

Purpose

The committee met to review, discuss, and vote on the following records retention schedule drafts, as submitted by the pre-Records Oversight Committee and to review the update to the Records Officer Designation and Responsibilities (RM-25) form and the creation of the Records Technician Access Authorization (RM-26) form.

- 111-001, Supreme Court of Virginia (Clerk)
- 154-012, Motor Vehicles, Department of (Financial Management Services – Accounts Receivable)
- 158-036, Virginia Retirement System (IT)
- 158-042, Virginia Retirement System (PR)
- 165-001, Housing and Community Development, Department of (CLG)
- 165-003, Housing and Community Development, Department of (CLG)
- 232-001, Minority Business Enterprises, Department of
- 325-001, Business Assistance, Department of (Workforce Services)
- 325-003, Business Assistance, Department of (Small Business)
- 325-004, Business Assistance, Department of (Financial)
- 325-005, Business Assistance, Department of (Existing Business)
- 350-001, Small Business and Supplier Diversity (Certification)
- 350-002, Small Business and Supplier Diversity (VSBFA)
- 501-016, Transportation, Department of (Structure and Bridge Division)
- 501-018, Transportation, Department of (Asset Management Division)
- 601-188, Health, Department of (Shellfish)
- 968-002, Commission on Local Government (State Song)
- GS-101, All State Agencies (Administrative Records)
- GS-120, All State Agencies (Health Records)

Introduction of Members and Guests

Greg Crawford called the meeting to order at 9:04 a.m. Members and guests present introduced themselves.

Members Present:

Vince Brooks, Local Records Program Manger
Greg Crawford, State Archivist and Government Records Services Director
Emily Johnson, Records Management Analyst
Chad Owen, Records Management Section Manager
Renee Savits, State Records Archivist
Glenn Smith, Records Management Analyst
Teshawna Threat, Records Management Analyst
Dawn Tinnell, Senior Reference Archivist

Members Absent:

Eddie Woodward, Local Records Archivist

Resources:

Patrice Morgan, Administrative Assistant

Guests:

Maria Shellman, State Records Archivist

Tracy Molnar, Executive Assistant to Librarian of Virginia

Jessie Graham, University of Virginia; Riley O'Brien, Virginia Department of Corrections; and Katie Ray, Virginia Retirement System briefly attended by Zoom to recognize Glenn Smith's retirement.

Agenda

Greg Crawford asked if there were any corrections to the agenda. Glenn Smith provided a clarification regarding the forms to be introduced under new business. The form number for the new technician form was changed to RM-26 therefore the agenda was updated with the new form number. Greg called for a motion to approve the agenda, as amended. Teshawna Threat so moved, seconded by Vincent Brooks, and the motion carried.

Minutes of Prior Meeting

[**Motion:** Greg called for a motion to approve the minutes of September 12, 2024. Dawn Tinnell so moved. Chad Owen seconded, and the motion carried.]

Old Business

None.

Note: the schedules were presented as a group by each analyst instead of in numeric order as typically presented. Teshawna Threat presented first, followed by Emily Johnson and Glenn Smith.

501-016, Department of Transportation, Structure and Bridge

Teshawna Threat presented this agency-specific schedule to change the disposition for one record series. The change proposed is as follows:

One (1) update to Disposition

Bridge, Culvert, and Overhead Inspection Reports, 001001, from Non-Confidential to Confidential.

[**Motion:** Greg Crawford called for a motion to approve schedule 501-016. Chad Owen so moved, Emily Johnson seconded, and the motion carried.]

501-018, Department of Transportation, Asset Management Division

Teshawna Threat presented this agency-specific schedule for Asset Management to make 110 changes. The changes proposed are as follows:

Schedule Title Change

Proposed Title—Maintenance Division

Two (2) requests for New Series

Safety Meeting File-Districts

Pavement History—this series was set to “Pending” in 2017 in Infolinx and is being presented to change the status to “Active”.

Six (6) requests for Series Transfers to this Schedule

Five (5) from 501-010: 001653, 001652, 001643, 001648, 001644

One (1) from 501-003: 001656

Sixty-seven (67) requests for Defunct, Superseded status superseded by administrative and fiscal general schedules

2768, 4118, 4090, 4119, 4121, 2219, 2760, 4094, 4122, 4092, 4123, 4124, 2787, 2759, 2788, 4096, 2785, 2795, 2777, 2763, 2767, 2761, 4158, 2780, 2772, 2776, 2778, 2775, 2770, 2757, 4097, 2803, 4099, 4125, 2799, 2797, 2216, 2801, 4126, 3058, 2796, 4105, 4104, 2774, 2171, 2784, 2782, 2764, 4110, 2781, 2800, 2802, 4111, 2153, 2169, 2166, 2154, 2167, 2161, 2158, 2160, 2791, 2765, 2766, 2793, 2779, and 2789.

