

Virginia Public Schools Records Consortium (PSRC)

Chair: Nicholas Minor MinorN@pwcs.edu (Prince William County)

Library of Virginia, 800 E. Broad St. Richmond, VA 23219
Represented by Chad Owen, Records Management Manager
(chad.owen@lva.virginia.gov)

PSRC Meeting Minutes
Wednesday, January 24, 2024
10:00 AM-12:00pm
Meeting format: Virtual

2024 Kickoff and Organizational Meeting

Welcome and introductions: (in attendance)

Name	Organization
Akennedy	
Amy Heaton	Gloucester
Audra White	Stafford
Becky Moore	Fauquier
Camm Taylor	Fredericksburg City
Carolyne Karawa	Fairfax
Chad Owen	LVA
Charise Ward	Norfolk
Chris Stacy	Tazewell
Cindy Pikerall	Roanoke
David Baker	Roanoke City
Diane Bennett	Goochland
Elizabeth Donaldson	Fairfax
jbelcher	Craig
Jean Harper-Smith	Frederick
Jennifer Test	York
Jessica Hawks	Danville
Jessica Nowlin	Lunenburg
Jo Bowman	Chesterfield
Julia Green	Charlottesville City
Julie Lewis	Middlesex

Name	Organization
Karen Woodson	VA Beach City
Katina Keener	Gloucester
Lisa Floyd	Augusta
Lorraine Schlichte	Portsmouth
Marlee Weeks	Stafford
Meade Harris	Albemarle
Melanie Terrell	Hanover
Melissa Bentley	Rockingham
Melissa Hanes	Buckingham
Melissa Marrs	Nelson
Melissa Sexton	Bedford
Michelle Brittigan	Albemarle
Meghan Mangrum	Bristol
Nicholas Minor	Prince William
Pam Stewart	Loudoun
Rachel Johnson	Loudoun
Renee Weir	Clarke
Shannon Davis	Harrisonburg City
Tammy Norman	Stafford
Tracey Beaver	Prince William

Officers:

The PSRC shall keep the organization informal for the remainder of this school year. Nicholas Minor shall continue to serve as chair, Pam Stewart will serve as coordinator for planning meeting topics and presenter outreach and Meade Harris will serve as secretary\note taker.

Sharing of Survey Results: (appended to this document)*

Scheduling 23-24 Meetings.

The consensus was to keep to the bi-monthly format for the remainder of this school year.

Meeting polls:

<u># of Meetings.</u>	<u>Meeting Format</u>
1 meeting – 10%	Virtual Only - 26%
2 meetings – 90%	Hybrid (in person and Virtual) – 74%

Two meetings were scheduled for remainder of the year: **(HYBRID FORMAT)**

In-person physical meeting location: (we will also support virtual attendance)
Library of Virginia, 800 E. Broad St. Richmond, VA 23219

March 6, 2024 – 10am – 1pm with Library of Virginia room scheduled until 2.
A request was made for **FERPA and student records** to be on the agenda.

May 15, 2024 – 10am – 1pm with Library of Virginia room scheduled until 2.

Notes and agendas will be shared via the Library of Virginia PSRC website:
<https://www.lva.virginia.gov/agencies/records/psrc/>

Update from Chad Owen, Library of Virginia Records Management Manager:

- Library of Virginia is interviewing for adding an Analyst position on 1/30 – 1/31/2024
- Chad will continue as liaison\analyst for schools.
- Jennifer Test of York County noted a VDOE PowerPoint concerning Career Tech Training calling for services that did not appear to be included in any of the GS-21 Schedule series. Chad noted that this will need to be addressed with a modification or creation of a new series.
- In a later discussion regarding how to calculate RM3 volume, Chad stated that RM-3 is not to be considered exact, but inclusive of the volume of records being destroyed by series. When dealing with electronic record destruction the digital aggregate file size (in MB) should be used.

Round Table Discussion on Electronic Records

- Where is your division in the process?
- Successes/Challenges? Best practices?
- Records Retention and Destruction

Names of discussion participants were not reliably captured in the summary below. Generally, most attendees to the meeting contributed.

Cindy Pikeral said Roanoke has graduate files on-site from 2018-2022 and sends to Scribbles for storage. Problems retrieving records when system is down. The question came up as to how long to retain physical files. Most group comments regarding when to archive long term records, the consensus was to hold 5 years of graduated student records before purging (and destroying) non-long-term documents and then archive only what is required for long term or otherwise specified in the schedule series guidance.

There was also a question about census records (cards) and how they should be classified. There were several other related comments with the same discussion thread. Chad Owen noted that the age and purpose of the records needs to be considered, that all documents pre-1913 and pre-1935 school cumulative records must be retained permanently and reach out to LVA prior to destruction. Anything that may have historical value, please reach out to LVA.

