Technology and Records Management 2025 and Beyond

School Year 2025-26 Schedule

Four meetings per school year (Wednesdays):

October 8, 2025 (Hybrid Format)
December 10, 2025 (Virtual Format)
February 11, 2026 (Virtual Format)
April 29, 2026 (Hybrid Format), Bonus LVA Tour planned

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:

Laura Beth Mattson, Virginia Beach City Public Schools

Minutes and Co-Chair:

Meade Harris, Albemarle County Schools

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

New Business

- Teshawna Threat, CRA, MLIS, Records and Information Management Analyst, presented on Proposed GS-21 Changes, SY25-26.
- In addition to the Video presentation, the PowerPoint presentation can be found on the Library of Virginia PSRC website. We have also appended the chat notes from that video presentation to these minutes. The meeting was adjourned at 1pm.

Meeting Chat

11:14:58 From Melissa Sexton : Agree with proposed retention

11:15:10 From Pam Stewart : Agree

11:15:26 From Diane Bennett : Agree

11:17:02 From Pam Stewart : What about EL, is that going to be added?

11:17:36 From Pam Stewart : thanks

11:18:25 From Pam Stewart : agree

11:19:15 From Tracey Beaver, FERPA Coordinator : can we change to Self-Harm?

11:19:27 From Pam Stewart : Agree to add Suicide to the Threat Assessments

11:19:50 From Mary Fisher - King George County Schools : Sounds good

11:20:52 From Pam Stewart : LCPS suicide and threat assessments are stored separately

11:24:53 From Melissa Sexton : Is it too late to ask a question from a previous slide? It may be a question for me to email you later.

11:26:27 From Tracey Beaver, FERPA Coordinator : I have privacy concerns

11:27:35 From Pam Stewart : Reacted to "I have privacy conce..." with 👍

11:28:35 From Pam Stewart : Agreed, threat and suicide assessments are highly confidential

11:29:42 From Tony : Speaking on past experience from the Marine Corps. Any suicide attempts were tracked within the department of defense for concerns of surveillance of the individual within the unit but they were not kept as public record

11:29:53 From Melissa Sexton : Why are the following included in the Student Cumulative File: Short-Term Documentation series: activity records, eighteen-year-old declaration, school and community activities, work experience, employment counseling and placement documentation, and counseling interviews (What is meant by counseling interviews?). To my knowledge, we do not maintain these items. Do other divisions? Additionally, we now process enrollment forms online, so they are stored in our online system each year, which then transfers into our student information system. We don't maintain paper records for enrollment forms. Is that ok?

11:30:36 From Tracey Beaver, FERPA Coordinator : There may be some liability issues of why we would want to keep threat assessments longer. I will follow up with our Division Counsel for how long they recommend

11:31:07 From Melissa Sexton : Thank you.

11:31:11 From Pam Stewart : we have some, the 18 years old declaration for example.

11:31:44 From Pam Stewart : I interpret that as a broad category to include in the short terms series

11:32:06 From Pam Stewart : of possible records that could be in the student's cumulative file.

11:36:04 From Lisa Martin : Thanks, T! :)

11:36:11 From Melissa Sexton : Thank you 😊

11:36:31 From Carolyne Karawa : I would like to know how other division are handling GED records

11:36:33 From Michelle Brittigan : cannot hear

11:36:35 From Pam Stewart : Can't hear the speaker

11:36:44 From Keener, Katina : Can't hear

11:39:30 From Jean Harper-Smith : We do not have any GED documentation. Sometimes it is listed on the transcript, but we do not house any GED documentation in the Records Center

11:39:51 From Tracy Ferguson : We also do not house any adult GED documents.

11:40:04 From Pam Stewart : LCPS handles the same as PWCS just stated by Nicholas

11:40:14 From Carolyne Karawa : Thank you

11:40:45 From Carolyne Karawa : Replying to "LCPS handles the sam..."

11:41:0 From jtest : We encrypt through Outlook

11:41:16 From Melissa Sexton : I just heard from our GED staff last week that retention was being moved from public school retention to something else from some leadership meeting they attended. Is this true?

11:41:26 From Jean Harper-Smith : We use Scribbles

11:41:3 From WukoviNA : We use Scribbles too PWCS

11:41:45 From Pam Stewart : LCPS sends records requests through Scribbles but if we have to email, we encrypt through Outlook.

11:41:47 From Carolyne Karawa : We use Scribbles

11:41:4 From Tracy Ferguson : Virtru/Parchment/Scribbles

11:42:0 From Melissa Sexton : Parchment

11:42:09 From Melissa Sexton : If email we use Virtru

11:42:11 From Jessica Hawks : Scribbles

11:42:55 From Pam Stewart : We instruct schools to ALWAYS encrypt when emailing any student records.

11:43:49 From Keener, Katina : Could you share again how we can get the slides or when the recording might be available? I missed that part.

11:47:06 From Melissa Sexton : The contact there for our GED said that they were told in their Leadership Meeting that their student files have to be preserved for 75 years. They said they are supposed to get in touch with me as the Records Officer for BCPS, take the files to me,

then someone from the state will pick them up and send them to a company to be digitized. Afterward, they will shred and destroy them. I was confused by this and hadn't heard.

11:47:22 From Jean Harper-Smith : I always encourage the requestor to visit GED.org

11:49:11 From Melissa Sexton : No, she was saying all of them they had including new ones. All records not just what is like a transcript.

11:49:26 From Jean Harper-Smith : We have older records that were sent to us to review.

11:50:45 From Melissa Sexton : I heard of this law, but not sure we have any as of yet.

11:51:07 From Melissa Sexton : We changed our student records policy to incorporate this.

11:52:56 From Mary Fisher - King George County Schools : We incorporated this into the process we already had for protective orders that have confidential address clauses.

11:55:44 From Keener, Katina : thank you

11:55:45 From Tony : Thank you all