Twenty-one (21) requests for Defunct, Not Superseded status

2769, 4120, 2790, 4102, 2170, 4107, 2157, 2223, 2179, 2214, 2215, 2320, 2155, 2177, 2162, 2168, 2185, 2225, 2755, 4127. This also includes the removal of a guidance entry from the printed schedule that was without a series number.

Thirteen (13) Updates to Titles and/or Descriptions

2756, 2798, 2163, 2762, 2183, 4101, 4109, 4106, 3057, 2794, 2773, 2953, and 2754.

[Motion: Greg Crawford called for a motion to approve changes to schedule 501-018. Glenn Smith so moved, Renee Savits seconded, and the motion carried.]

154-012, Department of Motor Vehicles, Financial Management Services, Accounts Receivable

Teshawna Threat presented this agency-specific schedule for Financial Management Services, Accounts Receivable to make it defunct and not superseded, as it was never imported into Infolinx,

although there was a printed schedule. The two series present on the printed schedule are accounted for in the state general schedule, GS-102, Fiscal Records.

[**Motion:** Greg Crawford called for a motion to approve schedule 154-012. Chad Owen so moved, Vince Brooks seconded, and the motion carried.]

158-036, Virginia Retirement System, IT

Emily Johnson presented this existing agency-specific schedule. The agency requested to defunct the schedule as the only series listed contains records no longer created.

[**Motion:** Greg Crawford called for the motion to defunct Schedule 158-036. Dawn Tinnell so moved, Teshawna Threat seconded, and the motion carried.]

158-042, Virginia Retirement System, PR

Emily Johnson presented this agency specific schedule. The agency requested to defunct the schedule as the only series listed contains records no longer created or extant in the agency.

[**Motion:** Greg Crawford called for a motion to approve schedule 158-042. Chad Owen so moved, Renee Savits seconded, and the motion carried.]

601-188, Department of Health, Shellfish

Emily Johnson presented this existing agency-specific schedule containing five records series. The changes were requested by the agency to update language and titles and revise retention periods. Schedule title changes reflect organization structure. Due to the age of the schedule, there are currently no series numbers, and the schedule is not found in Infolinx. The changes proposed are as follows:

Request for Schedule Relocation:

Office of Water Programs - Division of Shellfish Sanitation will be moved to Office of Environmental Health Services - Division of Shellfish Safety and Water Borne Hazards

Two (2) requests for updates to Titles and/or Descriptions:

Shellfish-Crustacea Plant Files will be Shellfish-Crustacea Plant Inspections
Shellfish Growing Areas will be Shellfish Growing Areas: Surveys
Both series received language updates to comply with LVA description standards.

Two (2) requests for retention/cutoff/disposition updates:

Shellfish-Crustacea Plant Inspections – retention 3 years to 15 years; cutoff after calendar year to after approval
Shellfish Growing Areas: Surveys – retention of Permanent, In Agency changing to 15 years after approval; Non-confidential Destruction.

Three (3) requests for Defunct, Superseded status:

Administrative Correspondence and Data Files superseded by GS-101; 100302 and 012018

Fiscal Correspondence superseded by GS-102; 200114

Personnel Correspondence superseded by GS-103; 100498 and GS-102; 200113

[Motion: Greg Crawford called for a motion to approve schedule 601-188. Glenn Smith so moved, Chad Owen seconded, and the motion carried.]

GS-120, All State Agencies, Health Records

Emily Johnson presented this existing state general schedule containing 82 records series. A focus group from across the commonwealth agreed on two additional records series : one to address an update to COV 8.01-246 (B) and one to prompt destruction reporting for medical debt records. The changes proposed are as follows:

Two (2) new Series:

Medical Debt: Uncollected – No Action

Medical Debt: Collected

[**Motion:** Greg Crawford called for a motion to approve the update to General Schedule 120. Vince Brooks so moved, Teshawna Threat seconded, and the motion carried.]

111-011, Supreme Court of Virginia

Glenn Smith presented this existing 1993 agency-specific schedule containing one series that was created when the Supreme Court managed Foreign Attorney Applications. The Clerk's records officer is requesting the schedule be made Defunct, Not Superseded because almost all of these requests are now managed by the Virginia Board of Bar Examiners, and the few that are received by the Clerk's office are included in the file of the case in which the foreign attorney is participating. The schedule does not exist in Infolinx, rather only in printed form. The pdf version of the schedule will be removed from the LVA website.