Jessica Hawks (Danville) reported having desegregation records from the first African American HS from the 1930's. Chad indicated those should come to the Library of Va for their historical value.

Nicholas Minor noted that Prince William County transitioned to all digital registration in 2021 which will work its way up as the student progresses to make the cumulative file all digital. Graduated students' records retained 5 years and destroyed in-house.

Lisa Floyd indicated that Augusta's immunization records were uploaded during registration and uploaded by the parent using Synergy ParentVUE. Tammy Norman indicated Stafford used the same system. Jessica Hawks uses PowerSchool Enrollment to accomplish this.

Question regarding keeping the transfer log for 75 years – Yes.

Question regarding retention of the original cumulative file sent to my school division from another school division. Responses:

- Chad Owen indicated that the receiving school division was not required to keep the records sent from another school division.
- Some responded they kept the record as a courtesy.
- Several responses indicated they offer the original records to the parents.

Electronic Records Destruction: How to destroy (not just delete).

A Discussion was started by Pam Stewart regarding destruction of electronic records. Subsequent discussion indicated it depended on the system you are using, but the record will need to be unrecoverable and can't be reconstituted per Chad Owen.

Future meeting requests/suggestions:

- Student Records (content)
- FERPA (suggested for March)
- FOIA (suggested for March)
- Training opportunities
- Speakers

ADDENDUM: Pre-Meeting Survey results provided by Nicholas Minor, Prince William County.

Public Schools Records Consortium Suvery

13

Responses

05:16

Average time to complete

Active

Status

1. What areas of interests would you like to see discussed during the January or subsequent meetings?

13

Responses

Latest Responses

"risk assessments, electronic records, how to handle email for FERPA vs FOIA " "Records to DSS and SSA how do the different districts handle them. Email, F... "Conversion of paper documents to electronic; managing records; use of AI i...

4 respondents (31%) answered **email** for this question.



2. Are you interested in helping with the PSRC and in what capacity?

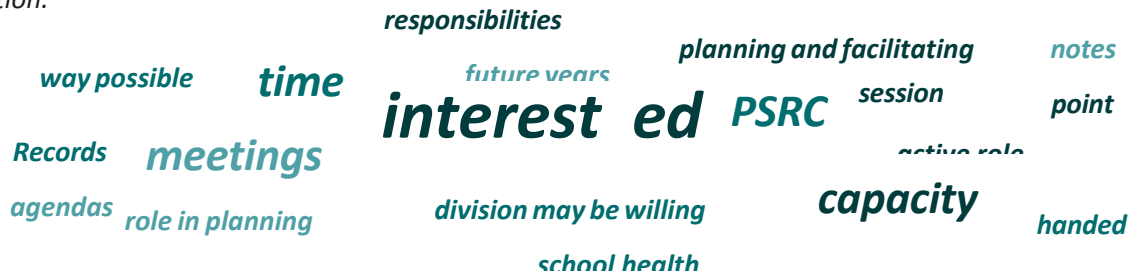
9

Responses

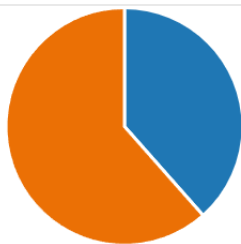
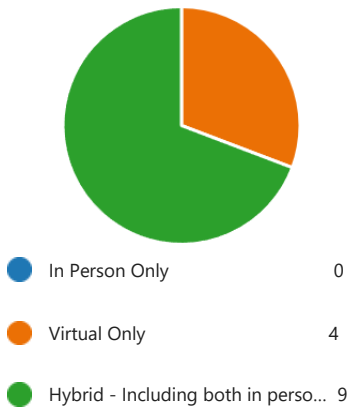
Latest Responses

"If there were things that needed to be searched, I could help out. " "Yes, I would be interested in helping with setting up meetings, creating age...

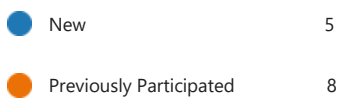
3 respondents (33%) answered **interested** for this question.



3. What is your preferred meeting format?



4. Are you new to the PSRC or have you participated previously?



5. How did you discover the PSRC?

13

Responses

Latest Responses

"back in 2007 from Nancy Tyler"

"Was asked to a meeting the first year I took over the records department fo... "VAGARA Conference "

3 respondents (23%) answered PSRC for this question.

participant in the PSRC
meeting the first year
records department
Records Retention
position

county
meetings
FCPS

mail communications
upcoming meeting
invite

PSRC Records

meeting through the Listserv
Records Officer
Nancy Tyler

VAGARA Conference
Public Schools supervisor at FCPS