

Purpose

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

- 158-037, Virginia Retirement System
- 223-001, Department of Health Professions
- GS-15, All Localities, Social Services
- GS-111, All State Agencies, College and University
- 501-007, Rescinded Schedules, Virginia Department of Transportation

Introduction of Members and Guests

Greg Crawford called the meeting to order. Members and guests introduced themselves.

Members Present:

Vince Brooks, Local Records Program Manager
Greg Crawford, State Archivist and Government Records Services Director
Caroline Collins, Local Records Archivist
Eric Harris, Records Management Analyst
Emily Johnson, Records Management Analyst
Amanda Morrell, Senior Reference Archivist
Chad Owen, Records Management Coordinator
Maria Shellman, State Records Archivist
Teshawna Threat, Records Management Analyst
Eddie Woodward, Local Records Archivist

Members Absent:

Resources:

Patrice Morgan, Administrative Assistant

Guests:

Courtney Bryce, Louisiana State University Student

Agenda

Greg Crawford called for a motion to approve the agenda. Chad Owen so moved, seconded by Teshawna Threat, and the motion carried.

Minutes of Prior Meeting

[**Motion:** Greg Crawford called for a motion to approve the Minutes of December 11, 2025. Vince Brooks so moved. Eric Harris seconded, and the motion carried.]

Old Business

None.

158-037, Virginia Retirement System

Eric Harris presented this specific schedule. The schedule is being presented to the Records Oversight Committee to defunct 15 series, in which the entire schedule will become defunct, not superseded. The change proposed is as follows

Twelve (12) requests for Defunct, Superseded:

Series 009003, 009004, 009005, 009006, 009008, 009009, 009010, 009011, 009012, 009013, 009014, and 009016.

Three (3) requests for Defunct, Not Superseded:

Series 009007, 009015, and 009017.

[**Motion:** Greg Crawford called for a motion to approve schedule 158-037. Teshawna Threat so moved, Emily Johnson seconded, and the motion carried.]

223-001, Department of Health Professions

Emily Johnson presented this schedule. This is an existing agency specific schedule. The changes were requested by the agency to update language for better internal clarity and to update retention to align with other series. The changes proposed are as follows.

One (1) request for updates to Titles and/or Descriptions:

Agency and Board Studies (000267) description updated.

One (1) request for retention/cutoff updates:

Applications, Practitioner: Denied Licensure or Other Authorization (200183) will go from a retention from 3 years to 65 years.

[**Motion:** Greg Crawford called for a motion to approve Schedule 223-001. Chad Owen so moved, Eric Harris seconded, and the motion carried.]

GS-15, All Localities Agencies, Social Services

Emily Johnson presented this schedule. DARS has requested (with the approval of DSS and DMAS) one series be made defunct and language be added to another series. The requested update is as follows:

One (1) Request for Updates to Titles/Descriptions:

Family Services: Service Cases (101038).

One (1) request for Defunct, Superseded status:

Family Services: Assisted Living Facility (000169).

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

GS-111, All State Agencies, College and University

Teshawna Threat presented this general schedule. The schedule is being presented to the Records Oversight Committee to add one new series to account for misconduct in research. They are investigative records, retained for 7 years after closed, and the information is non-confidential. The series was reviewed by University of Virginia and Virginia Commonwealth University, institutions that have investigative series. The change proposed is as follows:

One (1) for a New Series:

Research: Misconduct Investigation Records.

No updates to Titles and/or Descriptions

No requests for updates to Retention

No requests for Defunct, Superseded status

No requests for Defunct, Not Superseded status

[**Motion:** Greg Crawford called for a motion to approve General Schedule 111. Emily Johnson so moved, Vince Brooks seconded, and the motion carried.]

501-007, Virginia Department of Transportation, Rescinded Schedule

Teshawna Threat presented this schedule. The schedule was presented in June 2025. The agency requested to rescind the schedule to complete more internal work on the series.

[**Motion:** Greg Crawford called for a motion to rescind Schedule 501-007. Chad Owen so moved, Eric Harris seconded, and the motion carried.]

New Business

None.

Adjournment

Greg Crawford called for a motion to adjourn. Teshawna Threat so moved; Vince Brooks seconded. The next meeting is tentatively scheduled for June 11, 2026.