[**Motion:** Greg Crawford called for a motion to approve Schedule 111-001. Chad Owen so moved, Emily Johnson seconded, and the motion carried.]

165-001, Housing and Community Development, CLG

165-003, Housing and Community Development, CLG

968-002, Commission on Local Government

Glenn Smith presented these schedules as a group. The Commission on Local Government was a stand-alone agency until 2003, when the agency was moved under the Department of Housing and Community Development.

165-001 is an existing agency-specific schedule consisting of two series. The agency records officer requested the following changes to align the schedule with current business processes:

One (1) new series created

Mandate Assessments

One (1) series retitled, description updated, and cutoff event and disposition changed:

Annexation Case Files (009000) is becoming Hearings, Adjudications, and Investigations.

One (1) series being made defunct, not superseded:

Library Files (009001)

165-003 is an existing agency-specific schedule under Commission on Local Government consisting of one series. The agency records officer requested the one series become Defunct, Superseded, even though no relevant records currently exist in the agency. The schedule will be made Defunct, Not Superseded. The change proposed is as follows:

One (1) series Defunct, Superseded:

Miscellaneous Study and Commission Records (009002). Agency will be using GS-101 Correspondence and History series, as appropriate.

Glenn explained 165-001 and 165-003 were migrated in Infolinx to Department of Housing and Community Development at the agency level. They will be reclassified at the department level under DHCD as the Commission on Local Government.

968-002 is an existing agency-specific schedule consisting of eight series. It was created for the Commission in 2002 in order to transfer records created by the Legislative State Song Study Committee, for which the Commission had administrative control, to the state archives. There are 25 Records in Infolinx reflecting this collection, but none are tied to a retention series. The printed schedule still has the Commission as the Agency, even though the Commission was moved under the Dept. of Housing and Community Development in 2003. The DHCD records officer is requesting the following changes:

Eight (8) series retitled in Infolinx

This is to reflect the titling on the print version, dropping *State Song Committee* from each title.

One (1) series disposition updated:

Video Tape Compilations (005112): From *Permanent, In Agency* to *Permanent, Archives*

The schedule to take on Schedule Number 165-002 and be made Defunct, Permanent.

Relocate the Agency/Dept/Sub-dept to:

Agency: Housing and Community Development, Dept. of
Dept: Commission on Local Government
Sub-dept: State Song Study Committee

[**Motion:** Greg Crawford called for a motion to approve the updates to 165-001 and to Defunct, Not Supersede 165-003. Chad Owen so moved, Dawn Tinnell seconded, and the motion carried.]

[**Motion:** Greg Crawford called for a motion to move schedule 968-002 under the Department of Housing and Community Development, change the schedule number to 165-002 and change the status to Defunct, Permanent. Teshawna Threat so moved, Emily Johnson seconded, and the motion carried.]

Greg Crawford explained the next set of schedules address records related to the merger of the Department of Minority Business and the Department of Business Assistance into the current Department of Small Business and Supplier Diversity.

232-001, Minority Business Enterprise
350-001, Small Business and Supplier Diversity, Certification

Glenn explained the agencies' 2014 merger. The schedules will be discussed in the order of how one affects another.

232-001 contains twelve entries. Six of those series were previously made defunct, but still appear on the printed schedule. The agency records officer requested that the schedule be made Defunct, Not Superseded, with the following changes to the remaining six series, three of which will then be transferred to a new SBSB schedule 350-001:

Three (3) series w/ Title, Description, Cutoff Event, and/or Disposition updates, and transferring to 350-001:

Disadvantaged Business Application for Certification: Active (009307) to Disadvantaged Business Certifications
SWAM Business Application for Certification: Inactive (009313) to SWaM Business Certifications
SWAM Plans (009317) to SWaM Plans and Progress Reports

Three (3) series being made Defunct, Superseded:

Disadvantaged Business Application for Certification: Inactive (009308) by Disadvantaged Business Certifications (009307)
SWAM Business Application for Certification: Active (009312) by SWaM Business Certifications (009313)
SWAM Compliance Report - Annual Report (009314) by GS-101 Report Series

350-001 is the new schedule proposed for Department of Small Business and Supplier Diversity. The three active Minority Business Enterprise series on 232-001 will be moved here.

[**Motion:** Greg Crawford called for a motion to approve the updates to series on 232-001, transfer the three series to the proposed Small Business and Supplier Diversity schedule 350-001 and make 232-001, Department of Minority Enterprises Defunct, Not Superseded. Renee Savits so moved, Chad Owen seconded, and the motion carried.]

[**Motion:** Greg Crawford called for a motion to approve the new schedule 350-001 for the Department of Small Business and Supplier Diversity as presented. Chad Owen so moved, Emily Johnson seconded, and the motion carried.]

325-004, Department of Business Assistance, Financial Services
350-002, Department of Small Business and Supplier Diversity, Virginia Small Business Financing Authority

Glenn Smith explained that the Virginia Small Business Financing Authority is an independent authority that operates as a department under the Department of Small Business and Supplier Diversity. 325-004 is an existing agency-specific schedule, for which the SBSB records officer requested be made Defunct, Superseded by the proposed SBSB specific schedule 350-002, and these five series be superseded by four series on that proposed schedule, with the details covered in that proposed schedule.

Schedule 350-002 is a proposed agency-specific schedule that will consist of four initial series which the agency records officer is requesting be transferred from 325-004, Financial Services schedule of the former Dept. of Business Assistance. The series changes are as follows:

Four (4) series transferring from schedule 325-004, with updates to titles, descriptions, and cutoff events:

Loan Accounting Records (005100) to Loan Accounting
Loan, Financing Assistance Program and Bond Allocation Applications - Approved (005101) to Loans, Financing Assistance, and Bond Allocation Applications: Approved
Loan, Financing Assistance Program and Bond Allocation Applications – Declined (005102) to Loans, Financing Assistance, and Bond Allocation Applications: Declined
Loan Financing Assistance Program and Bond Allocation Applications – Incomplete (005103) to Loans, Financing Assistance, and Bond Allocation Applications: Incomplete or Withdrawn

One (1) series from schedule 325-004 is to be folded into the retitled 350-002 0005103 series:
Loan Financing Assistance Program and Bond Allocation Applications – Withdrawn (005104)

Schedule 325-004 is being proposed for retirement in this cycle.

[**Motion:** Greg Crawford called for a motion to defunct Schedule 325-004 and supersede it by the proposed 350-002, Department of Small Business Supplier Diversity. Teshawna Threat so moved, Vince Brooks seconded, and the motion carried.]

[**Motion:** Greg Crawford called for a motion to approve proposed Schedule 350-002 as presented. Chad Owen so moved, Renee Savits seconded, and the motion carried.]

325-001, Department of Business Assistance, Workforce Services
325-003, Department of Business Assistance, Small Business Development
325-005, Department of Business Assistance, Existing Business Services

Glenn Smith presented these schedules, explaining that the series on schedules 325-001 and 325-005 will be made Defunct, Not Superseded, and schedules themselves will be made Defunct, Not Superseded. Schedule 325-003 will be made Defunct, Not Superseded. The agency requested the series on this schedule for the Small Business Advisory Boards, 005066 and 005067, be made Defunct, Superseded by GS-101 series 100305 and 100339 because they have existing records to manage.

[Motion: Glenn Smith made a motion that the proposal for series 005067 be amended to be superseded by the Permanent, Archives series GS-101; 100338 since the advisory board was mandated by Code. Chad Owen seconded, and the motion carried.]

[Motion: Greg Crawford called for a motion to Defunct, Not Supersede schedules 325-001 and 325-005 and to defunct, not supersede, as amended, schedule 325-003. Teshawna Threat so moved, Chad Owen seconded, and the motion carried.]

GS-101, All State Agencies, Administrative Records

Glenn Smith presented this schedule. He explained “guidance series” were added to schedules created in Word docs to provide clients with a filing plan. Those series were not assigned records series numbers because they weren’t really series. A series number, 100304, was inadvertently assigned to Agency Head Records on this schedule with a non-permanent retention for what are almost all permanent records. The proposed change is to Defunct, Not Supersede this errant series.

[Motion: Greg Crawford called for a motion to approve the update to General Schedule 101. Chad Owen so moved, Teshawna Threat seconded, and the motion carried.]

New Business

Update to RM-25 and Introduction to RM-26 Form

Glenn led this discussion. The current RM-25 form has two columns in block 8 used to designate an agency records officer or an agency records coordinator. Since the Infolinx implementation the only reason to formally designate a coordinator is for someone without full records officer responsibilities to have access to Infolinx to manage agency records transfers to the State Records Center for non-permanent retention. The two designations are being separated. The guidance for completing the forms is being updated. The RM-26 form is being introduced as the Records Technician Access Authorization. Glenn informed the committee the technician form will be in a portrait orientation, not the landscape version presented. The forms will be implemented in the upcoming year.

Greg Crawford thanked Teshawna, Emily and Glenn for the work done for the presentations during this meeting.

Glenn informed the committee that Teshawna will be the new coordinator for the Records Oversight Committee and its meetings. The Committee also discussed other department membership rotations.

Adjournment

Greg Crawford called for a motion to adjourn. Chad Owen so moved; Glenn Smith seconded. The meeting schedule for 2025 will be announced.